

RAJYA SABHA SECRETARIAT

**PARLIAMENT HOUSE ANNEXE
NEW DELHI**

Dated the 25th February, 2016

RECRUITMENT AND CONDITIONS OF SERVICE ORDER
(No. 1/2016)

Subject: Methods of Recruitment and Qualifications for Appointment to various posts of 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 2016.

2. Amendment to 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 'VERBATIM REPORTING SERVICE' for the existing entries at Sl. No. 5, the following shall be substituted:-

Sl. No.	Post	Proportion of vacancies to be filled up			Method of Recruitment & Qualifications for Appointment	Remarks
		Promotion	Deputation or Transfer	Direct recruitment		
5.	(1)	(2)			(3)	(4)
	Junior Parliamentary Reporter	25% subject to the condition that the vacancies that remain unfilled through a departmental competitive examination shall be filled by direct recruitment.		75% Provided that pending filling up of the posts of Junior Parliamentary Reporter by direct recruitment, it shall be permissible to fill them by deputation/foreign service.	For promotion- By selection on the basis of a departmental competitive examination from amongst officials of Private Secretaries and Stenographic Service (PSSS) of the Secretariat holding a substantive post in that Service and possessing a minimum shorthand	

					<p>speed of 160 words per minute in Hindi/English.</p> <p>Provided that if sufficient number of candidates possessing a minimum shorthand speed of 160 w.p.m. are not available to fill the vacancies, candidates possessing a minimum shorthand speed of 140 w.p.m., may be appointed in the remaining vacancies subject to the condition that such candidates would not be eligible for annual increment or confirmation or promotion until they attain a minimum shorthand speed of 160 words per minute. Further, if any candidate so appointed fails to attain a minimum shorthand speed of 160 w.p.m. within a period of 5 years from the date he joins the post, he will be reverted to his substantive post in PSSS.</p> <p>For direct recruitment -</p> <p>By Selection through open competition from amongst candidates possessing the following:-</p> <p>(i) Bachelor's degree in any discipline; and</p>	
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					<p>(ii) Minimum Shorthand speed of 160 w.p.m. in English/Hindi. Provided that if sufficient number of candidates possessing a minimum shorthand speed of 160 w.p.m. are not available to fill the vacancies, candidates possessing a minimum shorthand speed of 140 words per minute may be recruited subject to the condition that such candidates would not be eligible for annual increment or confirmation or promotion till they attain a minimum shorthand speed of 160 words per minute.</p> <p>Provided that if any such candidate fails to attain the minimum shorthand speed of 160 words per minute within a period of 5 years from the date he joins the post of Junior Parliamentary Reporter, he shall be liable to be terminated in case he does not hold lien on any post and in other case, to be reverted to the substantive post held by him.</p> <p>Desirable: Certificate in computer course recognised by</p>	
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					<p>AICTE/DOEACC or courses equivalent to 'O' level in terms of syllabus and duration of course as prescribed by DOEACC.</p> <p>Deputation/Foreign Service or Transfer-From officials working in the Lok Sabha Secretariat or the Secretariat of the Legislative Assembly of a State/Union Territory holding a post duties of which primarily involve reporting of verbatim proceedings of legislative debates.</p> <p>Provided that no such person would be so appointed on deputation/foreign service if the basic pay and dearness allowance being drawn by him is less than the basic pay and dearness allowance admissible to a direct recruit appointed in the grade of Junior Parliamentary Reporter in the Secretariat by more than 20%.</p>	
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(ii) Under the heading 'THE PRINTING & PUBLICATIONS SERVICE' for the existing entries at Sl. No. 11, the following shall be substituted:-

Sl. No.	Post	Proportion of vacancies to be filled up			Method of Recruitment & Qualifications for Appointment	Remarks
		Promotion	Deputation or Transfer	Direct recruitment		
	(1)	(2)			(3)	(4)

11.	Junior Proof Reader	-	-	<p>100% Provided that pending filling up of the posts of Junior Proof Reader by the prescribed mode of recruitment, it shall be permissible to fill them by deputation/foreign service.</p>	<p>By selection through open competitive examination amongst candidates fulfilling the following conditions: Essential Conditions:- (i) Bachelor's degree with English or Hindi as a subject; and (ii) Diploma in Printing Technology or P.G. Diploma in Book Publishing from any Institute approved by AICTE.</p> <p style="text-align: center;">Or</p> <p>3 years experience of working in any Printing Press/Publishing House in a salaried post duties of which mainly involve proof reading.</p> <p>Desirable:- Certificate in computer course recognised by AICTE/DOEACC or courses equivalent to 'O' level in terms of syllabus and duration of course as prescribed by DOEACC. Upper age limit: 30 years</p> <p>Deputation/Foreign Service or Transfer:- From officials working in the Central or the State/Union Territory Government or an organisation of the Central or the State/Union Territory Government or the Secretariat of the Legislature of a State/Union Territory or the Lok Sabha Secretariat or the office</p>	
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					<p>of a High Court or the Supreme Court of India and holding a post duties of which primarily involve proof reading.</p> <p>Provided that no such person would be so appointed on deputation/foreign service if the basic pay and dearness allowance being drawn by him is less than the basic pay and dearness allowance admissible to a direct recruit appointed in the grade of Junior Proof Reader in the Secretariat by more than 20%.</p>	
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(iii) Under the heading 'THE EDITORIAL & TRANSLATION SERVICE' for the existing entries at Sl. No. 6, the following shall be substituted:-

Sl. No.	Post	Proportion of vacancies to be filled up			Method of Recruitment & Qualifications for Appointment	Remarks
		Promotion	Deputation or Transfer	Direct recruitment		
	(1)	(2)			(3)	(4)
6.	Translator	-	-	100% Provided that pending filling up of the posts of Translator by the prescribed mode of recruitment, it shall be permissible to fill them by deputation/foreign service	<p>By selection through open competitive examination from amongst candidates fulfilling the following conditions-</p> <p>(i) Master's Degree in Hindi with English as a subject at the Degree level; or Master's Degree in English with Hindi as a subject at the Degree level; or Master's Degree in any subject with Hindi and English as subjects at the Degree level; and</p> <p>(ii) Diploma/Certificate Course in Translation from Hindi to English and vice-versa from any recognised University/Institute; or</p> <p>At least 2 years experience in Translation work from Hindi to English and vice-versa in the Central or the</p>	

					<p>State/Union Territory Government or an organisation of the Central or the State/Union Territory Government or the Secretariat of the Legislature of a State/Union Territory or the Lok Sabha Secretariat or the office of a High Court or the Supreme Court of India.</p> <p>Desirable:- Certificate in computer course recognised by AICTE/DOEACC or courses equivalent to 'O' level in terms of syllabus and duration of course as prescribed by DOEACC. Upper age limit: 30 years</p> <p>Deputation/Foreign Service or Transfer:- From officials working in the Central or the State/Union Territory Government or an organisation of the Central or the State/Union Territory Government or the Secretariat of the Legislature of a State/Union Territory or the Lok Sabha Secretariat or the office of a High Court or the Supreme Court of India, holding a post duties of which mainly involve translation from English to Hindi and vice-versa.</p> <p>Provided that no such person would be so appointed on deputation/foreign service if the basic pay and dearness allowance being drawn by him is less than the basic pay and dearness allowance admissible to a direct recruit appointed in the grade of Translator in the Secretariat by more than 20%.</p>
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(iv) Under the heading 'STAFF CAR DRIVERS AND DESPATCH RIDERS SERVICE (D&D)' for the existing entries at Sl. No. 4, the following shall be substituted:-

Sl. No.	Post	Proportion of vacancies to be filled up			Method of Recruitment & Qualifications for Appointment	Remarks
		Promotion	Deputation or Transfer	Direct recruitment		
	(1)	(2)			(3)	(4)
4.	Staff Car Driver (Ordinary Grade)	50% failing which by direct recruitment.	-	50%	<p>For promotion - By departmental competitive test from amongst regular employees of the Secretariat possessing:-</p> <p>(i) Matriculation or equivalent qualification; and</p> <p>(ii) A valid driving licence.</p> <p>For Direct Recruitment -</p> <p>(i) Matriculation or equivalent qualification; and</p> <p>(ii) A valid Commercial LMV/HMV licence.</p>	

SHUMSHER K. SHERIFF
SECRETARY-GENERAL

Copy to:-

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

(TARSEM CHAND)
JOINT SECRETARY