

RAJYA SABHA SECRETARIAT

**PARLIAMENT HOUSE ANNEXE
NEW DELHI**

Dated the 21st March, 2018

RECRUITMENT AND CONDITIONS OF SERVICE ORDER **(No. 1 of 2018)**

Subject : Methods of Recruitment and Eligibility Conditions for Appointment to the posts of Secretary, Additional Secretary and Joint Secretary in 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 in respect of the posts of Secretary, Additional Secretary and Joint Secretary in Rajya Sabha Secretariat, amending the Rajya Sabha Secretariat (Methods of Recruitment and Qualifications for Appointment) Order, 2017:-

1. Short title and commencement.

- (i) This Order may be called the Rajya Sabha Secretariat (Methods of Recruitment and Qualifications for Appointment) Amendment Order, 2018.
- (ii) It shall come into force with immediate effect.

2. Amendment of the Order.

- (i) For Para 5 of the Rajya Sabha Secretariat (Methods of Recruitment and Qualifications for Appointment) Order, 2017, the following shall be substituted namely :-

“5. Appointment to posts not included in the Schedule –

- (i) *Subject to the first proviso to Clause 4, appointment to post of Secretary-General shall be made by the Chairman. Also, the Secretary-General may make appointments of suitable persons to a post or a class of posts not included in the Schedule, with the approval of the Chairman.”*
- (ii) *Notwithstanding the provisions contained in the Schedule, if no one is found suitable or the Chairman feels it expedient to do so, the post of Secretary/ Additional Secretary may be filled by persons of equivalent stature and experience from other sources on contract basis.*

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3. Amendment of the Schedule.

The Schedule to the Rajya Sabha Secretariat (Methods of Recruitment and Qualifications for Appointment) Order 2017 is amended, incorporating the methods of recruitment and eligibility conditions for the posts of Secretary, Additional Secretary and Joint Secretary in Rajya Sabha Secretariat as indicated in the Schedule attached hereto and the consequential changes thereto.

**DESH DEEPAK VERMA
SECRETARY-GENERAL**

No. RS.14/1/2017-Perl

Dated the 21st March, 2018

Copy to :

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

**(P P K RAMACHARYULU)
ADDITIONAL SECRETARY**

THE SCHEDULE

Sl. No.	Name of Post	No. of Posts	Scale of Pay (Pre-revised)	Proportion of vacancies to be filled by			Methods of Recruitment & Qualifications for Appointment	Remarks
				Promotion	Deputation or transfer	Direct recruitment		
	(1)	(2)	(3)	(4)			(5)	(6)
1.	Secretary	1	Rs.80,000 (fixed) or Level 17 in the Pay Matrix (Revised)	The Chairman may, at his discretion, fill up the vacancy either by method of promotion or by transfer on deputation.			<p>By promotion : By selection from the grade of Additional Secretary with a minimum of 2 years service in the grade and a minimum of 25 years of Group 'A' Service. For the purpose of this provision, service in Group 'A' posts will also include service rendered in functionally corresponding post(s) prior to their being assigned Group 'A' scale(s).</p> <p style="text-align: center;">OR</p> <p>By transfer on deputation : By selection of a suitable officer belonging to All India Services/ Central Services holding analogous posts or equivalent in Level 17 in the Pay Matrix or being empanelled/ approved for appointment as Secretary in Level 17 in the Pay Matrix by the respective Cadre Controlling Authority or holding the post of Additional Secretary or its equivalent in Level 15 in the Pay Matrix for a minimum period of two years.</p> <p>The period of transfer on deputation shall not ordinarily exceed three years.</p>	

Sl. No.	Name of Post	No. of Posts	Scale of Pay (Pre-revised)	Proportion of vacancies to be filled by			Methods of Recruitment & Qualifications for Appointment	Remarks
				Promotion	Deputation or transfer	Direct recruitment		
	(1)	(2)	(3)	(4)			(5)	(6)
2.	Additional Secretary	2	Rs.67000-79000 or Level 15 in the Pay Matrix (Revised)	The Chairman may, at his discretion, fill up the vacancy either by method of promotion or by transfer on deputation.			<p>By promotion: By selection from the grade of Joint Secretary with a minimum of 3 years service in the grade and a minimum of 20 years of Group 'A' Service. For the purpose of this provision, service in Group 'A' posts will also include service rendered in functionally corresponding post(s) prior to their being assigned Group 'A' scale(s).</p> <p>By Transfer on deputation: By Selection of a suitable officer belonging to All India Services/Central Services/ State Services/ State Legislatures Secretariats/ Autonomous Bodies/ Constitutional Bodies/ Statutory Organisations/ Central or State Regulatory Authorities/ PSUs holding analogous post or its equivalent in Level 15 in the Pay Matrix or being empanelled / approved for appointment as Additional Secretary in Level 15 in the Pay Matrix, by the respective Cadre Controlling Authority or holding the post of Joint Secretary or its equivalent in Level 14 in the Pay Matrix with a minimum of 5 years service in the grade.</p> <p>The period of transfer on deputation shall not ordinarily exceed three years.</p> <p>Provided that the number of persons on deputation shall not exceed one at any given point of time.</p>	

Sl. No.	Name of Post	No. of Posts	Scale of Pay (Pre-revised)	Proportion of vacancies to be filled by			Methods of Recruitment & Qualifications for Appointment	Remarks
				Promotion	Deputation or transfer	Direct recruitment		
	(1)	(2)	(3)	(4)			(5)	(6)
THE LEGISLATIVE, FINANCIAL, EXECUTIVE AND ADMINISTRATIVE SERVICE								
1.	Joint Secretary	* 8	Pay Band 4 (37400-67000) with Grade Pay- Rs.10,000 or Level 14 in the Pay Matrix (Revised)	75%	25%	--	<p>By promotion : By selection from the grade of `Director in the Legislative, Financial, Executive and Administrative Service with a minimum of 3 years service in the grade and a minimum of 17 years of Group `A` Service. For the purpose of this provision, service in Group `A` posts will also include service rendered in functionally corresponding post(s) prior to their being assigned Group `A` scale(s).</p> <p>OR</p> <p>By transfer on deputation : By selection of suitable officer(s) belonging to All India Services/Central or State Group `A` Services/State Legislature Secretariats/ Autonomous bodies/ Constitutional Bodies/ Statutory Organisations/ Central or State Regulatory Authorities/ PSUs holding analogous posts or its equivalent or being empanelled/ approved for appointment as Joint Secretary or its equivalent in Level 14 in the Pay Matrix by the respective Cadre Controlling Authority or holding a post of Director or its equivalent in Level 13 in the Pay Matrix with a minimum of 5 years service in the grade. The period of transfer on deputation shall not ordinarily exceed three years.</p>	

Sl. No.	Name of Post	No. of Posts	Scale of Pay (Pre-revised)	Proportion of vacancies to be filled by			Methods of Recruitment & Qualifications for Appointment	Remarks
				Promotion	Deputation or transfer	Direct recruitment		
	(1)	(2)	(3)	(4)			(5)	(6)
2.	Joint Secretary & Financial Advisor	*	Pay Band 4 (37400-67000) with Grade Pay- Rs.10,000 or Level 14 in the Pay Matrix (Revised)				<p>By transfer on deputation : By selection of suitable officer(s) belonging to :- (i) All India Services/Central or State Group 'A' Services/State Legislature Secretariats/ Autonomous bodies/ Constitutional Bodies/ Statutory Organisations/ Central or State Regulatory Authorities/ PSUs holding analogous post as Joint Secretary or its equivalent in Level 14 in the Pay Matrix or being empanelled/ approved for appointment as Joint Secretary or its equivalent in Level 14 in the Pay Matrix by the respective Cadre Controlling Authority or holding a post of Director or its equivalent in Level 13 in the Pay Matrix with a minimum of 5 years service in the grade; and (ii) possessing at least 5 years experience in the field of accounts management, accounts maintenance, expenditure control, preparation of budget estimates, audit etc.</p> <p>Desirable: Preference shall be given to the officers having: (i) Experience in financial and accounting matters in a government department (s). (ii) Professional qualification in finance or/and accounts or training in finance & accounts. (iii) Professional qualification/ training in computer applications relating to financial software.</p> <p>The period of transfer on deputation shall not ordinarily exceed three years.</p>	
	<p>* <i>One post reserved for appointment as Financial Advisor in the rank of Joint Secretary to be filled by transfer on deputation.</i></p>							

Sl. No.	Name of Post	No. of Posts	Scale of Pay (Pre-revised)	Proportion of vacancies to be filled by			Methods of Recruitment & Qualifications for Appointment	Remarks
				Promotion	Deputation or transfer	Direct recruitment		
	(1)	(2)	(3)	(4)			(5)	(6)
THE LIBRARY, REFERENCE, RESEARCH, DOCUMENTATION AND INFORMATION SERVICE								
1.	Joint Secretary	1	Pay Band 4 (37400-67000) with Grade Pay- Rs.10,000 or Level 14 in the Pay Matrix (Revised)	100%			By promotion : By selection from the grade of Director in the Library, Reference, Research, Documentation and Information Service with a minimum of 3 years service in the grade and a minimum of 17 years of Group 'A' Service. For the purpose of this provision, service in Group 'A' posts will also include service rendered in functionally corresponding post(s) prior to their being assigned Group 'A' scale(s).	
VERBATIM REPORTING SERVICE								
1.	Joint Secretary	1	Pay Band 4 (37400-67000) with Grade Pay- Rs.10,000 or Level 14 in the Pay Matrix (Revised)	100%			By promotion : By selection from the grade of Director in the Verbatim Reporting Service with a minimum of 3 years service in the grade and a minimum of 17 years of Group 'A' Service. For the purpose of this provision, service in Group 'A' posts will also include service rendered in functionally corresponding post(s) prior to their being assigned Group 'A' scale(s).	

Sl. No.	Name of Post	No. of Posts	Scale of Pay (Pre-revised)	Proportion of vacancies to be filled by			Methods of Recruitment & Qualifications for Appointment	Remarks
				Promotion	Deputation or transfer	Direct recruitment		
	(1)	(2)	(3)	(4)			(5)	(6)
THE SIMULTANEOUS INTERPRETATION SERVICE								
1.	Joint Secretary	1	Pay Band 4 (37400-67000) with Grade Pay- Rs.10,000 or Level 14 in the Pay Matrix (Revised)	100%			By promotion : By selection from the grade of Director in the Simultaneous Interpretation Service with a minimum of 3 years service in the grade and a minimum of 17 years of Group 'A' Service. For the purpose of this provision, service in Group 'A' posts will also include service rendered in functionally corresponding post(s) prior to their being assigned Group 'A' scale(s).	
THE EDITORIAL AND TRANSLATION SERVICE								
1.	Joint Secretary	1	Pay Band 4 (37400-67000) with Grade Pay- Rs.10,000 or Level 14 in the Pay Matrix (Revised)	100%			By promotion : By selection from the grade of Director in the Editorial and Translation Service with a minimum of 3 years service in the grade and a minimum of 17 years of Group 'A' Service. For the purpose of this provision, service in Group 'A' posts will also include service rendered in functionally corresponding post(s) prior to their being assigned Group 'A' scale(s).	