



RAJYA SABHA SECRETARIAT

**PARLIAMENT HOUSE ANNEXE
NEW DELHI**

Dated the 2nd September, 2020

No. RS.31/2/19-Perl

OFFICE MEMORANDUM

Rajya Sabha Secretariat proposes to fill the post of **Personal Assistant (Group 'B') in Level 7 in the pay matrix** through deputation from amongst the officials of Central Government/State Legislature Secretariats/Public Sector Undertakings/Autonomous bodies/Supreme Court of India/High Courts. The conditions of eligibility of the post are as given in the **Annexure-I** of this Office Memorandum.

2. The candidates, who are below 56 years of age as on the last date of the receipt of the applications and are desirous of being considered for appointment to the above post, may apply in the enclosed Application format as given in the **Annexure-II** of this Office Memorandum and the application, complete in all respects, should reach '**The Deputy Secretary (Personnel), Room No. 628, Sixth Floor, Rajya Sabha Secretariat, Parliament of India, Parliament House Annexe, New Delhi-110001**' latest by **5:00 p.m. on 16th October, 2020.**

3. Application of only such officers will be considered as are routed through proper channel and are accompanied with (i) bio-data in the proforma at Annexure-II; (ii) attested copies of APARs of the last 5 years; and (iii) certificates to the effect that they are clear from vigilance/disciplinary angle, Integrity certificate and Major/Minor penalty of last ten years (**Annexure-III**).

4. No application received after the due date and time shall be entertained. Incomplete applications or applications received without APAR dossier or vigilance clearance shall be summarily rejected and no further correspondence in this regard shall be entertained.


(AMIT KUMAR)
DEPUTY SECRETARY

No. RS.31/2/19-Perl

Copy to:

1. Office of the Hon'ble Chairman, Rajya Sabha
2. Office of the Secretary-General, Rajya Sabha
3. Office of Secretary
4. Central Government/State Legislature Secretariats/Public Sector Undertakings/Autonomous bodies/Supreme Court of India/High Courts with a request to give wide publicity to this Circular in their Offices.
5. Notice Board, Rajya Sabha Secretariat
6. All Officer/Sections/P.S.s/P.A.s and Pay & Accounts Office, Rajya Sabha
7. NIC – For placing the advertisement on the Intranet/Website of the Rajya Sabha Secretariat.

Annexure-I

Sl.No.	Name of the Post and Scale of Pay	No. of Post	Eligibility Conditions
1.	Personal Assistant Level 7 in the Pay Matrix	14	For deputation Service: (a) By selection of suitable officer(s) working in the Central/State Government/Lok Sabha Secretariat/Supreme Court/High Courts/State Legislative Assemblies/Councils holding: <i>(i) analogous posts on regular basis in the parent cadre or department; or</i> <i>(ii) with a minimum 5 years regular service in the grade rendered after appointment thereto in post(s) in Pay Level 6 or equivalent in the parent cadre or department; or</i> <i>(iii) with a minimum combined regular service of 10 years rendered in posts(s) in Pay Level 6 and Level 4 in the Pay Matrix.</i> (b) possessing a minimum qualification of Graduation and minimum speed of 80 words per minute in English/Hindi shorthand. _____ Preference shall be given to those knowing both English and Hindi stenography. 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 minimum level of basic pay and dearness allowance admissible to that post in the Secretariat, before/after corresponding pay revision, by more than 30%

**APPLICATION FOR THE POST OF PERSONAL ASSISTANT IN THE RAJYA
SABHA SECRETARIAT ON TRANSFER ON DEPUTATION BASIS**

1. Name (in block letters):
2. Address with telephone/mobile number & E-mail address:
3. Present Designation:
4. Organization where working:
5. In case the present employment is held on deputation/contract basis, please state-
 - a. The date of appointment:
 - b. Period of appointment on deputation/contract:
 - c. Name of the parent office/organization to which you belong:
6. Date of Birth:
7. Date of retirement:
8. Scale of Pay of the post presently held/last held & Basic Pay drawn:
9. Educational Qualifications:
10. Whether belong to SC/ST/OBC:
11. Technical/Professional qualification, if any:
12. Training:
13. Details of employment in chronological order:

(Please enclose a separate sheet, duly authenticated)

Sl.No.	Name of the Ministry/Department Office	Post held	From	To	Scale of Pay	Nature of Duties
(1)	(2)	(3)	(4)	(5)	(6)	(7)

14. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient:

Dated:

Signature of the applicant

Address: _____

E-mail: _____

Tele: _____

Mobile No. _____

CERTIFICATE
(FROM THE EMPLOYER)

1. Certified that particulars furnished by Shri/Smt./Kum. _____ have been verified from his/her record and found correct.
2. No vigilance case is either pending or contemplated against Shri/Smt./Kum. _____ His/her integrity is certified.
3. No major or minor penalty was imposed on Shri/Smt./Kum. _____ during the last 10 years as per records in the Department.

**SIGNATURE OF HEAD OF OFFICE/DEPARTMENT
WITH STAMP**

PLACE:

DATE: