

F. No. 3/2/2021 -Admn.  
Government of India  
Ministry of Parliamentary Affairs

92, Samvidhan Sadan  
New Delhi-110001  
Dated: 01.01.2024

OFFICE MEMORANDUM

Subject:- Filling up various posts in Ministry of Parliamentary Affairs, Government of India, New Delhi on deputation basis-reg.

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

1.	<b>Name of Post</b>	<b>Principal Private Secretary</b>
	Number of Posts	1
	Pay Level	Level 11 of the Pay Matrix (Pay Band -3 (Rs 15600-39100) plus Grade Pay Rs 6600/- Pre revised)
	Duration of Deputation	Initially for a period of TWO (2) years, which may be extended further depending on the exigencies of work
	Nature of Duties	Secretarial in nature
	Eligibility Conditions	Annexure I (a)
2.	<b>Name of Post</b>	<b>Assistant Section Officer</b>
	Number of Posts	5
	Pay Level	Level 7 of the Pay Matrix (Pay Band 2 (Rs. 9300-34800) plus Grade pay Rs 4600/- Pre-revised)
	Duration of Deputation	Initially for a period of TWO (2) years, which may be extended further depending on the exigencies of work
	Nature of Duties	Administrative in nature
	Eligibility Conditions	Annexure I (b)

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 will be considered as are routed through proper channel and are accompanied with (i) bio-data in the prescribed proforma at **Annexure-II**, (ii) ACR/APAR dossier of the Officer with APARs/ACRs 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 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 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. Prabhat Kr. Tripathy, 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.

(Prabhat Kr. Tripathy)

Under Secretary to the Govt. of India  
Tele No. 011-23034746

To,

1. All Ministries/Departments of the Government of India.
2. Chief Secretaries of 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, Dholpur House, Shahjahan Road, New Delhi.
7. Senior Technical Director, NIC, Ministry of Parliamentary Affairs for uploading on Ministry's website.
8. Hindi Anubhag for translation.

**Annexure I (a)**

1	Name of the Post	Principal Private Secretary
2	Classification	General Central Service, Group 'A' Gazetted
3	Pay Level	Level 11 of the Pay Matrix (Rs 67,700 - Rs 2,08,700)
4	Eligibility conditions	Officers under Central /State Governments /

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 (Rs 47,600 - Rs 1,51,100) of Pay Matrix 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 in English/Hindi.

**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, deputationist shall not be eligible for consideration for appointment by promotion.

**NOTE 2:-** 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.

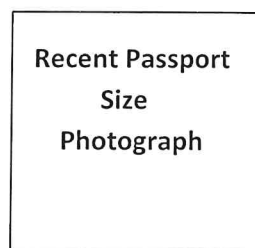
**NOTE 3:-** The maximum age-limit for appointment by deputation shall not be exceeding fifty six years as on the closing date of receipt of applications.

**Annexure I (b)**

1	Name of the Post	Assistant Section Officer
2	Classification	General Central Service, Group 'B' Non-Gazetted
3	Pay Level	Level 7 of the Pay Matrix (Rs 44,900 – Rs 1,42,400)
4	Eligibility conditions	<p>Officers under Central /State Governments / Union Territories :-</p> <p>a. i) holding analogous posts on regular basis in the parent Cadre/Department, Or</p> <p>ii) with three years' service in the grade rendered after appointment thereto on a regular basis having Level 6 (Rs 35,400 - Rs 1,12,400) of Pay Matrix or equivalent in the parent cadre or Department; Or</p> <p>iii) with six years' service in the grade rendered after appointment thereto on a regular basis having Level 5 (Rs29,200 - Rs 92,300) of Pay Matrix or equivalent in the parent cadre or Department; Or</p> <p>iv) with ten years' service in the grade rendered after appointment thereto on a regular basis having Level 4 (Rs25,500 - 81,100) of Pay Matrix or equivalent in the parent cadre or Department.</p> <p>b. Possessing bachelor's degree from a recognized University or Institute or equivalent.</p> <p><b>NOTE :-</b> 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.</p> <p>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.</p> <p>The maximum age-limit for appointment by deputation shall not be exceeding fifty six years as on the closing date of receipt of applications.</p>

ANNEXURE II

BIO-DATA PROFORMA



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. 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).	
<b>Qualifications/Experience required as mentioned in the advertisement/vacancy circular</b>		<b>Qualifications/Experience possessed by the officer</b>
<b>Essential:</b>		<b>Essential:</b>
A) Qualification		B) Qualification
C) Experience		D) Experience
<b>Desirable:</b>		<b>Desirable:</b>
A) Qualification		B) Qualification
C) Experience		D) Experience
6	Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience 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/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
8	Nature of present employment i.e. Ad hoc or Temporary or Quasi-permanent 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 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 Officers already on deputation, the applicants of such officers hold be forwarded by the parent cadre/Department along with Cadre Clearance, Vigilance Clearance and integrity certificate.		
9.2 Note: Information under column 9 (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)  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	Total emoluments per month now drawn	
	Basic Pay in the PB/Pay Matrix	Grade Pay/Level
		Total Emoluments
15	In case the applicant belongs to an Organisation which is not following the Central Government Pay-Scales, the latest <b>salary slip</b> 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
16	<b>A) Additional information</b> , if any, relevant to the post you applied for in support of your suitability for the post. (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) <b>(Note: Enclose a separate sheet, if the space is insufficient)</b>	



16	<p><b>B) Achievements:</b></p> <p>The candidates are requested to indicate information with regard to;</p> <ul style="list-style-type: none"> <li>i) Research publications and reports and special projects</li> <li>ii) Awards/scholarships/official Appreciation.</li> <li>iii) Affiliation with the professional bodies/institutions/societies and;</li> <li>iv) Patents registered in own name or achieved for the organization</li> <li>v) Any research/innovative measure involving official recognition.</li> <li>vi) Any other information.</li> </ul> <p><b>(Note: Enclose a separate sheet if the space is insufficient)</b></p>	
17	<p>Please state whether you are applying for deputation (including STC)/ Absorption (i.e. Absorption on Transfer)/ Re-employment basis#. (Officer under Central/State Government Organizations are eligible only for “Absorption”. Candidates of non-Government Organizations are eligible only for Short-Term Contract.)</p> <p># (The option of ‘STC’/‘Absorption’/‘Re-employment’ are available, only if the Vacancy Circular specially mentioned recruitment by “STC” or “Absorption” or “Re-employment”)</p>	
18	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: \_\_\_\_\_



**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)