

OFFICE OF THE CHIEF SECRETARY
PUDUCHERRY
No. 6013/15/2015
Received on 17/8/15
Despatched on 18 AUG 2015

RAJYA SABHA SECRETARIAT

PARLIAMENT HOUSE ANNEXE
NEW DELHI

No.RS.43/1/2015-Perl.

Dated the 11th August, 2015

OFFICE MEMORANDUM

Secy (CCD)
S2
Rajya Sabha Secretariat proposes to urgently fill the various posts listed in the *Annexure-I* of the Office Memorandum, on deputation basis/re-employment basis from persons, who are working or have retired from the Central Government/State Governments/Constitutional Bodies/ Autonomous Bodies/ Statutory Organisations/ Public Sector Undertakings/ Central Armed Police Forces. These posts have been temporarily created to provide secretarial assistance to the Committee constituted by the Hon'ble Chairman, Rajya Sabha under Section 3 of the Judges (Inquiry) Act, 1968. The number of posts and conditions of eligibility of various posts are as given against each post in the *Annexure-I* of this Office Memorandum.

2. The candidates, who are below 65 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 posts, 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 Joint Director (Personnel), Room No. 146, First Floor, Rajya Sabha Secretariat, Parliament of India, Parliament House Annexe, New Delhi-110001' latest by 5.00 p.m. on or before 02nd September, 2015. The applications of the serving employees are to be forwarded through proper channel along with attested photocopies of their APARs/ACRs of last five years and vigilance clearance. The retired candidates may apply directly to this Secretariat.

3. No application received after 02nd September, 2015 shall be entertained. Incomplete applications or applications received without APAR/ACR dossier or vigilance clearance (in case of serving employees) shall be summarily rejected and no further correspondence in this regard shall be entertained.

OFFICE OF THE SECRETARY

Tapal No. 1896/Secy/CCD/15 (S. RANGARAJAN)
JOINT DIRECTOR

Received on 19/8/15

Despatched on 20/8/15

Copy to :-

- US (CCD)
S2 (3)
24/8/15
1. PS to Hon'ble Mr. Justice Shri Vikramajit Sen, Judge, Supreme Court of India
 2. Secretary, Department of Justice, Ministry of Law and Justice
 3. Secretary, Department of Legal Affairs, Ministry of Law and Justice
 4. Shri Arun Chaudhary, Secretary, Judges Inquiry Committee
 5. All Ministries/Departments of Government of India/Chief Secretaries of all States/ Union Territories/Lok Sabha Secretariat/ President's Secretariat/ Vice-President's Secretariat/ Supreme Court of India/High Courts/C&AG of India/Election Commission of India/Central Armed Police Forces – Border Security Force, Central Industrial Security Force, Central Reserved Police Force, Indo-Tibetan Police Force, Sashastra Seema Bal, Assam Rifles and National Security Guard – with a

request to give wide publicity to this Circular in their Offices including Autonomous Bodies/Statutory Organizations/Public Sector Undertakings under their control.

- 6. Notice Board, Rajya Sabha Secretariat**
- 7. All Officers/Sections/P.S.s/P.A.s and Pay & Accounts Office, Rajya Sabha**
- 8. NIC - For placing the advertisement on the Intranet/Website of the Rajya Sabha Secretariat**

Annexure-I

<u>Sl. No.</u>	<u>Name of the Post and Scale of Pay</u>	<u>No. of Post(s)</u>	<u>Eligibility Conditions</u>
1.	Joint Secretary (PB-4, Rs. 37400-67000 + Grade Pay of Rs.10000/-)	1	<p>A. Essential:</p> <p>Persons holding or having held</p> <p>i) A post on regular basis in PB-4 (Rs. 37400-67000) + Grade Pay Rs. 10000; or</p> <p>ii) A post in PB-4 (Rs. 37400-67000) + Grade Pay Rs. 8700 with 3 years experience in the grade and a total of 17 years of Group 'A' Service.</p> <p>B. Desirable:</p> <p>i) Experience in disciplinary/vigilance matters.</p> <p>ii) Familiarity with legal terminology</p>
2.	Deputy Director (PB-3, Rs. 15600-39100 + Grade Pay of Rs.7600/-)	2	<p>A. Essential:</p> <p>i) Persons holding or having held a post on regular basis in PB-3 (Rs. 15600-39100) + Grade Pay Rs. 7600;</p> <p>OR</p> <p>A post in PB-3 (Rs. 15600-39100) + Grade Pay Rs. 6600 with 3 years experience in the grade.</p> <p>B. Desirable:</p> <p>i) Experience in disciplinary/vigilance matters.</p> <p>ii) Familiarity with legal terminology</p>
3.	Deputy Director (Secretarial Assistance) (English) (PB-3, Rs. 15600-39100 + Grade Pay of Rs.7600/-)	2	<p>A. Essential:</p> <p>i) Persons holding or having held a post on regular basis in PB-3 (Rs. 15600-39100) + Grade Pay Rs. 7600;</p> <p>OR,</p> <p>A post in PB-3 (Rs. 15600-39100) + Grade Pay Rs. 6600 with 3 years experience in the grade.</p> <p>ii) 10 years experience in providing Secretarial Assistance.</p> <p>iii) Proficiency in computer applications.</p> <p>B. Desirable:</p> <p>i) Familiarity with legal terminology</p>