

# **RAJYA SABHA SECRETARIAT**

**PARLIAMENT HOUSE ANNEXE  
NEW DELHI**

**Dated the 26<sup>th</sup> September, 2012**

## **RECRUITMENT AND CONDITIONS OF SERVICE ORDER** **(No. 3 / 2012)**

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

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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) (First Amendment) Order, 2012.

### **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. 6, the following shall be substituted :-

“By selection from the grade of Senior Legislative/ Committee/ Protocol/ Executive Assistant with a minimum of 5 years service in the grade or 15 years combined service in the grades of Senior Legislative/ Committee/ Protocol/ Executive Assistant and Senior Clerk in accordance with the seniority in the higher grade.

Provided that in the case of existing persons in the grades of Senior Legislative/ Committee/ Protocol/ Executive Assistant and Legislative/ Committee/ Protocol/ Executive Assistant, the combined length of service required for promotion to the grade of Legislative/ Committee/ Protocol/ Executive Officer in the erstwhile grade of Legislative/ Committee/ Protocol/ Executive Assistant and the merged grade of Senior Legislative/ Committee/ Protocol/ Executive Assistant shall be a minimum of 7.5 years or 15 years combined service in the grades of Senior Legislative/ Committee/ Protocol/ Executive Assistant, erstwhile grade of Legislative/ Committee/ Protocol/ Executive Assistant and Senior Clerk.

Note : In case of the existing persons in the grades of Senior Legislative/ Committee/ Protocol/ Executive Assistant and Legislative/ Committee/ Protocol/ Executive Assistant, the combined length of service required for *in situ* promotion to the grade of Legislative/ Committee/ Protocol/ Executive Officer shall be 11 years in the erstwhile grade of Legislative/ Committee/ Protocol/ Executive Assistant and the merged grade of Senior Legislative/ Committee/ Protocol/ Executive Assistant or 22 years in the combined grades of Senior Legislative/ Committee/ Protocol/ Executive Assistant, erstwhile grade of Legislative/ Committee/ Protocol/ Executive Assistant and Senior Clerk.”

(ii) Under the Heading, **Legislative, Financial, Executive and Administrative Service** for the existing entry in column 2 & 3 of Sl. No. 7, the following shall be substituted :-

**“50% by promotion –**

By selection from the grade of Senior Clerk with a minimum of 10 years service in the grade or 15 years combined service in the grades of Senior Clerk and Junior Clerk in accordance with the seniority in the higher grade.

**50% by direct recruitment –**

By selection by open competitive examination from amongst the candidates possessing Bachelor's Degree in any discipline from a recognised University.

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.

Note : The direct-recruit candidates appointed in the grade shall continue to remain on probation and will not earn their increments till such time they qualify in a typing test on Computer at the speed of 40 words per minute. The candidates who are unable to qualify in such a typing test within 5 years from the date of their appointment shall be discharged from the service of the Secretariat.”

(iii) Under the Heading, **Legislative, Financial, Executive and Administrative Service**, all existing entries against Sl. No. 8 including the serial number shall be deleted and existing serial Nos. 9 and 10 shall be renumbered as 8 and 9 respectively.

**V.K. AGNIHOTRI  
SECRETARY-GENERAL**

**No. RS/14/2012-Perl.**

**Dated the 26<sup>th</sup> September, 2012**

***Copy to:-***

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

**(D.B. SINGH)  
ADDITIONAL SECRETARY**