

Government of India  
Ministry of Parliamentary Affairs

92, Parliament House  
New Delhi-110001

Dated: 4 June, 2014

**OFFICE MEMORANDUM**

Subject:- Filling up of the post of Joint Secretary, Ministry of Parliamentary Affairs, New Delhi in the pay scale of ₹ 37,400-67,000 + Grade Pay-₹10,000/- on Composite Method (Promotion plus Deputation).

It is proposed to fill up the post of Joint Secretary in the Ministry of Parliamentary Affairs Pay in the Pay Band 4 (₹ 37400-67000) plus Grade pay ₹ 10000/- on Composite Method (Promotion plus Deputation). The nature of duties of the post would be administrative including Parliamentary and Legislative functions of the Ministry. The particulars/ Eligibility conditions of the post are given in **Annexure I**. Applications from eligible officers are being invited through this OM. The pay and other conditions of service of the selected officer will be regulated in accordance with DoP&T OM. No. 6/8/2009-Estt (Pay-II) dated 17.06.2010, as amended from time to time.

2. Applications 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 dossier of the officer with ACRs of at least last five years or clear photocopies of the CRs of the officer containing CRs of at least last five years, duly attested by a Group 'A' officer with a certificate that no "Adverse remarks" remain in the CRs for past 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; (vii) a certificate that in the event of selection, the officer would be relieved to join the duties of the post; and(viii) Integrity Certificate.

3. All Ministries/Departments are requested to forward the applications of willing and eligible officers in the prescribed proforma to **Shri A. Manoharan, Deputy Secretary (Admn), Ministry of Parliamentary Affairs, Room No. 92 Parliament House, New Delhi, within 45 days from the date of publication of this Advertisement in 'The Employment News'**. 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.
6. UPSC (Shri M.C. Sonowal, Under Secretary), Dholpur House, Shahjahan Road, New Delhi.
7. Technical Director, NIC, Ministry of Parliamentary Affairs for uploading the circular on this Ministry's web-site, immediately.
8. Hindi Anubhag for translation

## Annexure I

1. Name of the post : Joint Secretary
2. Classification : General Central Service, Group 'A'  
Gazetted
3. Scale of pay : Pay in the Pay Band 4 (₹ 37,400-67,000) Plus  
Grade pay ₹ 10,000/-
4. Eligibility conditions : Composite Method (Promotion plus Deputation)

### **(I) Officers under the Central or State Governments or Union Territories:-**

- (a) (i) Holding analogous posts on regular basis in the parent cadre/Department; or  
  
(ii) with two years service in the grade rendered after appointment thereto on a regular basis having pay in Pay Band 4 (₹ 37,400 – 67,000) Plus Grade Pay ₹ 8,900/- or equivalent in the parent cadre or Department; or  
  
(iii) With three years service in the grade rendered after appointment thereto on a regular basis having pay in Pay Band 4 (₹ 37,400 – 67,000) Plus Grade Pay ₹ 8,700 or equivalent in the parent cadre or Department ; or  
  
(iv) With eight years service in the grade rendered after appointment thereto on a regular basis having pay in Pay Band 3 (₹ 15,600 – 39,100/-) Plus Grade Pay ₹ 76,00/- or equivalent in the parent cadre or Department; and
- (b) Possessing fifteen years experience including five years in parliamentary or legislative functions.

**(II)** Departmental Director in the scale of pay of Rs. 37400-67000 with grade pay of Rs. 8700 in PB-4 with three years regular service in the grade will also be considered along with the outsiders. If selected, the post would be deemed to have been filled by promotion.

The Departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationist shall not be eligible for consideration for appointment by promotion.

Note: For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1<sup>st</sup> January of 2006/the date from which the revised pay structure based on the 6<sup>th</sup> Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding grade pay/pay scale extended based on the recommendations of the Commission. For purposes of appointment on deputation/ absorption basis, the service rendered on a regular basis by an officer prior to 1<sup>st</sup> January of 2006/the date from which the revised pay structure based on the 6<sup>th</sup> Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding grade pay/pay scale extended based on the recommendations of the Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay/pay scale, and where this benefit will extend only for the post(s) for which that grade pay/pay scale is the normal replacement grade. without any upgradation.

#### 5. Period of Deputation

: Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization /department of the Central Government shall ordinarily not exceed three 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 : \_\_\_\_\_

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

Signature of the candidate

Address \_\_\_\_\_

\_\_\_\_\_