

F. No. 1/1/2026 –Admn.
Government of India
Ministry of Parliamentary Affairs

92, Samvidhan Sadan
New Delhi-110001
Dated: 07.01.2026

CIRCULAR

Subject:- Filling up post of Junior Secretariat Assistant/JSA in Ministry of Parliamentary Affairs, Government of India, New Delhi on deputation basis-reg.

Applications from eligible officials are invited to fill up the following posts in the Ministry of Parliamentary Affairs on deputation basis —

| 1 | Name of Post | Junior Secretariat Assistant/JSA |
|------------------------|---|----------------------------------|
| Number of Posts | 01 | |
| Pay Level | Level 2 of the Pay Matrix | |
| Duration of Deputation | Initially for a period of three (03) years, which may be extended further depending on the exigencies of work | |
| Nature of Duties | Secretarial in nature | |
| Eligibility Conditions | Annexure I | |

Applications from eligible officials are invited through this Office Circular. 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 officials will be considered as are routed through proper channel and are accompanied with (i) biodata in the prescribed proforma at Annexure-II, (ii) ACR/APAR dossier of the Officials with APARs/ACRs of at least last five years or clear photocopies of the ACRs/APARs of the official containing ACRs/APARs of at least last five years, duly attested by a Group 'A' officer with a certificate that no "Adverse remarks" remain in the ACRs/APARs 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 since joining the service; (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 official would be relieved to join the duties of the post.

3. All Ministries/Departments/State Governments are requested to forward the applications of willing and eligible officer in the prescribed proforma to Sh. Kiran Kumar, Under Secretary (Admn.), Ministry of Parliament Affairs, Room No. 92, Samvidhan Sadan, 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.

4. Applicants may note that the eligibility conditions/criteria are liable to be changed at any time at the discretion of the Ministry, and the vacancy circular may be withdrawn at any time without prior notice or assigning any reason.

Encl: As above



(Kiran Kumar)

Under Secretary to the Govt. of India
Tele. : 011-23034746

To,

1. Sr. Technical Director, NIC for uploading on web-site of the Ministry.
2. All Ministries/Departments for circulation.
3. The Under Secretary(CS-1), Department of Personnel & Training, Lok Nayak Bhawan, New Delhi- with the request to upload the same on website of DoPT for wider publicity.

Annexure I

| | | |
|---|------------------------|--|
| 1 | Name of the Post | Junior Secretariat Assistant/JSA |
| 2 | Classification | General Central Service, Group C |
| 3 | Pay Level | Level 2 of the Pay Matrix |
| 4 | Eligibility conditions | <p>Officials of the Central Government or State Governments or Union Territory Administrations,— (a)(I) holding analogous post on regular basis in the parent cadre or Department; or (II) with three years' service rendered after appointment to the post on regular basis in level-1 in the pay matrix (Rs.18000-56900), or equivalent in the parent cadre or Department; and possessing the following educational qualifications and experience, namely:- (i) 12th class pass from a recognized Board and (ii) having experience of clerical work and working on Computer.</p> <p>Note 1: 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, the deputationists shall not be eligible for consideration for appointment by promotion.</p> <p>Note 2: The 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 ordinarily not exceed three years.</p> <p>Note 3: The maximum age-limit for appointment by deputation shall be not exceeding fifty-six years as on the closing date of receipt of applications.</p> |

ANNEXURE II

BIO-DATA PROFORMA

| |
|-----------------|
| Recent Passport |
| Size |
| Photograph |

| | | |
|---|---|--|
| 1 | Name and Address (in Block Letters) | |
| 2 | Date of Birth (In Christian era) | |
| 3 | (i) Date of entry into service (ii) Date of retirement under Central/State Govt./UT Administration Rules | |
| 4 | Educational qualifications | |
| 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). | |

6. Details of Employment, in chronological order (Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient):

| Office/Institution | Post held on regular basis | From | to | *Pay Band/Pay Matrix and Grade Pay/Pay Scale/Level of the post held on regular basis | Nature of duties (in detail) highlighting experience required for the post applied for |
|--------------------|----------------------------|------|----|--|--|
| | | | | | |

***Important:** Pay-Band Pay Matrix and Grade Pay/Level granted under ACP/MACP are personal to the officer and, therefore, should not be mentioned. Only Pay Band/Pay Matrix and Grade Pay/Level/Pay scale of the post held on regular basis to be mentioned.

Details of ACP/MACP with present Pay Band/Pay Matrix and Grade Pay/Level where such benefits have been drawn by the Candidate, may be indicated as below:

| Office/Institutions | | Basic Pay, Pay Band/Pay Matrix and Grade Pay/Level drawn under ACP/MACP Scheme | From | To |
|--|---|--|---|----|
| 7 | Nature of present employment i.e. Ad hoc or Temporary or Quasi-permanent or Permanent | | | |
| 8 | 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) Name of the present office/ organisation to which the applicant belong | (d) Name of the post and pay of the post held in substantive capacity in the parent organization. | |
| 9.1 Note: In case of Official already on deputation, the application of such officers may be forwarded through parent cadre/Department along with Cadre Clearance, Vigilance Clearance and integrity certificate. | | | | |
| 9.2 Note: Information under column 8 (c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organisation but still maintaining a lien in his parent cadre/organisation. | | | | |
| 10 | If any post held on deputation in the past by the applicant, date of return from the last deputation and other details: | | | |
| 11 | Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column) <ul style="list-style-type: none"> a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) University f) Others | | | |

| | | | |
|----|--|--|------------------|
| 12 | Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade. | | |
| 13 | 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. | | |
| 14 | In case the applicant belongs to an Organisation which is not following the Central Government Pay-Scales, the latest salary slip issued by the Organisation showing the following details may be enclosed: | | |
| | Basic Pay with Scale of Pay and rate of increment | Dearness Pay/ interim relief/other Allowances etc. (with break-up details) | Total Emoluments |
| 15 | <p>A) Additional information, if any, relevant to the post you applied for in support of your suitability for the post.</p> <p>(This among other things may provide information with regard to (i) additional academic qualifications (ii) Professional training and (iii) work experience over and above prescribed in the vacancy circular/Advertisement)</p> <p>(Note: Enclose a separate sheet, if the space is insufficient)</p> | | |
| 16 | Whether belongs to SC/ST | | |

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/ withheld.

(Signature of the Candidate)

Address: _____

Contact No. _____

Email id: _____

Office Contact No. _____

Office Email Id _____

Date: _____

ANNEXURE IIb

Certification by the Employer/Cadre Controlling Authority

The information/details provided in the above application by the applicant are true and correct as per the facts available on records. He / She possesses educational qualifications and experience mentioned in the vacancy Circular. If selected, he/she will be relieved immediately.

2. Also certified that:

- i) There is no vigilance or disciplinary case pending / contemplated against Shri/Smt. _____.
- ii) His/Her integrity is certified
- iii) His/Her CR Dossier in original is enclosed / photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary to the Govt. of India or above are enclosed. (as the case may be)
- iv) No major/minor penalty has been imposed on him/her during the last 10 years
Or A list of major/minor penalties imposed on him/her during the last 10 years is enclosed (as the case may be)

Countersigned

(Employer/Cadre Controlling Authority with Seal)