

# **RAJYA SABHA SECRETARIAT**

**PARLIAMENT HOUSE ANNEXE  
NEW DELHI**

**No. RS/46/2010-Perl.**

**Dated the 28<sup>th</sup> March, 2011**

## **OFFICE MEMORANDUM**

Rajya Sabha Secretariat proposes to urgently fill the various posts, listed in the Annexure-I of the Office Memorandum, on deputation basis/re-employment basis from persons, who are working or have retired from the Government/Public Sector Organisations/Autonomous Bodies. The number of posts and conditions of eligibility of various posts are as given against each post in the *Annexure-I* of this Office Memorandum.

2. The candidates, who are below 65 years of age as on the last date of the receipt of the applications and are desirous of being considered for appointment to the above 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 29.04.2011.** 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> April, 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/46/2010-Perl.**

**Copy to :-**

1. Office of the Hon'ble Chairman, Rajya Sabha
2. Office of the Secretary-General, Rajya Sabha
3. Office of the Secretary, Rajya Sabha
4. Office of the CEO, RSTV
5. 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 Offices including Autonomous Bodies/Statutory Organizations/Public Sector Undertakings under their control.
6. Notice Board, Rajya Sabha Secretariat
7. All Officers/Sections/P.Ss./P.As. and Pay & Accounts Office, Rajya Sabha Secretariat
8. NIC – for placing the advertisement on the Intranet/Website of the Rajya Sabha

Sl. No.	Name of Post and Scale of Pay	No. of posts	Eligibility Conditions
<b>I. Accounts &amp; Finance</b>			
1.	Executive Officer (Finance & Accounts) (PB-3 Rs. 15600-39100 + Grade Pay Rs. 5400)	1	<p>By selection on deputation/re-employment basis from amongst persons having at least 5 years experience in accounts and financial matters and holding or having held in the Government/Public Sector organizations/ Autonomous bodies:-</p> <p>i) Post(s) in PB-3 (Rs. 15600-39100) with a Grade Pay of Rs. 5400 or equivalent post(s) ; <b>or</b></p> <p>ii) Post(s) in PB-2 (Rs. 9300-34800) with minimum 5 years service in the Grade Pay of Rs. 4800 or minimum 10 years service in the Grade Pay of Rs. 4600 or minimum 10 years combined service in Grade Pay of Rs. 4600 and Rs. 4800.</p> <p>Preference will be given to persons having</p> <p>(i) Experience of dealing with financial/accounts matters of any TV Channel.</p> <p>(ii) Professional qualification or training in finance &amp; accounts.</p> <p>(iii) Professional qualification/training in computer applications.</p>
2.	Junior Clerk (Finance & Accounts) (PB-1 Rs. 5200-20200 + Grade Pay Rs. 2400)	1	<p>By selection on deputation/re-employment basis from amongst persons having atleast 3 years experience in clerical work and having typing speed of atleast 40 w.p.m. and holding or having held in the Government/Public Sector organizations/ Autonomous bodies:-</p> <p>i) Post(s) in PB-1 (Rs. 5200-20200) with a Grade Pay of Rs. 2400 or equivalent post(s) ; <b>or</b></p> <p>ii) Post(s) in PB-1 (Rs. 5200-20200) with a minimum service of 5 years in the Grade Pay of Rs. 1900.</p> <p>Preference will be given to persons having professional qualification/training in computer applications.</p>

Sl. No.	Name of Post and Scale of Pay	No. of posts	Eligibility Conditions
<b>II. Administration</b>			
1.	Assistant (Administration) (PB-2 Rs. 9300-34800 + Grade Pay Rs. 4600)	1	<p>By selection on deputation/re-employment basis from amongst persons having 3 years experience in establishment/administrative matters and holding or having held in the Government/Public Sector organizations/ Autonomous bodies:-</p> <p>i) Post(s) in PB-2 (Rs. 9300-34800) with a Grade Pay of Rs. 4600 or equivalent post(s) ; <b>or</b></p> <p>ii) Post(s) in PB-2 (Rs. 9300-34800) with minimum 5 years service in the Grade Pay of Rs. 4200 or minimum 10 years service in post(s) in PB-1 (Rs. 5200-20200) with a Grade Pay of Rs. 2400 or a minimum combined service of 10 years in the Grade Pay of Rs. 4200 in PB-2 and Grade Pay of Rs. 2400 in PB-1.</p> <p>Preference will be given to persons having</p> <p>(i) Experience of dealing with establishment/administrative matters of any TV channel.</p> <p>(ii) Professional qualification in HR management/ training in establishment/administrative matters.</p> <p>(iii) Professional qualification/training in computer applications.</p>

**Application for posts in the Rajya Sabha Secretariat circulated vide O.M. dated 28/03/2011**

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/Professional qualifications, if any:
11. Training:
12. 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)

13. Qualifications/experience prescribed for eligibility to the post applied for vis-à-vis qualifications/experience of the applicant (essential & desirable conditions to be indicated separately):

	Prescribed for the post	Possessed by the candidate
<b>Essential</b>	1.	
	2.	
	3.	
	4.	
<b>Desirable</b>	1.	
	2.	
	3.	
	4.	

(Candidates knowing shorthand, typing should also specify the language in which they possess such skills)

**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:**