

# **RAJYA SABHA SECRETARIAT**

**PARLIAMENT HOUSE ANNEXE  
NEW DELHI**

**Dated the 13<sup>th</sup> April, 2017**

## **RECRUITMENT AND CONDITIONS OF SERVICE ORDER**

**(No.1/2017)**

**Subject: The Rajya Sabha Secretariat (Methods Of Recruitment and Qualifications For Appointment) Order, 2017.**

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, and in supersession of the Rajya Sabha Secretariat (Methods of Recruitment and Qualifications for Appointment) Order, 2009, and all other orders made by the Chairman in this behalf, except as respects things done or omitted to be done before such supersession, the Chairman hereby makes the following Order: -

**1. Short title and commencement**– (1) This Order may be called the Rajya Sabha Secretariat (Methods of Recruitment and Qualifications for Appointment) Order, 2017.

(2) It shall come into force with immediate effect.

**2. Definitions** – In this Order, unless the context otherwise requires –

- (a) “Chairman” means the Chairman of the Rajya Sabha;
- (b) “Secretary-General” means the Secretary-General of the Rajya Sabha;
- (c) “Service” means service in the Rajya Sabha Secretariat; and
- (d) “the Schedule” means the Schedule to this Order;

**3. Methods of recruitment** – The recruitment to a post or class of posts mentioned in column 1 of the Schedule shall be made by the method or methods and in the manner specified in a corresponding entry in column 5 of the Schedule, and where more than one such method has been so specified, the proportion of vacancies to be filled by each method shall be such as is specified in the corresponding entry in column 4 of the Schedule:

Provided that the Secretary-General may in any particular case of a post or class of posts vary the proportion of vacancies to be filled by various methods, and may depute an officer from one Service to another Service in the interest of Parliamentary work.

**4. Qualifications for appointment** – The qualifications required for appointment to the various categories of posts mentioned in column 1 of the Schedule shall be such as are specified in the corresponding entries in column 5 of the Schedule.

Provided that where no qualification is specified for any post or class of posts, the Secretary-General may, by a special or general order, specify the qualifications for that post or class of posts.

Provided further that where a minimum qualification has been prescribed in the Schedule for a post or a class of posts for direct recruitment, the number of candidates to be called for test/ selection may be restricted after screening to a reasonable number of candidates keeping in view their academic performance, work experience or performance in the examination/test held for the purpose.

**5. Appointment to posts not included in the Schedule** –Subject to the first proviso to Clause 4, appointment to posts of Joint Secretary and above 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.

**6. Variation of proportion of vacancies to be filled by prescribed method** –

(1) The proportion of vacancies to be filled by each method indicated in column 4 of the Schedule against a post or class of posts mentioned in column 1 thereof shall, as far as possible, be adhered to:

Provided that wherever a variation has taken place under paragraph 3, necessary steps shall be taken to restore the prescribed proportion by adjusting recruitment thereafter to the post or class of posts to which the proportion relates.

(2) Nothing in sub-paragraph (1) shall apply to the filling by promotion of a temporary vacancy on ad-hoc basis, and it shall not be necessary for the appointing authority to adhere to the proportion indicated in column 4 of the Schedule for filling a temporary vacancy on ad-hoc basis.

**7. In situ promotion**

(i) *In situ* promotions as provided herein will only be available for promotion upto the grade of Additional Director or equivalent in any Service of the Secretariat.

(ii) A person holding a post in any grade may be promoted to the next higher grade in his line of promotion on *in situ* basis on completion of 8.5 years of service in the grade in which he is working or 13.5 years of combined service in the grade in which he is working and the grade immediately lower to that, whichever is less.

Provided that, if a comparison between the hierarchies of the Service to which the person being considered for *in situ* promotion belongs and any other Service of the Secretariat shows that between any two of the three relevant grades, viz., the grade in which the person is working and the grades above & below that grade, any grade is missing in the Service, the length of service of 8.5 years & 13.5 years, as the case may be, shall be enhanced in such a manner that minimum length of service required for *in situ* promotion between any

two grades in the Service in which a grade is missing is not less than the minimum service required for *in situ* promotion between the said two grades in any other Service of the Secretariat.

**Illustration :-**

Suppose, in the hierarchy of Service 'A' of the Secretariat, there exists 5 consecutive grades having Grade Pay of Rs.2400, Rs.4200, Rs.4600, Rs.4800 and Rs.5400) respectively, while in the hierarchy of Service 'B' of the Secretariat, there exists 4 consecutive grades having Grade Pay of Rs.2400, Rs.4200, Rs.4800 and Grade Pay of Rs.5400 respectively. A comparison of hierarchies of Services 'A' and 'B' shows that Service 'B' has a missing grade, viz., the grade having Grade Pay of Rs.4600. In Service 'A', the minimum length of service in which a person can become eligible for *in situ* promotion to the grade having a Grade Pay of Rs.4800 is on completion of combined service of 13.5 years in the grades having Grade Pay of Rs.4600 & Grade Pay of Rs.4200. As such, from the grade having Grade Pay of Rs.4200) in Service 'B', a person shall become eligible for *in situ* promotion to the grade having Grade Pay of Rs.4800 on completion of a minimum of 13.5 years of service in the grade having Grade Pay of Rs.4200 i.e., the minimum length of service required in Service 'A' for *in situ* promotion from the grade having Grade Pay of Rs.4200 to the grade having Grade Pay of Rs.4800 and not 8.5 years of service, as would have ordinarily been required if there had been no missing grade in Service 'B' between the two relevant grades. Similarly, the combined service required in the grades having Grade Pay of Rs.2400 and Grade Pay of Rs.4200 in Service 'B' for *in situ* promotion to the grade having Grade Pay of Rs.4800 shall be  $13.5 + 8.5 = 22$  years and not 13.5 years.

Provided further that the proviso shall not apply to any person holding a post on 11.03.2013 in Private Secretaries and Stenographic Service and Library, Reference, Research, Documentation and Information Service.

- (iii) Notwithstanding anything contained in sub-para (ii) above, wherever combined strength of two or more grades in various services was prescribed immediately before April 10, 2017, between those grades, Ordinary Grade, Grade - II and Grade - I of Despatch Rider and various grades of Reprographic Service, a person holding a post in the lower grade may be given *in situ* promotion to the next higher grade if he has become eligible for promotion to the next higher grade as per the eligibility conditions prescribed for promotion to that grade. The grades in various service between which eligibility for *in situ* promotion shall be determined in terms of this sub-para are listed in **Appendix - I**.
- (iv) Where juniors who have completed their qualifying/eligibility service for *in situ* promotion are being considered for *in situ* promotion, their seniors would also be considered provided they are not short of the requisite qualifying/eligibility service for *in situ* promotion by more than half of such service and have completed the prescribed residency period in their present grade, for *in situ* promotion alongwith their juniors who have already completed such service.
- (v) Irrespective of his eligibility for *in situ* promotion to the next higher post/grade, no person shall be considered for *in situ* promotion to a higher post/grade unless he has rendered a minimum of one year service in the present post/grade after being adjusted against a regular vacancy in that post/grade.
- (vi) *In situ* promotion as provided above, is to be made only when the person is assessed fit for promotion with reference to the prescribed benchmark for promotion to the higher grade and has completed the prescribed residency period in his present grade and is eligible for regular promotion to the higher grade as per recruitment rules.

- (vii) On *in situ* promotion, the post held by the person, shall stand temporarily upgraded to the next higher grade. The upgradation shall be personal to the person concerned and the post shall revert back to its original grade once the person gets adjusted against a regular vacancy in the grade to which he has been promoted on *in situ* basis or on his vacating the post on account of retirement, resignation or any other reason.
- (viii) The person promoted on *in situ* basis may be required to perform duties of the post from which he was so promoted till such time he gets adjusted against a regular vacancy in the grade to which he has been promoted on *in situ* basis.
- (ix) The services rendered by a person promoted on *in situ* basis in a grade shall count for promotion/*in situ* promotion to the next higher grade but the promotion/*in situ* promotion to next higher grade shall be made only after the person promoted on *in situ* basis gets adjusted against a regular vacancy and has rendered a minimum of one year service after his adjustments against a regular vacancy in the grade.
- (x) The regular vacancies in a grade arising from time to time shall be filled in accordance with the recruitment rules and other applicable instructions. The persons promoted on *in situ* basis shall be adjusted against regular vacancies in the grade as and when they would have been promoted against such vacancies but for their *in situ* promotion. To the extent, such persons are adjusted against regular vacancies, these shall be deemed to have been filled up by promotion.
- (xi) For purposes of seniority, the persons promoted on *in situ* basis to any grade in any year shall be ranked in order of their seniority below the last person appointed to that grade against vacancies of that year or carried forward vacancies of previous years. The slots in the seniority list in subsequent year against which such persons would have been promoted but for their *in situ* promotion, shall be left vacant. However, for purposes of reservation where applicable and for determination of the vacancies filled by promotion quota, the vacancies against which such persons would have been promoted but for their *in situ* promotion, shall be deemed to have been notionally filled by such persons for such purposes.

**8. Non-functional Financial Upgradation to the higher grade**

- (i) Additional Director who has rendered 8.5 years of service in that grade may subject to his performance being of or above the bench mark prescribed for regular promotion to the grade of Director and he being found otherwise suitable, may be given the next higher grade of Director on non-functional basis i.e. his designation shall remain the same and the service in higher grade shall count in the lower post.

**9. Promotion** – (1) Where the method of recruitment by promotion has been prescribed in the Schedule-

- (a) it shall be made by selection;
- (b) for purposes of selection under clause (a) of this sub-paragraph, the following criteria in relation to an officer shall be taken into consideration –

- (i) his performance at a test, whether oral or written or both, if such a test is ordered by the appointing authority to be held for the purpose of such selection;
  - (ii) the reports on his work and conduct by his superior officers;
  - (iii) the enthusiasm shown by him in the various activities of the Secretariat;
  - (iv) his academic qualifications;
  - (v) his previous experience of the particular type of work which he will be required to perform if selected;
  - (vi) any other requirement which the appointing authority may lay down for eligibility for such promotion; and
  - (vii) in case of promotions to the Group 'A' posts in the non- technical wing of the Parliament Security Service, only those who are found suitable by a Screening Committee constituted for the purpose, will be considered for promotion by the Departmental Promotion Committee (DPC).
- (c) where juniors who have completed their qualifying/eligibility service are being considered for promotion, their seniors would also be considered provided they have completed their probation period and are not short of the requisite qualifying/eligibility service by more than half of such qualifying/eligibility service or two years, whichever is less and have successfully completed their probation period for promotion to the next higher grade alongwith their juniors who have already completed such qualifying/eligibility service; and
- (d) Irrespective of his eligibility, no person shall be considered for promotion to a grade/post unless he has rendered a minimum of two years service in the immediate lower grade/post.
- (e) A person shall not be given promotion, *in situ* promotion or financial upgradation unless his average performance in the preceding five years of the year in which he is being considered for promotion, *in situ* promotion or financial upgradation as the case may be, has been of or above the bench mark prescribed for promotion to that grade/post. The average performance shall be determined by taking the average of overall gradings obtained by the officer in the preceding five years.
- (f) A person shall ordinarily be not given promotion, *in situ* promotion or financial upgradation if his ACR/APARs in the preceding five years of the year in which he is being considered for promotion, *in situ* promotion or financial upgradation as the case may be contain adverse entries, unless Departmental Promotion Committee for reasons to be recorded in writing considers him fit for such promotion despite such adverse entries.
- (2) The Secretary-General may, in exceptional cases, relax the period of service prescribed for promotion to a higher grade.

#### **10. Assured Financial Upgradation Scheme**

- (i) No employee would be considered for any financial upgradation if total number of promotions, *in situ* promotions and financial upgradations obtained by him since his joining the Secretariat exceed four or he is drawing pay in the grade of Additional Director. Appointment to a post through limited departmental examination would also constitute a promotion for purposes of this sub-para.

- (ii) An employee shall be eligible for consideration for financial upgradation (s) under the Scheme of Assured Financial Upgradation if he is holding on regular basis a post and has opted to avail the Scheme and is not ineligible under sub-para (i) above. An employee of the Secretariat can opt to avail the Scheme at any time in his service career.
- (iii) An eligible employee under the Scheme may be given three financial upgradations with reference to the grade of a post held by him:-
  - (a) On completion of 8.5 years of regular service in the post held by him on regular basis in the Secretariat, the employee may be given 1<sup>st</sup> financial upgradation i.e., placed in a grade which is one stage higher to the grade of his present post.
  - (b) On completion of 17 years of regular service in the post held by him on regular basis in the Secretariat, the employee may be given 2<sup>nd</sup> financial upgradation i.e., placed in a grade which is two stages higher to the grade of his present post.
  - (c) On completion of 25.5 years of regular service in the post held by him on regular basis in the Secretariat, the employee may be given 3<sup>rd</sup> financial upgradation i.e., placed in a grade which is three stages higher to the grade of his present post.
- (iv) The hierarchy of various grades shall be in order as mentioned in **Appendix-II** of this Order. The difference between the serial numbers of the two grades shall indicate the number of stages by which one grade is higher to the other grade.
- (v) Where a junior who has completed the requisite service is being considered for a financial upgradation, his senior shall also be considered for the financial upgradation to the same grade of pay irrespective of his eligibility for such financial upgradation provided he is not short of the requisite service by more than half of such service.
- (vi) The financial upgradation under this Scheme is to be given only when the person is assessed fit for such financial upgradation.
- (vii) The person on being given financial upgradation shall continue to perform duties which he was required to perform before he was given financial upgradation or such other duties as may be assigned to him from time to time.
- (viii) The person on financial upgradation would be entitled to the benefit of pay fixation as is available to him at the time of regular promotion from his existing grade to the next higher grade.

**11. Direct Recruitment** – Where the method of direct recruitment has been prescribed in the Schedule in the case of a post or class of posts-

- (a) the selection shall be made by an examination/a test from amongst persons who possess the qualifications and satisfy the conditions prescribed by or under this Order for appointment thereto;
- (b) the Secretary-General shall determine whether the examination to be held under clause (a) of this paragraph shall be written, oral or both;
- (c) the standard of the written and oral test to be held under this paragraph shall be such as the Secretary-General may, from time to time, by order, prescribe;

- (d) the Secretary-General may, if he so considers necessary, prescribe by order any condition regarding experience, age or physical standard to be fulfilled by the candidates or any class of candidates for eligibility for direct recruitment to such post or class of posts in addition to the requirements as to the qualifications for appointment prescribed by or under this Order; and

## **12. Reservation**

- (i) Reservation in direct recruitment and promotion for Scheduled Castes, Scheduled Tribes and reservation in direct recruitment for 'Other Backward Classes' shall be provided in accordance with the instructions of the Government of India in this regard.
- (ii) Reservation to the extent of 3% shall be provided to persons with disabilities, in Groups 'A', 'B' and 'C' in direct recruitment and in Group 'C' in promotion, in posts identified suitable for them in various Services of the Rajya Sabha Secretariat. Out of the 3%, 1% each shall be reserved for persons suffering from (i) blindness or low vision; (ii) hearing impairment; and (iii) locomotor disability or Cerebral Palsy.
- (iii) The Groups 'A', 'B' and 'C' posts identified suitable for different categories of persons with disabilities are as shown in the **Appendix - III** to this Order.
- (iv) For purposes of this section "persons with disabilities", "blindness" or "low vision", "hearing impairment", "locomotor disability", "cerebral palsy" "minimum degree of disability", etc., shall mean and be understood in the same manner as provided in "The Persons with Disabilities (Equal Opportunities, Protection of Rights & Full Participation) Act, 1995.
- (v) The reservation for persons with disabilities, shall be given effect in the manner as provided in the instructions of the Government of India.

**13. Selection Boards** – Subject to the provisions contained in this Order, the Secretary-General may constitute a Selection Board or Boards for recommending to the appointing authority suitable candidates for appointment to a post or class of posts.

**14. Appointment to posts for which special type of experience or qualification is required** – For purposes of appointment by promotion or otherwise to a post for which a special type of experience, qualification or skill is required, an officer, even though otherwise eligible for appointment to that post under the provisions of this Order, may not be considered for appointment, if the appointing authority is of opinion that he does not possess the required experience or qualification or skill.

## **15. Age Limit –**

- (1) Unless otherwise prescribed in the Schedule, the age of an officer recruited to a post shall not be less than 18 years and not more than 27 years on the closing date of receipt of applications for the post.
- (2) Relaxation in age would be available to Scheduled Castes, Scheduled Tribes, Other Backward Classes in accordance with the instructions of the Government of India.
- (3) Upper age limit is relaxable upto 5 years for Government Servants and employees of the Lok Sabha Secretariat provided they have completed three years' regular and continuous service either in the Lok Sabha Secretariat or in the Government or have completed combined regular and continuous service of three years in the Rajya Sabha Secretariat, the Lok Sabha Secretariat and the

Government put together. The age relaxation is further subject to the condition that the employee continues in the regular employment till the final selection.

- (4) Upper age limit is relaxable by the length of military service plus three years for Ex-Servicemen, subject to a maximum of 45 years of age.
- (5) Age limit as prescribed in Clause (1) shall not apply for employees working and holding a substantive post in the Rajya Sabha Secretariat.
- (6) Age relaxation in suitable cases may be granted by the Chairman in case of recruitment to Group 'A' posts and by the Secretary-General in case of Group 'B' and Group 'C' posts.

**16. Relaxation of qualifications** – (1) The Secretary-General may, from time to time, if he is of opinion that in the interest of Parliamentary work it is expedient to do so, by a special or general order, relax the qualifications prescribed for a post in column 5 of the Schedule.

**17. Residuary Matters** - All matters not specifically provided in this Order shall be regulated in such manner as may be specified by the Secretary- General by special or general order from time to time.

**18. Interpretation** - All questions relating to the interpretation of the provisions of this Order shall be referred to the Hon'ble Chairman, whose decision thereon shall be final.

**SHUMSHER K. SHERIFF  
SECRETARY-GENERAL**

**No. RS.24/2017-Perl.**

**Dated the 13<sup>th</sup> April, 2017**

**Copy to:-**

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

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



## THE SCHEDULE

Sl. No.	Name of Post	No. of Posts	Scale of Pay (Pre-revised)	<u>Proportion of vacancies to be filled by</u>			Methods of Recruitment & Qualifications for Appointment	Remarks
				Promotion	Deputation or transfer	Direct recruitment		
	(1)	(2)	(3)	(4)			(5)	(6)
<b>THE LEGISLATIVE, FINANCIAL, EXECUTIVE AND ADMINISTRATIVE SERVICE</b>								
1.	Director	19	Pay Band-4 (37400-67000) with Grade Pay-Rs.8700	100%	-	-	<p>By selection from the grade of Additional Director with a minimum of 3 years service in the grade or 6 years combined service in the grades of Additional Director &amp; Deputy Secretary/ Pay &amp; Accounts Officer in accordance with the seniority in the higher grade.</p> <p>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 of a State Legislature Secretariat or State Higher Judicial Service/Central Group 'A' Service with a minimum of 14 years experience in a Group 'A' post.</p>	
2.	Director (Finance)	1	Pay Band-4 (37400-67000) with Grade Pay-Rs.8700	-	100%	-	<p>By selection from amongst officers belonging to-</p> <p>(i) All India Services; or  (ii) Central or State Group 'A' Services; or  (iii) Central Secretariat Service; or  (iv) Constitutional Bodies, Autonomous Bodies, Statutory Organisations; or  (v) Central/ State Regulatory Authorities; and</p> <p>(A) holding on a regular basis in the parent cadre -</p> <ul style="list-style-type: none"> <li>• Post(s) in Pay Band - 4 with Grade Pay of Rs. 8700 (Pre-revised); or</li> <li>• Post(s) in Pay Band - 3 with Grade Pay of Rs.7600 (Pre-revised) with 5 years regular Service in the said grade; or</li> </ul>	

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)
							<ul style="list-style-type: none"> <li>Post(s) in Pay Band - 3 with Grade Pay of Rs. 7600 (Pre-revised) with 14 years Group 'A' Service and</li> </ul> <p>(B) possessing at least 5 years experience in the field of accounts management, account maintenance, expenditure control, preparation of budget estimates, audit etc.</p>	
3.	Additional Director	22	Pay Band-3 (15600-39100) with Grade Pay-Rs.8000	100%	-	-	<p>By selection from the grade of Deputy Secretary/ Pay &amp; Accounts Officer with a minimum of 3 years service in the grade or 6 years combined service in the grades of Deputy Secretary / Pay &amp; Accounts Officer and Under Secretary in accordance with the seniority in the higher grade.</p> <p>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 of a State Legislature or State Judicial Service or Central Group 'A' Service with a minimum of 11 years experience in a Group 'A' post.</p>	
4.	Deputy Secretary/ Pay & Accounts Officer	23	Pay Band-3 (15600-39100) with Grade Pay-Rs.7600	100%	-	-	<p>By selection from the grade of Under Secretary with a minimum of 3 years service in the grade or 6 years combined service in the grades of Under Secretary and Legislative/ Committee/ Protocol/ Executive Officer in accordance with the seniority in the higher grade.</p> <p>Provided that if none is found suitable, the post may be filled by deputation of a suitable</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)
							officer belonging to another service in the Secretariat or of a State Legislature or State Judicial Service or Central Group 'A' Service with a minimum of 09 years experience in a Group 'A' post.	
5.	Under Secretary	30	Pay Band-3 (15600-39100) with Grade Pay-Rs.6600	100%	-	-	By selection from the grade of Legislative/Committee/Protocol/Executive Officer with a minimum of 3 years service in the grade or 8 years combined service in the grades of Legislative/Committee/Protocol/Executive Officer and Assistant Legislative/Committee/ Protocol/ Executive Officer.	
6.	Legislative/Committee/Protocol/ Executive Officer	35	Pay Band-3 (15600-39100) with Grade Pay-Rs.5400	100%	-	-	<p>25% by selection on the basis of competitive departmental examination from the grade of Assistant Legislative/ Committee/ Protocol/ Executive Officer with a minimum of 3 years service in that grade and holding a substantive post in the Legislative, Financial, Executive and Administrative Service.</p> <p>75% by selection from the grade of Assistant Legislative/ Committee/ Protocol/ Executive Officer with a minimum of 5 years service in the grade or 15 years combined service in the grades of Assistant Legislative/ Committee/ Protocol/ Executive Officer and Senior Secretariat Assistant in accordance with the seniority in the higher grade.</p> <p>Provided that in the case of persons holding a post in the grades of Senior Legislative/ Committee/ Protocol/ Executive Assistant and Legislative/ Committee/ Protocol/ Executive Assistant immediately before 26.09.2012, the combined length of service required for promotion to the grade of Legislative/ Committee/ Protocol/ Executive</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)
							<p>Officer in the erstwhile grade of Legislative/ Committee/ Protocol/ Executive Assistant and the grade of Senior Legislative/ Committee/ Protocol/ Executive Assistant (now re-designated as Assistant Legislative/ Committee/ Protocol/ Executive Officer) shall be a minimum of 7.5 years or 15 years combined service in the grades of Senior Legislative/ Committee/ Protocol/ Executive Assistant (now re-designated as Assistant Legislative/ Committee/ Protocol/ Executive Officer) and erstwhile grade of Legislative/ Committee/ Protocol/ Executive Assistant and Senior Clerk (now re-designated as Senior Secretariat Assistant).</p> <p><u>Note</u> - In case of the persons holding a post in the grades of Senior Legislative/ Committee/ Protocol/ Executive Assistant and Legislative/ Committee/ Protocol/ Executive Assistant immediately before 26.09.2012, the combined length of service required for <i>in situ</i> 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 grade of Senior Legislative/ Committee/ Protocol/ Executive Assistant (now re-designated as Assistant Legislative/ Committee/ Protocol/ Executive Officer) or 22 years in the combined grades of Senior Legislative/ Committee/ Protocol/ Executive Assistant (now re-designated as Assistant Legislative/ Committee/ Protocol/ Executive Officer), erstwhile grade of Legislative/ Committee/ Protocol/ Executive Assistant and Senior Clerk (now re-designated as Senior Secretariat Assistant).</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)
7.	Assistant Legislative/Committee/Protocol/ Executive Officer	182	Pay Band-2 (9300-34800) with Grade Pay-Rs.4800	50%	-	50%	<p><u>For promotion</u> –</p> <p>By selection from the grade of Senior Secretariat Assistant with a minimum of 10 years service in the grade or 15 years combined service in the grades of Senior Secretariat Assistant and Secretariat Assistant in accordance with the seniority in the higher grade.</p> <p><u>For direct recruitment</u> –</p> <p>By selection by open competitive examination from amongst the candidates possessing Bachelor's Degree in any discipline from a recognised University.</p> <p><u>Desirable</u> -</p> <p>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.</p> <p><u>Note</u> - 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 26.7 words per minute (8000 key depressions per hour) in English/Hindi typewriting on computer. 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.</p>	
8.	Senior Secretariat Assistant	123	Pay Band-2 (9300-34800) with Grade Pay-Rs.4200	100%	-	-	By selection from the grade of Secretariat Assistant with a minimum of 5 years service in the grade.	

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)
9.	Secretariat Assistant	110	Pay Band-1 (5200-20200) with Grade Pay-Rs.2400	25%	-	75%	<p><u>For promotion -</u></p> <p>By selection on the basis of competitive departmental examination open to regular employees and Sessional Messengers (Temporary Status) in the Secretariat having a minimum typing speed of 40 words per minute in English/Hindi typewriting on computer and qualification of Senior Secondary or equivalent.</p> <p><u>For direct recruitment -</u></p> <p>By selection through open Competitive Examination from amongst candidates possessing minimum qualification of Graduation and minimum typing speed of 40 words per minute in English/Hindi typewriting on Computer.</p> <p>Preference will be given to persons having typing speed of 40 w.p.m. both in English and Hindi.</p> <p>(In the case of Urdu typist, the candidates should possess minimum typing speed of 40 w.p.m. in Urdu).</p> <p><u>Desirable -</u></p> <p>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.</p>	
<b>THE LIBRARY, REFERENCE, RESEARCH, DOCUMENTATION AND INFORMATION SERVICE</b>								
1.	Director (LARRDIS)	3	Pay Band-4 (37400-67000) with Grade	100%	-	-	By selection from the grade of Additional Director with a minimum of 3 years service in the grade or 6 years combined service in the grades of Additional Director and Joint Director in accordance with the seniority in the higher grade.	

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)
			Pay- Rs.8700				Provided that if none is found suitable, the post may be filled by deputation of a suitable officer from another service in the Secretariat or from the Government or State Legislature Secretariat with a minimum of 14 years experience in a Group 'A' post in the required field.	
2.	Additional Director (LARRDIS)	4	Pay Band-3 (15600-39100) with Grade Pay- Rs.8000	100%	-	-	By selection from the grade of Joint Director with a minimum of 3 years service in the grade or 6 years combined service in the grades of Joint Director and Assistant Director 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 Government or State Legislature Secretariat with a minimum of 11 years experience in a Group 'A' post in the required field.	
3.	Joint Director (LARRDIS)	5	Pay Band-3 (15600-39100) with Grade Pay- Rs.7600	100%	-	-	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/Reference 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.	

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)
4.	Assistant Director (LARRDIS)	5	Pay Band-3 (15600-39100) with Grade Pay-Rs.6600	100%	-	-	By selection from the grade of Research/Reference Officer with a minimum of 3 years service in the grade or 8 years combined service in the grades of Research/Reference Officer and Assistant Research/Reference Officer in accordance with the seniority in the higher grade.	
5.	Research/Reference Officer	5	Pay Band-3 (15600-39100) with Grade Pay-Rs.5400	100%	-	-	By selection from the grade of Assistant Research/Reference Officer with a minimum of 5 years service in the grade or 10 years combined service in the grades of Assistant Research/Reference Officer and Library Assistant in accordance with the seniority in the higher grade.	
6.	Assistant Research/Reference Officer	14	Pay Band-2 (9300-34800) with Grade Pay-Rs.4800	25%	-	75%	<p><u>For promotion</u> –</p> <p>By selection from the grade of Library Assistant with a minimum of 5 years service in the grade.</p> <p><u>For direct recruitment</u> –</p> <p>Through open competition from amongst candidates possessing Master's Degree in any discipline or bachelor's degree in any discipline with Law degree.</p> <p><u>Desirable</u> -</p> <p>(i) Degree or diploma in Library Science.</p> <p>(ii) Certificate in computer course recognized by AICTE/DOEACC or courses equivalent to 'O' level in terms of syllabus and duration of course as prescribed by DOEACC.</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)
7.	Library Assistant	2	Pay Band-2 (9300-34800) with Grade Pay-Rs.4600	-	-	100%	Through open Competitive Examination from amongst candidates possessing Bachelor's degree in Library Science.  <u>Desirable -</u> Certificate in computer course recognized by AICTE/DOEACC or courses equivalent to 'O' level in terms of syllabus and duration of course as prescribed by DOEACC.	
<b>VERBATIM REPORTING SERVICE</b>								
1.	Director (Reporting)	3	Pay Band-4 (37400-67000) with Grade Pay-Rs.8700	100%			By selection from the grade of Additional Director (Reporting) with a minimum of 3 years service in the grade or 6 years combined service in the grades of Additional Director (Reporting) and Joint Director (Reporting) 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 the minimum of 14 years experience in a Group 'A' post in the required field.	
2.	Additional Director (Reporting)	10	Pay Band-3 (15600-39100) with Grade Pay-Rs.8000	100%	-	-	By selection from the grade of Joint Director (Reporting), with a minimum of 3 years service in the grade or 6 years combined service in the grades of Joint Director (Reporting) and Senior 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	

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)
							officer from the Government or State Legislature Secretariat with a minimum of 11 years experience in a Group 'A' post in the required field.	
3.	Joint Director (Reporting)	20	Pay Band-3 (15600-39100) with Grade Pay-Rs.7600	100%	-	-	By selection from the grade of Senior Parliamentary Reporter with a minimum of 3 years service in the grade or 6 years of combined service in the grades of Senior Parliamentary Reporter and 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.	
4.	Senior Parliamentary Reporter	6	Pay Band-3 (15600-39100) with Grade Pay-Rs.6600	100%	-	-	By selection from the grade of Parliamentary Reporter with a minimum of 3 years service in the grade.	
5.	Parliamentary Reporter	10	Pay Band-3 (15600-39100) with Grade Pay-Rs.5400	25% subject to the condition that the vacancies that remain unfilled through a departmental competitive	-	75% provided that pending filling up of the posts of Parliamentary Reporter by direct recruitment, the posts may	<u>For promotion</u> – By selection on the basis of a departmental competitive examination from amongst officials of Private Secretaries and Stenographic Service (PSSS) of the Secretariat having a minimum service of 3 years and holding a substantive post in that Service and possessing a minimum shorthand speed of 160 words per minute in Hindi/English.  Provided that if sufficient number of candidates	

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)
				examination shall be filled by direct recruitment.		be filled up by deputation/ foreign service.	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><u>For direct recruitment –</u></p> <p>By Selection through open competition from amongst candidates possessing the following:</p> <p>(i) Bachelor's degree in any discipline; and</p> <p>(ii) Minimum Shorthand speed of 160 w.p.m. in English/Hindi.</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 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>	

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)
							<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 Parliamentary Reporter, his services shall be terminated in case he does not hold lien on any post and in other case, he would be reverted to the substantive post held by him.</p> <p><u>Desirable -</u> 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.</p> <p><u>For deputation/foreign service or transfer -</u> By selection 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 verbatim reporting of 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 Parliamentary Reporter in the Secretariat by more than 20%.</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)
<b>PRIVATE SECRETARIES AND STENOGRAPHIC SERVICE</b>								
1.	Director (PSSS)	1	Pay Band-4 (37400-67000) with Grade Pay-Rs.8700	100%	-	-	By selection from the grade of Additional Director (PSSS) with a minimum of 3 years service in the grade or 6 years combined service in the grades of Additional Director (PSSS) and Joint Director (PSSS) 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 Central or State Government with a minimum of 14 years experience in a Group 'A' post in the required field.	
2.	Additional Director (PSSS)	8	Pay Band-3 (15600-39100) with Grade Pay-Rs.8000	100%	-	-	By selection from the grade of Joint Director (PSSS) with a minimum of 3 years service in the grade or 6 years combined service in the grades of Joint Director (PSSS) and Senior Private Secretary 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 Central or State Government with a minimum of 11 years experience in a Group 'A' post in the required field.	

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)
3.	Joint Director (PSSS)	13	Pay Band-3 (15600-39100) with Grade Pay-Rs.7600	100%	-	-	By selection from the grade of Senior Private Secretary with a minimum of 3 years service in the grade or 6 years combined service in the grades of Senior Private Secretary and Private Secretary 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 Central or State Government with a minimum of 9 years experience in a Group 'A' post in the required field.	
4.	Senior Private Secretary	18	Pay Band-3 (15600-39100) with Grade Pay-Rs.6600	100%	-	-	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.	
5.	Private Secretary	24	Pay Band-3 (15600-39100) with Grade Pay-Rs.5400	100%	-	-	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.	
6.	Personal Assistant	26	Pay Band-2 (9300-34800) with Grade Pay-Rs.4600	100%	-	-	<u>For promotion</u> - 50% by selection from the grade of Stenographer with a minimum of 5 years service in the grade.  50% by selection on the basis of competitive departmental examination from the grade of Stenographer with a minimum 3 years	

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)
							service in the grade and possessing a minimum speed of 120 words per minute in English/Hindi shorthand.	
7.	Stenographer	39	Pay Band-2 (9300-34800) with Grade Pay-Rs.4200	-	-	100%	By selection through open competition from amongst candidates with a minimum qualification of Graduation and possessing a minimum speed of 80 words per minute in English/Hindi shorthand.  Preference may be given to those knowing both English and Hindi stenography.  <u>Desirable -</u>  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.	
<b>THE SIMULTANEOUS INTERPRETATION SERVICE</b>								
1.	Director (Interpretation)	3	Pay Band-4 (37400-67000) with Grade Pay-Rs.8700	100%	-	-	By selection from the grade of Additional Director (Interpretation) with a minimum of 3 years service in the grade or 6 years combined service in the grades of Additional Director (Interpretation) and Joint Director (Interpretation) in accordance with the seniority in the higher grade.  Provided that if none is found suitable, the post may be filled by deputation of suitable officer from the Government or State Legislature Secretariat with a minimum of 14 years experience in a Group 'A' post in the required field.	

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 Director (Interpretation)	9	Pay Band-3 (15600-39100) with Grade Pay-Rs.8000	100%	-	-	By selection from the grade of Joint Director (Interpretation) with a minimum of 3 years service in the grade or 6 years combined service in the grades of –Joint Director (Interpretation) and Senior 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 11 years experience in a Group ‘A’ post in the required field.	
3.	Joint Director (Interpretation)	10	Pay Band-3 (15600-39100) with Grade Pay-Rs.7600	100%	-	-	By selection from the grade of Senior Parliamentary Interpreter with a minimum of 3 years service in the grade or 6 years combined service in the grades of Senior Parliamentary Interpreter and 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.	
4.	Senior Parliamentary Interpreter	5	Pay Band-3 (15600-39100) with Grade Pay-Rs.6600	100%	-	-	By selection from the grade of Parliamentary Interpreter with a minimum of 3 years service in the grade.	



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)	
5.	Parliamentary Interpreter	8	Pay Band-3 (15600-39100) with Grade Pay-Rs.5400	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 Parliamentary Interpreter by direct recruitment, the posts may be filled up by deputation/foreign service.	<p><u>For Hindi/English Interpreters -</u></p> <p><u>For promotion -</u></p> <p>By selection on the basis of competitive departmental examination from amongst officials of Editorial &amp; Translation Service of the Secretariat having a regular service of 3 years and holding a substantive post in that service and possessing educational qualifications as prescribed for direct recruitment for the post.</p> <p><u>For direct recruitment -</u></p> <p>By selection through open competitive examination from amongst the candidates possessing Master's degree in English with medium of Hindi Language upto degree level or Master's degree in Hindi with medium of English Language upto degree level.</p> <p><u>Desirable -</u></p> <p>(i) Experience in translation or interpretation work.</p> <p>(ii) 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.</p> <p><u>For Regional Language Interpreters -</u></p> <p>By Selection through open competitive examination from amongst the candidates possessing Master's degree in any discipline with regional language (s) as recognized in the Constitution of India upto degree level.</p> <p><u>Desirable-</u></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)
							<p>(i) Experience in translation or interpretation work in Regional language or English/Hindi and degree in English/Hindi.</p> <p>(ii) 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.</p> <p><u>Note</u> - The candidates so selected will have to undergo training in interpretation for such period as may be specified by the Rajya Sabha Secretariat. They will also have to qualify in the Departmental test with such proficiency in interpretation as may be prescribed. Services of such persons who fail to qualify in the test will be terminated without assigning any reason whatsoever. They may be required to perform non-interpretation duties as may be assigned to them from time to time.</p> <p>Upper age limit: 30 years.</p> <p><u>For deputation/foreign service or transfer -</u></p> <p>By selection 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 simultaneous interpretation of proceedings of legislative debates in the required language.</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</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)
Parliamentary Interpreter in the Secretariat by more than 20%.								
<b>THE PRINTING AND PUBLICATIONS SERVICE</b>								
1.	Director (P&P)	1-1*=0	Pay Band-4 (37400-67000) with Grade Pay-Rs.8700	100%	-	-	By selection from the grade of Additional Director (P&P) with a minimum of 3 years service in the grade or 6 years combined service in the grades of Additional Director (P&P) and Joint Director (P&P) 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 of State Legislature or Central Government Service with a minimum of 14 years experience in a Group 'A' post in the required field.	
2.	Additional Director (P&P)	2	Pay Band-3 (15600-39100) with Grade Pay-Rs.8000	100%	-	-	By selection from the grade of Joint Director (P&P) with a minimum of 3 years service in the grade or 6 years combined service in the grades of Joint Director (P&P) and Assistant Director (P&P) 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 of a State Legislature or Central Government Service with a minimum of 11 years experience in Group 'A' post in the required field.	
3.	Joint Director (P&P)	2	Pay Band-3 (15600-39100)	100%	-	-	By selection from the grade of Assistant Director (P&P) with a minimum of 3 years service in the grade or 6 years combined service in the grades of Assistant Director (P&P) and	

\*downgraded to the post of Printing Officer

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)
			with Grade Pay-Rs.7600				Printing 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 from the Central or State Government with a minimum of 9 years experience in a Group 'A' post in the required field.	
4.	Assistant Director (P&P)	3	Pay Band-3 (15600-39100) with Grade Pay-Rs.6600	100%	-	-	By selection from the grade of Printing Officer with a minimum of 3 years service in the grade or 8 years combined service in the grades of Printing Officer and Assistant Printing Officer.	
5.	Printing Officer	3+1*= 4	Pay Band-3 (15600-39100) with Grade Pay-Rs.5400	100%	-	-	By selection from the grade of Assistant Printing Officer with a minimum of 5 years service in the grade or 10 years combined service in the grades of Assistant Printing Officer and Printing Assistant, in accordance with the seniority in the higher grade. Provided that if a suitable person is not available in the grade of Assistant Printing Officer, the post may be filled by deputation of a suitable officer from Central/State Governments or State Legislature Secretariats or Central/State Public Sector Undertakings/Autonomous bodies, fulfilling the following conditions:-  <u>Essential eligibility condition</u> - Officers holding analogous post with a minimum of 10 years experience in the relevant field and holding a Bachelor's degree in any discipline and diploma in	

\*Post of Director downgraded to the post of Printing Officer

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)
							Printing Technology from any Institute approved by AICTE. OR Degree in Printing Technology from any institute approved by AICTE.	
6.	Assistant Printing Officer	10	Pay Band-2 (9300-34800) with Grade Pay-Rs.4800	100%	-	-	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 in accordance with the seniority in the higher grade.  Provided that if none is found suitable, the post may be filled by deputation from amongst candidates with a minimum qualification of Graduation and possessing technical experience as Printer/Proof Reader in any of the Government of India or State Government Presses for a period of at least 5 years.	
7.	Printing Assistant	10	Pay Band-2 (9300-34800) with Grade Pay-Rs.4600	100%	-	-	By selection from the grades of Proof Reader with a minimum of 5 years service in the grade.	
8.	Proof Reader	24	Pay Band-2 (9300-34800) with Grade Pay-Rs.4200	-	100%	provided that pending filling up of the posts of Proof Reader by direct recruitment, the posts may be	By selection through open competitive examination amongst candidates fulfilling the following conditions: <u>Essential Conditions</u> - (i) Bachelor's degree with English or Hindi as a subject; and (ii) Diploma in Printing Technology or P.G.	

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)
					filled up by deputation/ foreign service .		<p>Diploma in Book Publishing from any Institute approved by AICTE.</p> <p>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><u>Desirable -</u></p> <p>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.</p> <p>Upper age limit: 30 years</p> <p><u>Deputation/foreign service or transfer -</u></p> <p>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 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 Proof Reader in the Secretariat by more than 20%.</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)
9.	Senior Reprographer	3	Pay Band-2 (9300-34800) with Grade Pay-Rs.4200	100%	-	-	By selection from the grade of Reprographer Grade-I with a minimum of 5 years service in the grade or a combined service of 10 years in the grades of Reprographer Grade - I and Reprographer Grade-II.	
10.	Reprographer Grade - I	6	Pay Band-1 (5200-20200) with Grade Pay-Rs.2800	100%			By selection from the grade of Reprographer Grade - II with a minimum of 5 years service in the grade.	
11.	Reprographer Grade-II	9	Pay Band-1 (5200-20200) with Grade Pay-Rs.2400	100%	-	-	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 Sessional Messengers (Temporary Status) and possessing minimum educational qualification of Matriculation (10 <sup>th</sup> Class Pass).	
12.	Binder Grade-I	1	Pay Band-1 (5200-20200) with Grade Pay-Rs.2800	100%	-	-	By selection from the grade of Binder Grade-II with a minimum of 5 years service in the grade.	
13.	Binder Grade-II	1	Pay Band-1	-	-	100%	By selection from amongst candidates possessing the following minimum qualifications and	

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)
			(5200-20200) with Grade Pay- Rs.2400				<p>experience :</p> <p>(i) Middle standard with good knowledge of English and Hindi;</p> <p>(ii) Ability to work on cutting, stitching and Perforating Machines;</p> <p>(iii) Ability to do folding, pasting, cutting and sewing; and</p> <p>(iv) At least 5 years experience in binding work.</p> <p>Provided that if a person possessing the above qualifications is available in the Secretariat he may be considered for appointment to the post.</p>	
<b>THE EDITORIAL AND TRANSLATION SERVICE</b>								
1.	Director (E&T)	3	Pay Band-4 (37400-67000) with Grade Pay- Rs.8700	100%	-	-	<p>By selection from the grade of Additional Director (E&amp;T) with a minimum of 3 years service in the grade or 6 years combined service in the grades of Additional Director (E&amp;T) and Joint Director (E&amp;T) in accordance with the seniority in the higher grade.</p> <p>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 14 years experience in a Group 'A' post in the required field.</p>	
2.	Additional Director (E&T)	6	Pay Band-3 (15600-39100) with	100%	-	-	<p>By selection from the grade of Joint Director (E&amp;T) with a minimum of 3 years service in the grade or 6 years combined service in the grades of Joint Director (E&amp;T) and Assistant Director (E&amp;T) in accordance with the</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)
			Grade Pay- Rs.8000				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 11 years experience in a Group 'A' post in the required field.	
3.	Joint Director (E&T)	7	Pay Band-3 (15600-39100) with Grade Pay- Rs.7600	100%	-	-	By selection from the grade of Assistant Director (E&T) with a minimum of 3 years service in the grade or 6 years combined service in the grades of Assistant Director (E&T) and Editor 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.	
4.	Assistant Director (E&T)	25	Pay Band-3 (15600-39100) with Grade Pay- Rs.6600	100%	-	-	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.	
5.	Editor	32	Pay Band-3 (15600-39100) with Grade Pay-	100%	-	-	<u>For promotion -</u> By selection from the grade of Translator with a minimum of 5 years service in the grade.  <u>For direct recruitment -</u> By selection through open competitive examination from amongst candidates	

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)
			Rs.5400	the feeder grade are not available or are not found suitable for promotion to the post, the unfilled vacancies shall be filled by direct recruitment			possessing the following qualifications and experience : (i) Master's Degree in Hindi or English with English and Hindi respectively as subjects at the Degree level; or Master's Degree in Sanskrit with Hindi and English as subjects at the Degree level; and (ii) Minimum experience of 7 years in translation/editing work, preferably in legal and technical fields.  Upper age limit: 35 years.	
6.	Translator	55	Pay Band-2 (9300-34800) with Grade Pay-Rs.4800	-	-	100% Provided that pending filling up of the vacancies of Translator by direct recruitment, it shall be permissible to fill them by deputation/foreign service	<u>For direct recruitment -</u> By selection through open competitive examination from amongst candidates fulfilling the following conditions : (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 (ii) Diploma/Certificate Course in Translation from Hindi to English and vice-versa from any recognised University/Institute; or at least 2 years experience in Translation work from Hindi to English and vice-versa 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	

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)
							<p>Court of India.</p> <p><u>Note</u> - 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 26.7 words per minute (8000 key depressions per hour) in English/Hindi typewriting on computer. 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.</p> <p><u>Desirable</u> -</p> <p>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.</p> <p>Upper age limit: 30 years</p> <p><u>For deputation/foreign service or transfer</u> -</p> <p>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>	

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)
<b>THE PARLIAMENT SECURITY SERVICE (Non-Technical Wing)</b>								
1.	Director (Security)	1	Pay Band-4 (37400-67000) with Grade Pay-Rs.8900	-	100%	-	By selection of a suitable officer of the rank of DIG from the Indian Police Service.	
2.	Additional Director(Security)	4	Pay Band-3 (15600-39100) with Grade Pay-Rs.8000	100%	-	-	By selection from the grade of Joint Director (Security) with a minimum of 3 years service in the grade or 6 years combined service in the grades of Joint Director (Security) and Assistant Director (Security) in accordance with the seniority in the higher grade.  Provided that one post from the cadre of Additional Director (Security) will be filled up by deputation by selection of a suitable officer from IPS/Para-military forces in the Junior Administrative Grade/Selection Grade.	
3.	Joint Director (Security)	8	Pay Band-3 (15600-39100) with Grade Pay-Rs.7600	100%	-	-	By selection from the grade of Assistant Director (Security) with 3 years service in the grade or 6 years combined service in the grades of Assistant Director (Security) and Security Officer/Marshal.  Provided that if none is found suitable, the post may be filled by deputation of a suitable officer with a minimum of 9 years experience in a Group 'A' post in the required field.	
4.	Assistant Director (Security)	12	Pay Band-3	100%	-	-	By selection from the grade of Security Officer/Marshal with a minimum of 3 years	

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)
			(15600-39100) with Grade Pay-Rs.6600				service in the grade or 8 years combined service in the grades of Security Officer/Marshal and Assistant Security Officer in accordance with the seniority in the higher grade.	
5.	Security Officer/Marshal	18	Pay Band-3 (15600-39100) with Grade Pay-Rs.5400	100%	-	-	By selection from the grade of Assistant Security Officer with a minimum of 5 years service in the grade or 10 years combined service in the grades of Assistant Security Officer and Security Assistant Grade-I in accordance with the seniority in the higher grade.	
6.	Assistant Security Officer	40	Pay Band-2 (9300-34800) with Grade Pay-Rs.4800	100%	-	-	By selection from the grade of Security Assistant Grade-I with a minimum of 5 years service in the grade or 10 years combined service in the grades of Security Assistant Grade-I and Security Assistant Grade-II in accordance with the seniority in the higher grade.	
7.	Security Assistant Grade-I	50	Pay Band-2 (9300-34800) with Grade Pay-Rs.4600	100%	-	-	By selection from the grade of Security Assistant Grade-II with a minimum of 5 years service in the grade.	
8.	Security Assistant Grade-II	68	Pay Band-2 (9300-34800) with Grade Pay-	-	-	100%	By selection through Open Competitive Examination from amongst candidates possessing Bachelor's degree in any discipline and possessing the following minimum physical standards:-  <u>Physical Standards</u> -	

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)
			Rs.4200				<p>Male: Height 167.5 cms. (relaxable by 2.4 cms. In case of Hill area residents), Chest girth 76.5 cms and with a minimum expansion of 4.5 cms.</p> <p>Female: Height 154.6 cms. (relaxable by 2.4 cms. in case of Hill area residents).</p> <p>Vision: 6/12 in both eyes without glasses.</p> <p>Candidates should be free from physical defect, deformity and diseases and should not suffer from colour blindness.</p> <p><u>Desirable -</u></p> <p>(i) 'C' Certificate in NCC or sportsman of distinction who has represented a State or the country at the National or International level in sports and athletics or who has represented a University in a recognised Inter-University Tournament.</p> <p>(ii) Certificate in computer course recognised by All India Council for Technical Education (AICTE)/Department of Electronics Accreditation of Computer Courses (DOEACC) or courses equivalent to 'O' Level in terms of syllabus and duration of course as prescribed by DOEACC.</p> <p><u>Note -</u> The candidates so selected and appointed as Security Assistant Grade-II shall be required to undergo such course of training as may be deemed fit, as a condition of satisfactory completion of probation period. If a candidate fails to complete the course(s) of training satisfactorily during the period of probation, he will not be considered for confirmation and his services are liable to be terminated. However, if his</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)
<p>services are retained, then his period of probation shall be suitably extended.</p>								
<b>(Technical Wing)</b>								
1.	Joint Director (Technical)	1	Pay Band-3 (15600-39100) with Grade Pay-Rs.7600	-	100%	-	<p>By selection from persons from the Central/ State Police Organisations, Security Organisations, Intelligence Organisations and Autonomous Bodies fulfilling the following conditions:</p> <p><u>Essential eligibility condition</u> -</p> <p>(i) Officers in Pay Band - 3 with Grade Pay of Rs. 7600 (pre-revised); or</p> <p>(ii) Officers with 3 years regular service in Pay Band-3 with Grade Pay of Rs. 6600(pre-revised).</p> <p><u>Essential Experience</u> -</p> <p>Knowledge/experience of computer/micro-processor based access control system/CCTV system/anti-sabotage equipment and management of large databases.</p> <p><u>Job Responsibility</u> -</p> <p>Supervise the effective operational functioning of the Central Command Station and maintenance of proper documentation.</p> <p>Provided that if a person possessing the requisite qualifications and experience is available in the Parliament Security Service of the Secretariat, then he/she may be considered for appointment to the said post depending on his/her suitability for the job based on the reports of his/her work and conduct by the superior officers.</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.	Security Officer (Technical)	1	Pay Band-3 (15600-39100) with Grade Pay-Rs.5400	-	100%	-	<p>By selection from persons from the Central/ State Police Organisations, Security Organisations, Intelligence Organisations and Autonomous Bodies fulfilling the following conditions:-</p> <p><u>Essential Eligibility Condition</u> -</p> <p>(i) Officers in Pay Band -3 with Grade Pay of Rs. 5400 (pre-revised); or</p> <p>(ii) Officers with 5 years regular service in Pay Band-2 with Grade Pay of Rs. 4800 (pre-revised); or</p> <p>(iii) Officers with 10 years combined service in Pay Band-2 with Grade Pay of Rs. 4800 (pre-revised) and in Pay Band-2 with Grade Pay of Rs. 4600 (pre-revised).</p> <p><u>Essential Experience</u> -</p> <p>Knowledge/experience of computer/micro-processor based access control system/CCTV system/anti-sabotage equipment, handling of UNIX/AIX based Main Frame Server with Wide Area Network experience and Visual Basic and Crystal Reports.</p> <p><u>Job responsibility</u> -</p> <p>(i) High Volume Wide Area Network, Security Roles, day-to-day maintenance of Windows Server, IBM Server monitoring of recourses, Back up Strategy, Disaster recovery etc.</p> <p>(ii) To take regular backups (grandfather-father-son scheme) to schedule the backup programs, to create and administer etc.</p> <p>(iii) To update anti-virus software, install application software, Database</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)
							administration etc. Provided that if a person possessing the requisite qualifications and experience is available in the Parliament Security Service of the Secretariat, then he/she may be considered for appointment to the said post depending on his/her suitability for the job based on the reports of his/her work and conduct by the superior officers.	
3.	Assistant Security Officer (Technical)	7	Pay Band-2 (9300-34800) with Grade Pay-Rs.4800	-	100%	-	By selection from persons from the Central/ State Police Organisations, Security Organisations, Intelligence Organisations and Autonomous Bodies fulfilling the following conditions :  <u>Essential eligibility condition</u> - (i) Officers in Pay Band -2 with Grade Pay of Rs. 4800 (pre-revised); or (ii) Officers with 5 years regular service in Pay Band -2 with Grade Pay of Rs. 4600 (pre-revised); or (iii) Officers with 10 years combined service in Pay Band -2 with Grade Pay of Rs. 4600 (pre-revised) and in Pay Band-2 with Grade Pay of Rs. 4200 (pre-revised).  <u>Essential experience</u> - Exposure in installation and maintenance of : (i) micro-processor based access control system; or (ii) CCTV System; or (iii) anti-sabotage equipment; or (iv) computer controlled radio communication system and electronic instruments; or	

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)
							<p>(v) exposure to latest operation systems such as Linex/Windows NT/Novell and RDBMS in LAN/WAN environment; and</p> <p>(vi) handling of UNIX/AIX based Main Frame Server with Wide Area Network experience and Visual Basic and Crystal Reports.</p> <p><u>Job responsibility</u> -</p> <p>(i) High Volume Wide Area Network, Security Roles, day-to-day maintenance of Windows Server, IBM Server monitoring of recourses, Back up Strategy, Disaster recovery etc.</p> <p>(ii) To take regular backups (grandfather-father-son scheme) to schedule the backup programs, to create and administer etc.</p> <p>(iii) To update anti-virus software, install application software, Database administration etc.</p> <p>Provided that if persons possessing the requisite qualifications and experience are available in the Parliament Security Service of the Secretariat, then they may be considered for appointment against posts not exceeding 25% of the sanctioned strength of the grade depending on their suitability for the job based on the reports of their work and conduct by the superior officers.</p>	
4.	Security Assistant Grade-I (Technical)	7	Pay Band-2 (9300-34800) with Grade Pay- Rs.4600	-	100%	-	<p>By selection from persons from the Central/ State Police Organisations, Security Organisations, Intelligence Organisations and Autonomous Bodies fulfilling the following conditions:-</p> <p><u>Essential eligibility condition</u> -</p> <p>(i) Officers in Pay Band -2 with Grade Pay of Rs. 4600 (pre-revised); or</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)
							<p>(ii) Officers with 5 years regular service in Pay Band -2 with Grade Pay of Rs. 4200 (pre-revised); or</p> <p>(iii) Officers with 10 years combined service in Pay Band -2 with Grade Pay of Rs. 4200 (pre-revised) and in Pay Band PB-1 with Grade Pay of Rs. 2800 (pre-revised).</p> <p><u>Essential experience</u> -</p> <p>Exposure in installation and maintenance of:-</p> <p>(i) micro-processor based access control system; or</p> <p>(ii) CCTV System; or</p> <p>(iii) anti-sabotage equipment; or</p> <p>(iv) computer controlled radio communication system and electronic instruments; or</p> <p>(v) exposure to latest operation systems such as Linux/Windows NT/Novell and RDBMS in LAN/WAN environment; and</p> <p>(vi) handling of UNIX/AIX based Main Frame Server with Wide Area Network experience and Visual Basic and Crystal Reports.</p> <p><u>Job responsibility</u> -</p> <ol style="list-style-type: none"> <li>1. High Volume Wide Area Network, Security Roles, day-to-day maintenance of Windows Server, IBM Server monitoring of recourses, Back up Strategy, Disaster recovery etc.</li> <li>2. To take regular backups (grandfather-father-son scheme) to schedule the backup programs, to create and administer etc.</li> <li>3. To update anti-virus software, install application software, Database administration etc.</li> </ol>	

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)
<p>Provided that if persons possessing the requisite qualifications and experience are available in the Parliament Security Service of the Secretariat, then they may be considered for appointment against posts not exceeding 25% of the sanctioned strength of the grade depending on their suitability for the job based on the reports of their work and conduct by the superior officers.</p>								
<b>(Sanitation Wing)</b>								
1.	Sanitary Attendant Grade-I	14	Pay Band-1 (5200-20200) with Grade Pay-Rs.2200	100%	-	-	By selection from persons in the Grade of Sanitary Attendant Grade-II with a minimum of 5 years service in the grade or 10 years combined service in the Grades of Sanitary Attendant Grade-II and Sanitary Attendant Grade-III/Farash.	
2.	Sanitary Attendant Grade-II	17	Pay Band-1 (5200-20200) with Grade Pay-Rs.2000	100%	-	-	By selection from the grades of Sanitary Attendant Grade-III/Farash with a minimum of 5 years service in the grade(s).	
3.	Sanitary Attendant Grade-III/ Farash	20	Pay Band-1 (5200-20200) with Grade Pay-Rs.1900	-	-	100%	By selection from the panel of Casual Farash/Safaiwala prepared for the purpose on the basis of open competition in order of their ranking in that panel subject to rejection of unfit.  <u>Note</u> - Eligibility of a Casual Farash/Safaiwala for appointment to the grade of Sanitary Attendant Grade-III/Farash shall be determined	

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)
							with reference to the date on which the Casual Farash/Safaiwala was included in the panel or the last date of receipt of applications on the basis of which the panel was prepared, as the case may be.	
<b>DRIVERS AND DESPATCH RIDERS SERVICE (D&amp;D)</b>								
<b>(Drivers)</b>								
1.	Staff Car Driver (Special Grade)	5	Pay Band-2 (9300-34800) with Grade Pay-Rs.4600	100%	-	-	By selection from the grade of Staff Car Driver Grade-I with a minimum of 5 years service in the grade or 10 years combined service in the grades of Staff Car Driver Grade-I & Staff Car Driver Grade-II in accordance with the seniority in the higher grade.	
2.	Staff Car Driver Grade-I	8	Pay Band-2 (9300-34800) with Grade Pay-Rs.4200	100%	-	-	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.	
3.	Staff Car Driver Grade-II	10	Pay Band-1 (5200-20200) with Grade Pay-Rs.2800	100%	-	-	By selection from the grade of Staff Car Driver (Ordinary Grade) with a minimum of 5 years service in the grade.	
4.	Staff Car Driver (Ordinary Grade)	11	Pay Band-1 (5200-20200) with	50%	-	50%	<u>For promotion –</u> By departmental competitive test from amongst regular employees of the Secretariat and Sessional Messengers (Temporary Status) possessing :	
				provided if sufficient				

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)
			Grade Pay-Rs.2400	number of persons are not available or not found suitable, unfilled vacancies shall be filled up by direct recruitment			(i) Matriculation or equivalent qualification; and (ii) A valid Commercial LMV/HMV driving licence issued by a Competent Authority in India .  <u>For direct recruitment –</u> (i) Matriculation or equivalent qualification; and (ii) A valid Commercial LMV/HMV licence issued by a Competent Authority in India.	
<b>(Despatch Rider)</b>								
1.	Despatch Rider (Special Grade)	1	Pay Band-2 (9300-34800) with Grade Pay-Rs.4600	100%	-	-	By selection from the grade of Despatch Rider Grade-I with a minimum of 5 years service in the grade or 10 years combined service in the grades of Despatch Rider Grade-I & Despatch Rider Grade-II in accordance with the seniority in the higher grade.	
2.	Despatch Rider Grade-I	2	Pay Band-2 (9300-34800) with Grade Pay-Rs.4200	100%	-	-	By selection from the grade of Despatch Rider Grade-II with a minimum of 5 years service in the grade or 10 years combined service in the grades of Despatch Rider Grade-II & Despatch Rider (Ordinary grade) in accordance with the seniority in the higher grade.	
3.	Despatch Rider Grade-II	2	Pay Band-1 (5200-20200) with Grade Pay-Rs.2800	100%	-	-	By selection from the grade of Despatch Rider (Ordinary Grade) with a minimum of 5 years service in the grade.	

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)
4.	Despatch Rider (Ordinary Grade)	4	Pay Band-1 (5200-20200) with Grade Pay-Rs.2400	100%	-		By departmental competitive test from amongst regular employees of the Secretariat and Sessional Messengers (Temporary Status) possessing : (i) Matriculation or equivalent ; and (ii) A valid license issued by a Competent Authority in India for driving two wheeler and three wheeler.	
<b>MESSENGER SERVICE</b>								
1.	Senior Chamber Attendant (Special Grade)	4	Pay Band-1 (5200-20200) with Grade Pay-Rs.2800	100%			By selection from the grade of Personal Attendant to Chairman/Senior Chamber Attendant with a minimum of 5 years service in the grade or 10 years combined service in the grades of Personal Attendant to the Chairman/Senior Chamber Attendant and Attendant Grade-I/Chamber Attendant.	
2.	Senior Attendant (Special Grade)	6	Pay Band-1 (5200-20200) with Grade Pay-Rs.2800	100%			By selection from the grade of Senior Attendant with a minimum of 5 years service in the grade or 10 years combined service in the grades of Senior Attendant and Attendant Grade - I/Chamber Attendant.	
3.	Personal Attendant to Chairman/Senior Chamber Attendant	12	Pay Band-1 (5200-20200) with Grade Pay-Rs.2400	100%	-	-	By selection on the basis of Interview from persons in the grades of Attendant Grade-I/Chamber Attendant & Attendant Grade-II.  Provided that if none is found suitable, appointment may be made from amongst other categories of employees serving in the Secretariat or from outside the Secretariat. A person appointed from	

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)
							outside the Secretariat shall vacate his post and cease to hold any post in the Secretariat on expiry of the term of office of the Chairman.	
4.	Senior Attendant	18	Pay Band-1 (5200-20200) with Grade Pay-Rs.2400	100%	-	-	By selection from the grade of Attendant Grade-I/ Chamber Attendant with a minimum of 5 years service in the grade or 10 years combined service in the grades of Attendant Grade-I/Chamber Attendant and Attendant Grade-II.	
5.	Attendant Grade-I/ Chamber Attendant	70	Pay Band-1 (5200-20200) with Grade Pay-Rs.2200	100%	-	-	By selection from the grade of Attendant Grade-II with a minimum service of 5 years in the grade or 10 years combined service in the grades of Attendant Grade-II and Attendant Grade-III in accordance with the seniority in the higher grade.	
6.	Attendant Grade-II	85	Pay Band-1 (5200-20200) with Grade Pay-Rs.2000	100%	-	-	By selection from the grade of Attendant Grade-III with a minimum of 5 years service in the grade.	
7.	Attendant Grade-III	105+1*	Pay Band-1 (5200-20200) with Grade Pay-Rs.1900	-	-	100%	By selection from the panel of Casual Labourers prepared for the purpose on the basis of open competition in order of their ranking in that panel subject to rejection of unfit.  <u>Note</u> - Eligibility of a Casual Labourer for appointment to the grade of Attendant Grade-III shall be determined with reference to the date on which the Casual Labourer was included in the panel or the last date of receipt of applications on	



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 basis of which the panel was prepared, as the case may be.	
8.	Bearer Grade- I	2	Pay Band-1 (5200-20200) with Grade Pay-Rs.2800	100%	-	-	By selection from the grade of Bearer Grade-II with a minimum of 5 years service in the grade.	
9.	Bearer Grade- II	1	Pay Band-1 (5200-20200) with Grade Pay-Rs.2400	-	-	100%	By selection through open competitive examination from amongst candidates possessing Matriculation or equivalent qualification and with a minimum experience of one year in stewardship/housekeeping/catering from a recognised Institution/ Organisation. Preference will be given to those candidates who have undergone apprentice training and have the requisite certificate in this regard from a recognised Institution/Organisation or possess higher educational qualification.	

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/ Transfer/ Re-employment	Direct Recruitment		
(1)	(2)	(3)	(4)			(5)	(6)	

**RAJYA SABHA TELEVISION (ADMINISTRATIVE AND FINANCIAL UNIT)**

1.	Director	2	Pay Band 4 (Rs. 37400-67000) with Grade Pay Rs. 8700/-	50%	50%	<p><u>For promotion -</u></p> <p>By selection from the grade of Additional Director with a minimum of 3 years service in the Grade or 6 years combined service in the grades of Additional Director &amp; Joint Director in accordance with the seniority in the higher grade.</p> <p><u>For deputation/ transfer/re-employment -</u></p> <p>By selection from amongst persons having minimum of 5 years experience in establishment/ administration or management of Accounts and Finance and holding or having held in the Government/Public Sector/ Autonomous Bodies :</p> <p>(i) Post(s) in PB-4 with Grade Pay of Rs. 8700 (pre-revised) or equivalent post (s); or</p> <p>(ii) With either a minimum 3 years service in post(s) in PB-3 with Grade Pay of Rs. 8000 (pre-revised) or 6 years service in PB-3 with Grade Pay of Rs. 7600 (pre-revised) or a minimum combined service of 6 years in PB-3 with Grade Pay of Rs. 8000 (pre-revised) and in PB-3 with Grade Pay of Rs. 7600 (pre-revised).</p>	
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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/ Transfer/ Re-employment	Direct Recruitment		
	(1)	(2)	(3)	(4)			(5)	(6)
<p>Preference will be given to persons having:</p> <ul style="list-style-type: none"> <li>(i) Experience of dealing with establishment/ administrative and financial matters of any TV Channel.</li> <li>(ii) Professional qualification or training in HR management/ training in establishment/ administrative and financial matters.</li> <li>(iii) Professional qualification/ training in computer applications.</li> </ul>								
2.	Additional Director	1	Pay Band -3 (Rs. 15600-39100) with Grade Pay Rs. 8000	100%	-	-	<p><u>For promotion -</u></p> <p>By selection from the grade of Joint Director with a minimum of 3 years service in the grade or 6 years combined service in the grades of Joint Director and Assistant Director in accordance with the seniority in the higher grade.</p> <p><u>For deputation/ transfer/re- employment -</u></p> <p>By selection from amongst persons having 5 years experience in establishment/ administration or management of Accounts and Finance and holding or having held in the Government/Public Sector Organisations/ Autonomous Bodies:</p> <ul style="list-style-type: none"> <li>(i) Post(s) in pre-revised PB-3 with Grade Pay of Rs. 8000 (pre-revised) or equivalent post (s); or</li> <li>(ii) With minimum 3 years service in Post(s)</li> </ul>	<p>Provided that if sufficient number of eligible persons in the feeder grade are not available or are not found suitable for promotion to the post, the unfilled vacancies shall be filled by deputation/ transfer/re-</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/ Transfer/ Re-employment	Direct Recruitment		
	(1)	(2)	(3)	(4)			(5)	(6)
				employment			in PB-3 with Grade Pay of Rs. 7600 (pre-revised) or a minimum 6 years combined service in PB-3 with Grade Pay of Rs. 7600 (pre-revised) and PB-3 with Grade Pay of Rs. 6600 (pre-revised).	
							Preference will be given to persons having:	
							(i) Experience of dealing with establishment/ administrative and financial matters of any TV Channel.	
							(ii) Professional qualification or training in HR management/ training in establishment/ administrative matters and management of accounts and finance.	
							(iii) Professional qualification/ training in computer applications.	
3.	Joint Director	2	Pay Band 3 (Rs. 15600-39100) with Grade Pay Rs. 7600/-	50%	50%	-	<u>For promotion -</u> 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 Executive Officer in accordance with the seniority in the higher grade.  <u>For deputation / transfer / re-employment -</u> By selection from amongst persons having at least 5 years experience in establishment/administrative matters or management of Accounts and Finance and holding or having held in the Government/Public Sector Organizations/ Autonomous Bodies:	Provided that if sufficient number of eligible persons in the feeder grade are not available or are not found suitable for promotion to the post, the unfilled vacancies

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/ Transfer/ Re-employment	Direct Recruitment		
	(1)	(2)	(3)	(4)			(5)	(6)
				shall be filled by deputation/ transfer/re-employment			<p>(i) Post(s) in PB-3 with Grade Pay of Rs. 7600 (pre-revised) or equivalent post (s); or</p> <p>(ii) With minimum 3 years service in Post(s) in PB-3 with Grade Pay of Rs. 6600 (pre-revised) or a minimum of 6 years combined service in PB-3 with Grade Pay of Rs. 6600 (pre-revised) and in PB-3 with Grade Pay of Rs. 5400 (pre-revised).</p> <p>Preference will be given to persons having:</p> <p>(i) Experience of dealing with establishment/ administrative/ financial matters of any TV Channel.</p> <p>(ii) Professional qualification or training in HR management/ training in establishment/ administrative matters and management of accounts and finance</p> <p>(iii) Professional qualification/ training in computer applications.</p>	
4.	Assistant Director	3	Pay Band 3 (Rs. 15600-39100) with Grade Pay Rs. 6600/-	66.67%	33.33%		<p><u>For promotion -</u></p> <p>By selection from the grade of Executive Officer with a minimum of 3 years service in the grade or 13 years combined service in the grades of Executive Officer and Channel Assistant.</p> <p><u>For deputation / transfer / re-employment -</u></p> <p>By selection from amongst persons having at least 5 years experience in establishment/</p>	<p>Provided that if sufficient number of eligible persons in the feeder grade are not available or are not found suitable for</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/ Transfer/ Re-employment	Direct Recruitment		
	(1)	(2)	(3)	(4)			(5)	(6)
				<p>promotion to the post, the unfilled vacancies shall be filled by deputation/transfer/re-employment</p>			<p>administrative matters or management of Accounts and Finance and holding or having held in the Government/Public Sector Organizations/ Autonomous Bodies:-</p> <p>(i) Post(s) in PB-3 with Grade Pay of Rs. 6600 (pre-revised) or equivalent post (s); or</p> <p>(ii) With minimum 3 years service in Post(s) in PB-3 with Grade Pay of Rs. 5400 (pre-revised) or a minimum 8 years combined service in PB-3 with Grade Pay of Rs. 5400 (pre-revised) and PB-2 with Grade Pay of 4800 (pre-revised).</p> <p>Preference will be given to persons having:</p> <p>(i) Experience of dealing with establishment/ administrative/ financial matters of any TV Channel.</p> <p>(ii) Professional qualification in HR management/ training in establishment/ administrative matters and matters relating to accounts and finance</p> <p>(iii) Professional qualification/ training in computer applications.</p>	
5.	Executive Officer	4	Pay Band 3 (Rs. 15600-39100) with Grade Pay Rs. 5400/-	50%	50%		<p><u>For promotion -</u></p> <p>By selection from the grade of Channel Assistant with a minimum of 10 years service in the grade or 20 years combined service in the grades of Channel Assistant</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/ Transfer/ Re-employment	Direct Recruitment		
	(1)	(2)	(3)	(4)			(5)	(6)
			eligible persons in the feeder grade are not available or are not found suitable for promotion to the post, the unfilled vacancies shall be filled by deputation/ transfer/re-employment				and Junior Channel Assistant.  <u>For deputation / transfer / re-employment -</u>  By selection from amongst persons having at least 5 years experience in establishment/ administrative matters or management of Accounts and Finance and holding or having held in the Government/Public Sector Organizations/ Autonomous Bodies:-  (i) Post(s) in PB-3 with Grade Pay of Rs. 5400 (pre-revised) or equivalent post(s); or (ii) With a minimum 5 years service in Post(s) in PB-2 with Grade Pay of Rs. 4800 (pre-revised) or a minimum 10 years service in the post(s) in PB-2 with Grade Pay of Rs. 4600 (pre-revised) or a minimum 10 years combined service in PB-2 with Grade Pay of Rs. 4800 (pre-revised) and in PB-2 with Grade Pay of Rs. 4600 (pre-revised).  Preference will be given to persons having : (i) Experience of dealing with establishment/ administrative/ financial matters of any TV Channel. (ii) Professional qualification in HR management/ training in establishment/ administrative matters and matters relating to accounts and finance (iii) Professional qualification/ training in computer applications.	

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/ Transfer/ Re-employment	Direct Recruitment		
(1)	(2)	(3)	(4)			(5)	(6)	
6.	Accounts Officer	1	Pay Band 3 (Rs. 15600-39100) with Grade Pay Rs. 5400/-	-	100%		<p>By selection 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 with Grade Pay of Rs. 5400 (pre-revised) or equivalent post(s); or</p> <p>(ii) With a minimum 5 years service in Post(s) in PB-2 with Grade Pay of Rs. 4800 (pre-revised) or a minimum of 10 years service in the post(s) in PB-2 with Grade Pay of Rs. 4600 (pre-revised) or a minimum 10 years combined service in PB-2 with a Grade Pay of Rs. 4800 and in PB-2 with Grade Pay of Rs. 4600/- (pre-revised).</p> <p>Possessing any one of the following qualifications :</p> <p>(i) A pass in Subordinate Accounts Service or equivalent examinations conducted by any of the organized Accounts Departments of Central Government; or</p> <p>(ii) Successful completion of training in cash and accounts work in Institute of Secretariat Training and Management or equivalent and three years experience in cash, accounts and budget work.</p> <p>Preference will be given to persons having:</p> <p>(i) Experience of dealing with financial/accounts matters of any TV Channel.</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/ Transfer/ Re-employment	Direct Recruitment		
	(1)	(2)	(3)	(4)			(5)	(6)
							(ii) Professional qualification or training in finance & accounts. (iii) Professional qualification or training in computers.	
7.	Channel Assistant	13	Pay Band 2 (Rs. 9300- 34800) with Grade Pay Rs. 4600/-	40%	40%	20%	<p><u>For promotion -</u></p> <p>By selection from the grade of Junior Channel Assistant with a minimum of 10 years service in the grade.</p> <p><u>For deputation/transfer/re-employment -</u></p> <p>By selection from amongst persons having at least 3 years experience in establishment/ administration/ Accounts and Finance and holding or having held in the Government/Public Sector Organizations/ Autonomous Bodies:</p> <p>(i) Post(s) in PB-2 with Grade Pay of Rs. 4600 (pre-revised) or equivalent post(s); or</p> <p>(ii) With a minimum 5 years service in Post(s) in PB-2 with Grade Pay of Rs. 4600 (pre-revised)/PB-2 with Grade Pay of Rs. 4200 (pre-revised) or a minimum 10 years service in the post(s) in PB-1 with Grade Pay of 2400 (pre-revised) or a minimum combined service of 10 years in PB-2 with Grade Pay of Rs. 4200 (pre-revised) and PB-1 with Grade Pay of Rs. 2400 (pre-revised).</p> <p><u>For direct recruitment -</u></p> <p>By selection by open competitive examination</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/ Transfer/ Re-employment	Direct Recruitment		
	(1)	(2)	(3)	(4)			(5)	(6)
							<p>from amongst the candidates possessing Bachelor's Degree in any discipline from a recognised University.</p> <p><u>Desirable</u> -</p> <p>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.</p> <p><u>Note</u> - 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 26.7 words per minute (8000 key depressions per hour) in English/Hindi typewriting on computer. 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.</p> <p>Preference will be given to persons having :</p> <p>(i) Experience of dealing with establishment/ administrative/ financial matters of any TV Channel.</p> <p>(ii) Professional qualification in HR management/ training in establishment/ administrative matters and matters relating to accounts and finance</p> <p>(iii) Professional qualification/ training in computer applications.</p>	
8.	Junior Channel Assistant	20	Pay Band 1 (Rs. 5200-20200) with Grade Pay Rs. 2400/-	20%	40%	40%	<p><u>For promotion</u> -</p> <p>By selection on the basis of competitive departmental examination open to regular employees in the Channel having a</p>	<p>Provided that if sufficient</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/ Transfer/ Re-employment	Direct Recruitment		
	(1)	(2)	(3)	(4)			(5)	(6)
			number of eligible persons in the feeder grade are not available or are not found suitable for promotion to the post, the unfilled vacancies shall be filled by deputation/transfer/re-employment				<p>minimum typing speed of 40 words per minute in English/Hindi typewriting and qualifications of Senior Secondary or equivalent.</p> <p><u>For deputation/transfer/re-employment -</u></p> <p>By selection from amongst persons having at least 3 years experience in clerical work and having typing speed of atleast 40 words per minute in English/Hindi typewriting on computer and holding or having held in the Government/Public Sector Organizations/Autonomous Bodies :</p> <p>(i) Post(s) in PB-1 with a Grade Pay of Rs. 2400 (pre-revised) or equivalent post(s); or</p> <p>(ii) With minimum 5 years service in Post (s) in PB-1 with Grade Pay of Rs. 1900 (pre-revised)</p> <p>Preference will be given to persons having professional qualification/training in computer applications.</p> <p><u>For direct recruitment -</u></p> <p>Through open competitive examination from amongst candidates possessing minimum qualification of graduation and minimum typing speed of 40wpm.</p>	
9.	Cashier	1	Pay Band 1 (Rs. 5200-20200) with Grade Pay Rs. 2400/-	-	100%		<p><u>For deputation/transfer/re-employment -</u></p> <p>By selection from amongst persons having at least 3 years experience of Cash &amp; Accounts and Budget work and holding or</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/ Transfer/ Re-employment	Direct Recruitment		
	(1)	(2)	(3)	(4)			(5)	(6)
							<p>having held in the Government/ Public Sector organisations/ Autonomous bodies :</p> <p>(i) Post(s) in PB-1 with Grade Pay of Rs. Rs. 2400 (pre-revised) or equivalent post(s); or</p> <p>(ii) With a minimum 5 years service in Post(s) in PB-1 with Grade Pay of Rs. 1900 (pre-revised).</p> <p>Preference will be given to persons having :</p> <p>(i) Training in Cash &amp; Accounts conducted by ISTM or equivalent.</p> <p>(ii) Professional qualification/training in computer applications.</p>	
10.	Attendant Grade - III	20	Pay Band-1 (5200-20200) with Grade Pay Rs. 1900/-	-		100%	<p><u>For direct recruitment</u> -</p> <p>By selection through a departmental examination from amongst persons included in the panel of Casual Labourers of the Rajya Sabha Secretariat and who have remained engaged for a minimum of 240 days in each year for last 3 years either in Rajya Sabha Secretariat or Rajya Sabha Television and have qualifications of higher secondary or above.</p>	

## APPENDIX - I

### 1. LEGISLATIVE, FINANCIAL, EXECUTIVE AND ADMINISTRATIVE SERVICE(LAFEA)

<b>Sl. No.</b>	<b>Name of Posts and Pay Scale (Pre-revised)</b>
<b>1.</b>	Secretariat Assistant (PB-1 with Grade Pay Rs. 2400) & Sr. Secretariat Assistant (PB-2 with Grade Pay Rs. 4200)
<b>2.</b>	Legislative/Executive/Committee/Protocol Officer (PB-3 with Grade Pay Rs. 5400) & Under Secretary (PB-3 with Grade Pay Rs. 6600)
<b>3.</b>	Deputy Secretary/Pay & Accounts Officer (PB-3 with Grade Pay Rs. 7600) & Additional Director (PB-3 with Grade Pay of Rs. 8000)

### 2. LIBRARY, REFERENCE, RESEARCH, DOCUMENTATION AND INFORMATION SERVICE(LARRDIS)

<b>Sl. No.</b>	<b>Name of Posts and Pay Scale (Pre-revised)</b>
<b>1.</b>	Research/Reference Officer (PB-3 with Grade Pay of Rs. 5400) & Assistant Director (LR) (PB-3 with Grade Pay of Rs. 6600)
<b>2.</b>	Joint Director (LR) (PB-3 with Grade Pay of Rs. 7600) & Additional Director (LR) (PB-3 with Grade Pay of Rs. 8000)

### 3. VERBATIM REPORTING SERVICE (VRS)

<b>Sl. No.</b>	<b>Name of Posts and Pay Scale (Pre-revised)</b>
1.	Parliamentary Reporter (PB-3 with Grade Pay of Rs. 5400) & Senior Parliamentary Reporter (PB-3 with Grade Pay of Rs. 6600)
2.	Joint Director (R) (PB-3 with Grade Pay of Rs. 7600) & Additional Director(R) (PB-3 with Grade Pay of Rs. 8000)

### 4. SIMULTANEOUS INTERPRETATION SERVICE ( SIS)

<b>Sl. No.</b>	<b>Name of Posts and Pay Scale (Pre-revised)</b>
1.	Parliamentary Interpreter (PB-3 with Grade Pay of Rs. 5400) & Senior Parliamentary Interpreter (PB-3 with Grade Pay of Rs. 6600)
2.	Joint Director (I) (PB-3 with Grade Pay of Rs. 7600) & Additional Director (I) (PB-3 with Grade Pay of Rs. 8000)

### 5. PRIVATE SECRETARY AND STENOGRAPHIC SERVICE (PSSS)

<b>Sl. No.</b>	<b>Name of Posts and Pay Scale (Pre-revised)</b>
1.	Private Secretary (PB-3 with Grade Pay of Rs. 5400) & Sr. Private Secretary (PB-3 with Grade Pay of Rs. 6600)
2.	Joint Director (PSSS) (PB-3 with Grade Pay of Rs. 7600) & Additional Director (PSSS) (PB-3 with Grade Pay of Rs. 8000)

## 6. PRINTING AND PUBLICATION SERVICE (P&P)

<b>Sl. No.</b>	<b>Name of Posts and Pay Scale (Pre-revised)</b>
1.	Reprographer Grade - II (PB-1 with Grade Pay of Rs. 2400) & Reprographer Grade - I (PB-1 with Grade Pay of Rs. 2800)
2.	Printing Assistant (PB-2 with Grade Pay of Rs. 4600) & Assistant Printing Officer (PB-2 with Grade Pay of Rs. 4800)
3.	Printing Officer (PB-3 with Grade Pay of Rs. 5400) & Assistant Director (P&P) (PB-3 with Grade Pay of Rs. 6600)
4.	Joint Director (P&P) (PB-3 with Grade Pay of Rs. 7600) & Additional Director (P&P) (PB-3 with Grade Pay of Rs. 8000)

## 7. EDITORIAL AND TRANSLATION SERVICE (E & T)

<b>Sl. No.</b>	<b>Name of Posts and Pay Scale (Pre-revised)</b>
1.	Editor (PB-3 with Grade Pay of Rs. 5400) & Assistant Director (E&T) (PB-3 with Grade Pay of Rs. 6600)
2.	Joint Director (E&T) (PB-3 with Grade Pay of Rs. 7600) & Additional Director (E&T) (PB-3 with Grade Pay of Rs. 8000)

## 8. PARLIAMENT SECURITY SERVICE (PSS)

<b>Sl. No.</b>	<b>Name of Posts and Pay Scale (Pre-revised)</b>
1.	Security Assistant Grade - II (PB-2 with Grade Pay of Rs. 4200) & Security Assistant Grade -I (PB-2 with Grade Pay of Rs. 4600)
2.	Security Assistant Grade -I (PB-2 with Grade Pay of Rs. 4600)& Assistant Security Officer (PB-2 with Grade Pay of Rs. 4800)

3.	Security Officer (PB-3 with Grade Pay of Rs. 5400) & Assistant Director (S) (PB-3 with Grade Pay of Rs. 6600)
4.	Joint Director (S) (PB-3 with Grade Pay of Rs. 7600) & Additional Director (S) (PB-3 with Grade Pay of Rs. 8000)
5.	Sanitary Attendant Grade-III/Farash (PB-1 with Grade Pay of Rs. 1900) & Sanitary Attendant Grade - II (PB-1 with Grade Pay of Rs. 2000)
6.	Sanitary Attendant Grade -II (PB-1 with Grade Pay of Rs. 2000) and Sanitary Attendant Grade - I (PB-1 with Grade Pay of Rs. 2200)

## 9. DRIVERS AND DESPATCH RIDERS SERVICE

### (Drivers)

Sl. No.	Name of Posts and Pay Scale (Pre-revised)
1.	Staff Car Driver (Ordinary Grade) (PB-1 with Grade Pay of Rs. 2400) & Staff Car Driver Grade -II (PB-1 with Grade Pay of Rs. 2800)
2.	Staff Car Driver Grade -II (PB-1 with Grade Pay of Rs. 2800) & Staff Car Driver Grade - I (PB-2 with Grade Pay of Rs. 4200)

### (Despatch Riders)

Sl. No.	Name of Posts and Pay Scale (Pre-revised)
1.	Despatch Rider (Ordinary Grade) (PB-1 with Grade Pay of Rs. 2400) & Despatch Rider Grade -II (PB-1 with Grade Pay of Rs. 2800)
2.	Despatch Rider Grade -II (PB-1 with Grade Pay of Rs. 2800) & Despatch Rider Grade - I (PB-2 with Grade Pay of Rs. 4200)



## 10. MESSENGER SERVICE

<b>Sl. No.</b>	<b>Name of Posts and Pay Scale (Pre-revised)</b>
<b>1.</b>	Attendant Grade - III (PB-1 with Grade Pay of Rs. 1900) & Attendant Grade - II (PB-1 with Grade Pay of Rs. 2000)
<b>2.</b>	Attendant Grade - II (PB-1 with Grade Pay of Rs. 2000) & Attendant Grade - I/Chamber Attendant (PB-1 with Grade Pay of Rs. 2200)

## APPENDIX-II

### HIERARCHY OF SCALES OF PAY

Sl. No.	Name of Pay Band	Pay Band	Grade Pay	Level in Pay Matrix (Provisionally Revised)
(i)	<b>Pay Band-1</b>	Rs.5200-20200	1900	Level-2
(ii)	Pay Band-1	Rs.5200-20200	2000	Level-3
(iii)	Pay Band-1	Rs.5200-20200	2200	-----
(iv)	Pay Band-1	Rs.5200-20200	2400	Level-4
(v)	Pay Band-1	Rs.5200-20200	2800	Level-5
(vi)	<b>Pay Band-2</b>	Rs.9300-34800	4200	Level-6
(vii)	Pay Band-2	Rs.9300-34800	4600	Level-7
(viii)	Pay Band-2	Rs.9300-34800	4800	Level-8
(ix)	<b>Pay Band-3</b>	Rs.15600-39100	5400	Level-10
(x)	Pay Band-3	Rs.15600-39100	6600	Level-11
(xi)	Pay Band-3	Rs.15600-39100	7600	Level-12
(xii)	Pay Band-3	Rs.15600-39100	8000	-----

## APPENDIX - III

Posts in various Services of the Rajya Sabha Secretariat identified suitable for various categories of disabilities are as indicated hereinunder :-

Sl. No.	Service	Posts identified	Classification of Posts	Categories of persons with disabilities suitable for the post in Column 3
1	2	3	4	5
(i)	LAFEA	Assistant Executive Officer Secretariat Assistant	B C	OL/BL, OA, HH OL, BL, HH
(ii)	LARRDIS	Research/Reference Assistant Library Assistant	B B	OA, OL, HH OA, OL, HH
(iii)	Verbatim Reporting Service	Parliamentary Reporter	A	OL/BL
(iv)	Private Secretaries & Stenographic Service	Stenographer	B	OL/BL
(v)	Simultaneous Interpretation Service	Parliamentary Interpreter	A	OL/BL,OA,OAL,B/LV
(vi)	Printing & Publications Service	Proof Reader Binder Grade - II	C C	OL/BL,OA, OAL, HH OL/BL, HH
(vii)	Editorial &	Translator	B	OL/BL,OA, OAL, HH

	Translation Service			
(viii)	Parliament Security Service	Sanitary Attendant Grade - III Farash	C C	HH HH
(ix)	Messenger Service	Attendant Gr. III	C	OL, OA, HH, B, LV

**Abbreviations Used :-**

***OL : One leg affected, BL : Both legs affected, OA : One arm affected, OAL : One Arm and One Leg affected, HH : Hearing Handicapped, B : Blind, LV : Low Vision.]***