

Dated: 9 February 2012

**OFFICE MEMORANDUM**

Subject:- Filling up of the post of Private Secretary, Ministry of Parliamentary Affairs, New Delhi in the pay band 2 (Rs. 9300-34800) + Grade Pay-Rs.4,800/- on deputation basis.

Application from eligible officers are invited to fill up one post of Private Secretary in the Ministry of Parliamentary Affairs in the Pay Band 2 (Rs. 9300-34800) plus Grade pay Rs 4800/- on deputation basis. The nature of duties of the post would be to assist senior officers in discharging of administrative including Parliamentary and Legislative functions of the Ministry. The particulars/ Eligibility conditions of the post are given in **Annexure I**. The pay and other conditions of service of the selected officer will be regulated in accordance with DoP&T OM. No. 6/8/2010-Estt (Pay-II) dated 17.06.2010, as amended from time to time.

2. Application of only such officers will be considered as are routed through proper channel and are accompanied with (i) bio-data in the prescribed proforma at **Annexure-II**; (ii) the CR/APAR dossier of the officer with ACRs/APARs of at least last five years or clear photocopies of the CRs/APARs of the officer containing CRs/APARs of at least last five years, duly attested by a Group 'A' officer with a certificate that no "Adverse remarks" remain in the CRs/APARs for past five years; (iii) cadre clearance; (iv) clearance from vigilance and disciplinary angle; (v) statement giving details of major or minor penalties, if any, imposed on the officer during the last ten years; (vi) they should not be more than 56 years of age on closing date of the application; and (vii) a certificate that in the event of selection, the officer would be relieved immediately to join the this Ministry.

3. All Ministries/Departments are requested to forward the applications of willing and eligible officer in the prescribed proforma to **the undersigned, Room No., 92 Parliament House, New Delhi , within 45 days from the date of publication of this Advertisement**. Applications not accompanied with the required certificates/ documents stated in para 2 above will not be entertained.

(Rameshwar Prasad)  
Under Secretary to the Govt. of India  
Tele.No.23034899

To

1. All Ministries/Departments to the Government of India
2. Chief Secretaries All States/UT Governments
3. Department of Personnel & Training (Establishment Officer),New Delhi.
4. Controller General of Accounts, Lok Nayak Bhavan, Khan Market, New Delhi.
5. Comptroller & Auditor General of India, Bahadur Shah Zafar Marg, New Delhi.
- 7.. Technical Director, NIC, Ministry of Parliamentary Affairs for uploading the circular on this Ministry's web-site, immediately.

**Annexure I**

1. Name of the post : Private Secretary
2. Classification : General Central Service, group 'B'  
Gazetted
3. Scale of pay : Pay in the Pay Band 2 (□ 9300-34800) Plus  
Grade pay Rs 4800/-
4. Eligibility conditions : **Officers under the Central or State  
Governments or Union Territories:-**

(a)(i) Holding analogous post on regular basis in the parent Cadre /Department; or

(ii) with eight years' service in the grade rendered after appointment thereto on a regular basis in the Pay Band 2 (□ 9300-34800) Plus Grade pay Rs 4600/- or equivalent in the parent cadre or Department; or

(iii) With ten years service in the grade rendered after appointment thereto on a regular basis in the Pay Band 2 (□ 9300-34800) Plus Grade pay Rs 4200/- or equivalent in the cadre /department; and

(b)(i) Possessing a speed of hundred words per minute in stenography (English/Hindi);and

(ii) Three years' experience in stenography in English/Hindi.

5. Period of Deputation : Period of deputation shall ordinarily not exceed 3 years. Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall not exceed five years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications.

**BIO DATA PRO FORMA**

1. Name and Address in block letters : \_\_\_\_\_
2. Date of birth (in Christian era) : \_\_\_\_\_
3. Date of retirement under Central/State: \_\_\_\_\_  
Government /Union Territories rules
4. Educational qualification : \_\_\_\_\_
5. Whether Educational and other qualifications required for the post are satisfied.  
(If any qualification has been treated as equivalent to the one prescribed in the rules,  
state the authority for the same )

	Qualifications/ Experience required	Qualifications/Experience possessed by the officer
Essential	(1) (2) (3)	
Desired	(1) (2)	

6. Please state clearly whether in the light of entries made by you above, you meet the requirements of the post.  
\_\_\_\_\_
7. Details of employment in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.

Office/Instt/Orgn.	Post held	From	To	Scale of pay and basic pay	Nature of duties

8. Nature of present employment i.e. ad hoc or temporary or permanent
9. In case the present employment is held on deputation/contract basis, Please state:-
- (a) The date of initial appointment : \_\_\_\_\_
- (b) Period of appointment on deputation /contract: \_\_\_\_\_
- (c) Nature of the parent office/organization to which you belong: \_\_\_\_\_
10. Additional details about present employment:-  
Please state whether working under:-
- (a) Central government : \_\_\_\_\_
- (b) State government/UT : \_\_\_\_\_
11. Are you in revised scale of pay? : \_\_\_\_\_  
If yes, give the date from which the revision took place and also indicate the pre-revised scale.
12. Total emoluments per month now drawn : \_\_\_\_\_
13. 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 in sufficient.
14. Whether belongs to SC/ST : \_\_\_\_\_
15. Remarks

Date : \_\_\_\_\_

Signature of the candidate

Countersigned: \_\_\_\_\_  
(Employer)

Address \_\_\_\_\_

\_\_\_\_\_