

F.No. 3/25/2016-Admn.
Government of India
Ministry of Parliamentary Affairs

93, Parliament House,
New Delhi.

Dated: 20th May, 2021

To

The Deputy Director
Employment News
Soochana Bhawan
Room No 764, 7th Floor
CGO Complex,
Lodhi Road,
New Delhi-110003

Subject: Publishing of advertisement of vacancy in the grade of Principal Private Secretary in the Ministry of Parliamentary Affairs.

Sir,

I am directed to request you to publish the enclosed vacancy circular in the next issue of "Employment News". The post for which the vacancy circular is being published form a vital chain in the hierarchy and therefore cannot be kept vacant for long.

The bill in this regard may be forwarded to this Ministry for payment.

Yours faithfully,



(Kiran Kumar)

Under Secretary To The Govt. Of India
Tele. No. 23034467

93, Parliament House,
New Delhi.
Dated: 20th May, 2021

OFFICE MEMORANDUM

Subject:- Filling up of the posts of Principle Private Secretary, Ministry of Parliamentary Affairs, Government of India, New Delhi in the Level 11 of the Pay Matrix on deputation basis.

Applications from eligible officers are invited to fill up two posts of Principle Private Secretary in the Ministry of Parliamentary Affairs in the Level 11 of the Pay Matrix (Pay Band 3 (Rs. 37400-67000) plus Grade pay Rs 6600/- Pre-revised) on deputation basis. The nature of duties of the post would be secretarial in nature. The particulars/ Eligibility conditions of the post are given in **Annexure I**. Applications from eligible officers are invited through this Office Memorandum. 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.

Application of only such officers who are not more than 56 years of age on closing date of the application will be considered. Applications should be routed through proper channel and should be accompanied with (i) bio-data in the prescribed proforma at **Annexure-II**; (ii) the ACR/APAR dossier of the officer with ACRs/APARs of at least last five years or clear photocopies of the ACRs/APARs of the officer 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 angles; (v) statement giving details of major or minor penalties, if any, imposed on the officer during the last ten years; and (vi) a certificate that in the event of selection, the officer would be relieved to join the duties of the post.

All Ministries/Departments are requested to forward the applications of willing and eligible officers in the prescribed proforma to **Smt Suman Bara, Director (Admn.), Ministry of Parliamentary Affairs, Room No. 86 Parliament House, New Delhi, within 45 days from the date of publication of the advertisement in Employment News**. Applications not accompanied with the required certificates/documents stated in para 2 above or after due date of submission will not be entertained.


(Kiran Kumar)

Under Secretary to the Govt. of India
Tele.No.23034467

To

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

Annexure –I

1. Name of Post : Principle Private Secretary
2. Classification : General Central Service, Group 'A' Gazetted
3. Scale of Pay : Level 11 of the Pay Matrix (PB-3 Rs 37400-67000, Grade Pay Rs 6600/-)
4. Eligibility Conditions : **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 six years' service in the grade rendered after appointment thereto on a regular basis having Level 8 of Pay Matrix (PB-3 Rs 37400-67000, Grade Pay Rs 4800/- Pre revised) or equivalent in the parent cadre or Department; and
 - b)
 - (i) possessing a speed of hundred words per minute in stenography (Hindi/English); and
 - (ii) Five years' experience of Stenography.

5. Note

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.

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 not be exceeding fifty six years as on the closing date of receipt of applications.

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BIO DATA PROFORMA

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 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)

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

S.No.	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) Name 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 insufficient.
14. Whether belongs to SC/ST : _____
15. Remarks

I hereby declare that all the statements made in the application are true, complete and correct to the best of my knowledge and I shall not withdraw my candidature after selection.

Date : _____

Countersigned: _____
(Employer)

Signature of the candidate

Address _____

CERTIFICATE

- i) Certified that the particulars of Shri/Smt.....has been verified and found to be correct.
- ii) It is certified that no disciplinary proceedings are either pending and or contemplated against the officer. Also, it is certified that no major/minor penalty was imposed on the officer during the last 10 years.
- iii) Integrity of the officer is also certified.

(Signature of the Head of Office with stamp)

TO BE FILLED BY THE FORWARDING AUTHORITY

It is certified that the particulars given above are correct and the officer will be relieved for appointment on deputation basis. His/her application is forwarded along with (a) Vigilance Clearance Report; (b) Integrity Certificate and (c) copies of ACR/APARs dossiers for the last 5 years.

Signature_____

Name_____

Designation_____

(Ministry/Department of the forwarding Officer
with date and office seal)