

RAJYA SABHA SECRETARIAT

**PARLIAMENT HOUSE ANNEXE
NEW DELHI**

Dated the 30th September, 2010

RECRUITMENT AND CONDITIONS OF SERVICE ORDER

(No. 2/2010)

Subject: Methods of Recruitment and Qualifications for Appointment to various posts of the Rajya Sabha Secretariat.

In exercise of the powers conferred by sub-rule (2) of rule 4 and rule 5 of the Rajya Sabha Secretariat (Recruitment and Conditions of Service) Rules, 1957, the Chairman, Rajya Sabha, hereby, makes the following Order further amending the Rajya Sabha Secretariat (Methods of Recruitment and Qualifications for Appointment) Order, 2009, with immediate effect, namely:-

1. Short Title

This Order may be called the Rajya Sabha Secretariat (Methods of Recruitment and Qualifications for Appointment) Amendment Order, 2010.

2. Amendment of the Schedule

The Schedule to the Rajya Sabha Secretariat (Methods of Recruitment and Qualifications for Appointment) Order 2009, is amended as follows :-

(i) Under the Heading, **Legislative, Financial, Executive and Administrative Service** for the existing entry in column 3 of Sl. No. 2 the following shall be substituted :-

“By selection from amongst officers belonging to:-

- (i) All India Services; or
- (ii) Central or State Group 'A' Services; or
- (iii) Central Secretariat Service; or
- (iv) Constitutional Bodies, Autonomous Bodies, Autonomous Organisations; or
- (v) Central/ State Regulatory Authorities; and

(A) holding on a regular basis in the parent cadre :-

- Posts in PB-4 (37400- 67000 + 8700 Grade Pay); or
- Posts in PB- 3 (15600- 39100 + 7600 Grade Pay) with 5 years regular Service in the said grade; or
- Posts in PB- 3 (15600- 39100 + 7600 Grade Pay) with 14 years Group 'A' Service and

(B) possessing at least 5 years experience in the field of accounts management, account maintenance, expenditure control, preparation of budget estimates, audit etc.”

(ii) Under the Heading, **Legislative, Financial, Executive and Administrative Service** for the existing entry in column 3 of Sl. No. 7 the following shall be substituted :-

“By selection from the grade of Legislative/Committee/ Protocol/Executive Assistant with a minimum of 5 years service in the grade or 10 years combined service in the grades of Legislative/Committee/ Protocol/Executive Assistant and Senior Clerk in accordance with the seniority in the higher grade.”

(iii) Under the Heading, **Legislative, Financial, Executive and Administrative Service** for the existing entry in column 3 of Sl. No. 8 the following shall be substituted :-

For Promotion –

By selection from the grade of Senior Clerk with a minimum of 5 years service in the grade or 10 years combined service in the grades of Sr. Clerk and Jr. Clerk in accordance with the seniority in the higher grade.

For direct recruitment –

By open competition from amongst candidates with a minimum qualification of Graduation."

(iv) Under the Heading, **Library, Reference, Research, Documentation and Information Service** for the existing entry in column 3 of Sl. No. 3 the following shall be substituted :-

"By selection from the grade of Assistant Director with a minimum of 3 years service in the grade or 6 years combined service in the grades of Assistant Director and Research Officer in accordance with the seniority in the higher grade.

Provided that if none is found suitable, the post may be filled by deputation of a suitable officer belonging to another service in the Secretariat or from the Government or State Legislature Secretariat with a minimum of 9 years experience in a Group 'A' post in the required field, failing which by direct recruitment."

(v) Under the Heading, **Library, Reference, Research, Documentation and Information Service** for the existing entry in column 3 of Sl. No. 5 the following shall be substituted :-

"By selection from the grade of Research Assistant with a minimum of 5 years service in the grade or 15 years combined service in the grades of Research Assistant and Junior Library Assistant in accordance with the seniority in the higher grade."

(vi) Under the Heading, **Verbatim Reporting Service** for the existing entry in column 3 of Sl. No. 3 the following shall be substituted :-

"By selection from the grade of Parliamentary Reporter with a minimum of 3 years service in the grade or 6 years of combined service in the grades of Parliamentary Reporter and Junior Parliamentary Reporter in accordance with the seniority in the higher grade.

Provided that if none is found suitable, the post may be filled by deputation of a suitable officer from the Government or State Legislature Secretariat with a minimum of 9 years experience in a Group 'A' post in the required field, failing which by direct recruitment."

(vii) Under the Heading, **Private Secretaries & Stenographic Service** for the existing entry in column 3 of Sl. No. 4 the following shall be substituted :-

"By selection from the grade of Private Secretary with a minimum of 3 years service in the grade or 13 years combined service in the grades of Private Secretary and Personal Assistant in accordance with the seniority in the higher grade."

(viii) Under the Heading, **Private Secretaries & Stenographic Service** for the existing entry in column 3 of Sl. No. 5 the following shall be substituted :-

"By selection from the grade of Personal Assistant, with a minimum of 5 years service in the grade or 15 years combined service in the grades of Personal Assistant and Stenographer in accordance with the seniority in the higher grade."

(ix) Under the Heading, **Simultaneous Interpretation Service** for the existing entry in column 3 of Sl. No. 3 the following shall be substituted :-

"By selection from the grade of Parliamentary Interpreter with a minimum of 3 years service in the grade or 6 years combined service in the grades of Parliamentary Interpreter and Junior Parliamentary Interpreter in accordance with the seniority in the higher grade.

Provided that if none is found suitable, the post may be filled by deputation of a suitable officer from the Government or State Legislature Secretariat with a minimum of 9 years experience in a Group 'A' post in the required field, failing which by direct recruitment."

(x) Under the Heading, **Printing & Publications Service** for the existing entry in column 3 of Sl. No. 6 the following shall be substituted :-

"By selection from the grade of Printing Assistant with a minimum of 5 years service in the grade or 10 years combined service in the grades of Printing Assistant and Proof Reader/IBM Operator in accordance with the seniority in the higher grade.

Provided that if none is found suitable, the post may be filled from amongst candidates with a minimum qualification of Graduation and possessing technical experience as Printer/Proof Reader in any of the large Government of India or State Government Presses for a period of at least 5 years."

(xi) Under the Heading, **Printing & Publications Service** for the existing entry in column 3 of Sl. No. 7 the following shall be substituted :-

"By selection from the grades of Proof Reader and IBM Operator with a minimum of 5 years service in the respective grade or 10 years combined service in the grades of Proof Reader/IBM Operator and Junior Proof Reader in accordance with the seniority in the higher grade."

(xii) Under the Heading, **Printing & Publications Service** the existing entry "Reprographer" in column 1 of Sl. No. 10 shall be substituted by:-

"Reprographer Grade-I."

(xiii) Under the Heading, **Printing & Publications Service** for the existing entry in column 3 of Sl. No. 10 the following shall be substituted :-

"By selection from the grade of Reprographer Grade-II with a minimum of 5 years service in the grade."

(xiv) Under the Heading, **Printing & Publications Service** all existing entries against Sl. No. 12 including the serial number shall be deleted and existing serial Nos. 13, 14 and 15 shall be renumbered as 12, 13 and 14 respectively.

(xv) Under the Heading, **Printing & Publications Service** the existing entry "Resograph Operator" in column 1 of Sl. No. 12 as renumbered shall be substituted by:-

"Reprographer Grade-II."

(xvi) Under the Heading, **Printing & Publications Service** the existing entry in column 3 of Sl. No. 12 as renumbered shall be substituted by:-

"By selection on the basis of competitive departmental examination from persons in the Secretariat with a minimum of 5 years regular service in the Secretariat and possessing minimum educational qualification of Matriculation (10th Class Pass)."

(xvii) Under the Heading, **Editorial & Translation Service** for the existing entry in column 3 of Sl. No. 4 the following shall be substituted :-

"By selection from the grade of Editor with a minimum of 3 years service in the grade or 8 years combined service in the grades of Editor and Translator in accordance with the seniority in the higher grade."

(xviii) Under the Heading, **Parliament Security Service** for the existing entry in column 3 of Sl. No. 4 the following shall be substituted :-

"By selection from the grade of Security Officer/Marshal with a minimum of 3 years service in the grade or 8 years combined service in the grades of Security Officer and Senior Security Assistant in accordance with the seniority in the higher grade."

(xix) Under the Heading, **Staff Car Drivers and Despatch Riders Service** for the existing entry in column 3 of Sl. No. 2 the following shall be substituted :-

"By selection from the grade of Staff Car Driver Grade-II with a minimum of 5 years service in the grade or 10 years combined service in the grades of Staff Car Driver Grade-II & Staff Car Driver (Ordinary grade) in accordance with the seniority in the higher grade."

(xx) Under the Heading, **Messenger Service** for the existing entry in column 3 of Sl. No. 2 the following shall be substituted :-

"By selection on the basis of Interview from the grade of Attendant Grade-I/Chamber Attendant with a minimum of 5 years service in the grade. Selection shall be made by giving due consideration to persons with experience of working as Chamber Attendant for a minimum period of 2 years."

(xxi) Under the Heading, **Messenger Service** all existing entries at Sl. No. 3 including the serial number shall be deleted and existing serial Nos. 4, 5, 6 and 7 shall be renumbered as 3, 4, 5 and 6 respectively. The entry "Attendant Grade-I" at column 1 of Sl. No. 3 as renumbered shall be substituted by :-

"Attendant Grade-I/Chamber Attendant".

(xxii) Under the Heading, the **Messenger Service** for the existing entry in column 3 of Sl. No. 3 as renumbered shall be substituted by:-

"By selection from the grade of Attendant Grade-II with a minimum service of 5 years in the grade or 10 years combined services in the grades of Attendant Grade-II and Attendant Grade-III in accordance with the seniority in the higher grade."

V.K. AGNIHOTRI
SECRETARY-GENERAL

Dated the 30th September, 2010

No. RS/14/2010-Perl.

Copy to:-

1. Office of the Hon'ble Chairman, Rajya Sabha
2. Office of the Secretary-General
3. Office of the Secretary
4. P.A. to JS (D)
5. Gradation List File
6. DGACR, (CAP), New Delhi
7. All Officers/Sections/PSs/PAs etc & Pay & Accounts Office, Rajya Sabha

(S. RANGARAJAN)
DEPUTY DIRECTOR