

Secretariat Assistant

This post belongs to the Legislative, Executive and Administrative (LAFEA) Service. For structure and sanctioned strength of various grades in the service [click here](#). The post carries a pay scale of Rs.5200-20200 (Pay Band-1) with Grade Pay of Rs. 2400/- (Pre-revised). The incumbent of the post, in addition to pay in pay band and grade pay also gets DA, HRA & Parliamentary Allowance, as admissible, from time to time. CGHS facilities, Housing facilities, LTC and Tuition fee reimbursement benefits are also admissible.

Joint Secretary is the highest grade available in LAFEA service but its members can also be considered for appointment to higher grades in this Secretariat. The mode of recruitment to various grades of this service is given in Rajya Sabha Secretariat (Methods of Recruitment and Qualification for Appointment) Order, 2017, which is available at www.rajyasabha.nic.in/recruitment.

Secretariat Assistant is responsible for typing and data entry. He/She receive communications/dak on behalf of the Section, diaries them and submit to the Executive Officer for perusal and distribute them to the dealing hands as per instructions. Maintaining section diary, file register, file movement register and such other registers/records as may be prescribed is also their responsibility. He/She also prepares various statements/returns as may be prescribed.