

RAJYA SABHA SECRETARIAT

PARLIAMENT HOUSE ANNEXE

NEW DELHI

Dated 7th July, 2020

No.RS.11/1/19-Perl.

OFFICE MEMORANDUM

Rajya Sabha Secretariat proposes to fill the post of **Parliamentary Reporter in Level 10 in the pay matrix** through deputation/foreign service from amongst officers of the Lok Sabha Secretariat or the Secretariat of the Legislative Assemblies of a State/ Union Territory. 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 4th September 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.

5. The period of deputation/foreign service shall not ordinarily exceed three years.



(AMIT KUMAR)

DEPUTY SECRETARY

No.RS.11/1/19-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. Lok Sabha Secretariat/ Secretariats of Legislative Assemblies of all States and Union Territory of Delhi, Puducherry and Jammu and Kashmir with a request to give wide publicity to this Circular in their Offices.
5. Notice Board, Rajya Sabha Secretariat
6. All Officers/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.	Parliamentary Reporter Level 10 in the Pay Matrix.	4 (1-Hindi & 3-English)	For deputation/foreign service: By selection of suitable officer(s) 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 reporting of verbatim proceedings of Legislative debates. 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 direct recruit appointed in the grade of Parliamentary Reporter in the Secretariat by more than 20%. All eligible candidates will be required to clear stenography test with a minimum shorthand speed of 160 w.p.m in English/Hindi. However, if sufficient candidates possessing shorthand speed of 160 w.p.m are not available, then candidates possessing shorthand speed of 140 w.p.m may be selected.

**APPLICATION FOR THE POST OF PARLIAMENTARY
REPORTER 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. Organisation 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 qualifications, 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: