

# **RAJYA SABHA SECRETARIAT**

**PARLIAMENT HOUSE ANNEXE  
NEW DELHI**

**No. RS.43/1/2010-Perl.**

**Dated the 30<sup>th</sup> June 2011**

## **OFFICE MEMORANDUM**

Rajya Sabha Secretariat proposes to urgently fill the various posts listed in the *Annexure-I* of this Office Memorandum on deputation basis / re-employment basis from persons, who are working or have retired from Central Government/State Government/Constitutional Bodies/Autonomous Bodies/Statutory Organizations/Public Sector Undertaking. These posts have been temporarily created to provide assistance to the Committee constituted by the Hon'ble Chairman, Rajya Sabha under Section 3 of the Judges (Inquiry) Act, 1968. The conditions of eligibility pertaining to the advertised posts are as given in the *Annexure-I* of this Office Memorandum.

2. The candidates, who are below 65 years of the age as on the last date of the receipt of the applications and are desirous of being considered for appointment to these posts, may apply in the enclosed Application format as given in the *Annexure-II* of this Office Memorandum and the application, complete in all respects, should reach **the Deputy Director (Personnel), Room No. 146, First Floor, Rajya Sabha Secretariat, Parliament of India, Parliament House Annexe, New Delhi – 110001 latest by 5.00 p.m. on 29.7.2011.** The applications of the serving employees are to be forwarded through proper channel along with attested photocopies of their CRs of last five years and vigilance clearance. The retired candidates may apply directly to this Secretariat.

3. No application received after 29<sup>th</sup> July 2011 shall be entertained. Incomplete applications or applications received without CR dossier or vigilance clearance (in case of serving employees) shall be summarily rejected and no further correspondence in this regard shall be entertained.

**(S. RANGARAJAN)  
DEPUTY DIRECTOR**

**No. RS.43/1/2010-Perl.**

**Copy to :-**

1. PS to Hon. Mr. Justice Aftab Alam,  
Judge, Supreme Court of India
2. Shri D.R. Meena, Secretary, M/o Law & Justice
3. Shri K.D. Singh, Secretary, Judges Inquiry Committee
4. All Ministries/Departments of Government of India/Chief Secretaries of all States / Union Territories / Lok Sabha Secretariat / President's Secretariat / Vice-President's Secretariat/Supreme Court of India/C&AG of India/Election Commission of India – with a request to give wide publicity to this Circular in their all Offices including Autonomous Bodies/Statutory Organizations/Public Sector Undertakings under their control.
5. Notice Board, Rajya Sabha Secretariat
6. All Officers/Section/P.Ss./P.As. and  
Pay & Accounts Office, Rajya Sabha Secretariat
7. NIC – for placing the advertisement on the Intranet/website of Rajya Sabha.

Sl. No.	Name of Post and Scale of Pay	Eligibility Conditions
1.	Private Secretary <i>[English stream]</i> PB-3 (Rs.15600-39100 + Grade Pay Rs.5400)	<b>A. Essential:</b> i) Persons holding or having held a post on regular basis in PB-3 (Rs.15600-39100) + Grade Pay Rs.5400 ; <b>OR</b> A post in PB-2 (Rs.9300-34800) + Grade Pay Rs.4600 with 5 years experience in the grade. ii) 8 years experience in providing Secretarial Assistance. <b>B. Desirable:</b> Proficiency in Computer Operations (MS-Office).
2.	Stenographer <i>[English stream]</i> PB-2 (Rs.9300-34800 + Grade Pay Rs.4200)	<b>A. Essential:</b> i) Persons holding or having held a post on regular basis in PB-2 (Rs.9300-34800) + Grade Pay Rs.4200; <b>OR</b> A post in PB-1 (Rs.5200-20200) + Grade Pay of Rs.2400 with 5 years experience in the grade. ii) 5 years experience in providing Secretarial Assistance. <b>B. Desirable:</b> Proficiency in Computer Operations (MS-Office).
3.	Reprographer Grade-II PB-1 (Rs.5200-20200 + Grade Pay Rs.2400)	<b>A. Essential:</b> (i) Persons holding or having held a post on regular basis in PB-1 (Rs.5200-20200) + Grade Pay Rs.2400. <b>OR</b> Persons holding or having held a post on regular basis in PB-1 (Rs.5200-20200) + Grade Pay Rs.1900 with 5 years experience in the grade. (ii) 2 years experience in photocopying of documents.
4.	Attendant Grade-III PB-1 (Rs.5200-20200 + Grade Pay Rs.1900)	<b>A. Essential:</b> Persons holding or having held a post on regular basis in PB-1 (Rs.5200-20200) + Grade Pay Rs.1800 or above.

**Application for posts in the Rajya Sabha Secretariat circulated vide O.M. dated 30.6.2011**

1. Post applied for (in block letters):
2. Name (in block letters):
3. Address with telephone number & E-mail address:
4. Present Designation/Designation of post last held:
5. Organisation where working or retired from:
6. Date of retirement (wherever applicable):
7. Scale of Pay of the post presently held/ last held & Basic Pay drawn:
8. Date of Birth:
9. Educational Qualifications:
10. Technical/Special qualifications, if any:
11. Details of employment in chronological order:

(Please enclose a separate sheet, duly authenticated)

Sl. No.	Name of the Ministry/Department Office	Post held	From	To	Scale of Pay	Nature of Duties
(1)	(2)	(3)	(4)	(5)	(6)	(7)

**Dated:**

**Signature of the applicant**

**Address:** \_\_\_\_\_

**Tele:** \_\_\_\_\_

**CERTIFICATE**

(In Case Of Serving Employee)

1. Certified that particulars furnished by Shri/Smt./Kum. \_\_\_\_\_ have been verified from his/her record and found correct.
2. No vigilance case is either pending or contemplated against Shri/Smt./Kum.\_\_\_\_\_. His/her integrity is certified.
3. No major or minor penalty was imposed on Shri/Smt./Kum.\_\_\_\_\_ during the last 10 years as per records in the Ministry/Department.

**SIGNATURE OF HEAD OF OFFICE/DEPARTMENT  
WITH STAMP**

**PLACE:**

**DATE:**

**OR**

**UNDERTAKING**

(In Case Of Retired Employee)

1. I certify that all statements made in this application are true, complete and correct to the best of my knowledge and belief.
2. I certify that no vigilance/disciplinary case was either pending or contemplated against me in the Ministry/Department at the time of my retirement.
3. I certify that no major or minor penalty was imposed on me during the last 10 years of my service in the Ministry/Department.
4. I certify that I am eligible for the post applied for vis-à-vis the qualifications or experience prescribed for the said post by the Rajya Sabha Secretariat.

**SIGNATURE OF CANDIDATE**

**PLACE:**

**DATE:**