

RAJYA SABHA SECRETARIAT

**PARLIAMENT HOUSE ANNEXE
NEW DELHI**

Dated the 25th August 2009

RECRUITMENT AND CONDITIONS OF SERVICE ORDER

(No.4/2009)

Subject: The Rajya Sabha Secretariat (Methods Of Recruitment and Qualifications For Appointment) Order, 2009

In exercise of the powers conferred by sub-rule (2) of rule 4 and rule 5 of the Rajya Sabha Secretariat (Recruitment and Conditions of Service) Rules, 1957, and in supersession of the Rajya Sabha Secretariat (Methods of Recruitment and Qualifications for Appointment) Order, 1974, and all other orders made by the Chairman in this behalf, except as respects things done or omitted to be done before such supersession, the Chairman hereby makes the following Order: -

1. Short title and commencement– (1) This Order may be called the Rajya Sabha Secretariat (Methods of Recruitment and Qualifications for Appointment) Order, 2009.

(2) It shall come into force with immediate effect.

2. Definitions – In this Order, unless the context otherwise requires –

- (a) “Chairman” means the Chairman of the Rajya Sabha;
- (b) “Secretary-General” means the Secretary-General of the Rajya Sabha;
- (c) “Service” means service in the Rajya Sabha Secretariat; and
- (d) “the Schedule” means the Schedule to this Order;

3. Methods of recruitment – The recruitment to a post or class of posts mentioned in column 1 of the Schedule shall be made by the method or methods and in the manner specified in a corresponding entry in column 3 of the Schedule, and where more than one such method has been so specified, the proportion of vacancies to be filled by each method shall be such as is specified in the corresponding entry in column 2 of the Schedule:

Provided that the Secretary-General may in any particular case of a post or class of posts vary the proportion of vacancies to be filled by various methods, and may depute an officer from one Service to another Service in the interest of Parliamentary work.

4. Qualifications for appointment – The qualifications required for appointment to the various categories of posts mentioned in column 1 of the Schedule shall be such as are specified in the corresponding entries in column 3 of the Schedule :

Provided that where no qualification is specified for any post or class of posts, the Secretary-General may, by a special or general order, specify the qualifications for that post or class of posts.

Provided further that where a minimum qualification has been prescribed in the Schedule for a post or a class of posts for direct recruitment, the number of candidates to be called for test/ selection may be restricted after screening to a reasonable number of candidates keeping in view their academic performance and work experience.

5. Variation of proportion of vacancies to be filled by prescribed method –

(1) The proportion of vacancies to be filled by each method indicated in column 2 of the Schedule against a post or class of posts mentioned in column 1 thereof shall, as far as possible, be adhered to:

Provided that wherever a variation has taken place under paragraph 3, necessary steps shall be taken to restore the prescribed proportion by adjusting recruitment thereafter to the post or class of posts to which the proportion relates.

(2) Nothing in sub-paragraph (1) shall apply to the filling by promotion of a temporary vacancy on ad-hoc basis, and it shall not be necessary for the appointing authority to adhere to the proportion indicated in column 2 of the Schedule for filling a temporary vacancy on ad-hoc basis.

6. Promotion – (1) Where the method of recruitment by promotion has been prescribed in the Schedule-

- (a) it shall be made by selection;
- (b) for purposes of selection under clause (a) of this sub-paragraph, the following criteria in relation to an officer shall be taken into consideration –
 - (i) his performance at a test, whether oral or written or both, if such a test is ordered by the appointing authority to be held for the purpose of such selection;
 - (ii) the reports on his work and conduct by his superior officers;
 - (iii) the enthusiasm shown by him in the various activities of the Secretariat;
 - (iv) his academic qualifications;
 - (v) his previous experience of the particular type of work which he will be required to perform if selected;
 - (vi) any other requirement which the appointing authority may lay down for eligibility for such promotion; and
 - (vii) in case of promotions to the Group 'A' posts in the non- technical wing of the Parliament Security Service, only those who are found suitable by a Screening Committee constituted for the purpose, will be considered for promotion by the Departmental Promotion Committee (DPC).

- (c) where juniors who have completed their qualifying/eligibility service are being considered for promotion, their seniors would also be considered provided they have completed their probation period and are not short of the requisite qualifying/eligibility service by more than half of such qualifying/eligibility service or two years, whichever is less and have successfully completed their probation period for promotion to the next higher grade alongwith their juniors who have already completed such qualifying/ eligibility service; and
- (d) Irrespective of his/her eligibility, no person shall be considered for promotion to a grade/post unless he/she has rendered a minimum of two years service in the immediate lower grade/post.
- (e) Instructions issued by the Government of India for providing reservation in promotion to Scheduled Castes or Scheduled Tribes shall be adhered to.

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- (2) Wherever combined strength of two or more grades in various services is prescribed, time-bound promotions will be applicable within those grades, subject to completion of minimum period of service prescribed, completion of prescribed residency period and fitness for promotion with reference to the prescribed benchmark.
- (3) The Secretary-General may, in exceptional cases, relax the period of service prescribed for promotion to a higher grade.

6A. Appointment to posts not included in the Schedule –Subject to the first proviso to Clause 4, appointment to posts of Joint Secretary and above shall be made by the Chairman.”

Also, the Secretary-General may make appointments of suitable persons to a post or a class of posts not included in the Schedule, with the approval of the Chairman.

7. Direct Recruitment – Where the method of direct recruitment has been prescribed in the Schedule in the case of a post or class of posts-

- (a) the selection shall be made by a test from among persons who possess the qualifications and satisfy the conditions prescribed by or under this Order for appointment thereto;
- (b) the Secretary-General shall determine whether the test to be held under clause (a) of this paragraph shall be written, oral or both;

- (c) the standard of the written and oral test to be held under this paragraph shall be such as the Secretary-General may, from time to time, by order, prescribe;
- (d) the Secretary-General may, if he so considers necessary, prescribe by order any condition regarding experience, age or physical standard to be fulfilled by the candidates or any class of candidates for eligibility for direct recruitment to such post or class of posts in addition to the requirements as to the qualifications for appointment prescribed by or under this Order; and
- (e) subject to availability of suitable candidates belonging to the Scheduled Castes or Scheduled Tribes or Other Backward Classes possessing the qualifications prescribed for appointment thereto, due regard shall be paid to the instructions relating to reservation of posts for members of such Castes or Tribes or Classes in the Central Secretariat.

8. Selection Boards – Subject to the provisions contained in this Order, the Secretary-General may constitute a Selection Board or Boards for recommending to the appointing authority suitable candidates for appointment to a post or class of posts.

9. Appointment to posts for which special type of experience or qualification is required – For purposes of appointment by promotion or otherwise to a post for which a special type of experience or qualification is required, an officer, even though otherwise eligible for appointment to that post under the provisions of this Order, may not be considered for appointment, if the appointing authority is of opinion that he does not possess the required experience or qualification.

10. Age Limit – (1) Unless otherwise prescribed in the Schedule, the age of an officer recruited to a post shall be not less than 18 years and not more than 27 years on the closing date of receipt of application for the post.

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- (2) Relaxation in age would be available to Scheduled Castes, Scheduled Tribes, Other Backward Classes, Ex-Servicemen and Government employees in accordance with the instructions of Government of India.
- (3) Age limit as prescribed in Clause (1) shall not apply for employees working in the Rajya Sabha Secretariat.
- (4) Age relaxation in suitable cases may be granted by the Chairman in case of recruitment to Group 'A' posts and by the Secretary-General in case of Group 'B' and Group 'C' posts.

11. Relaxation of qualifications – (1) The Secretary-General may, from time to time, if he is of opinion that in the interest of Parliamentary work it is expedient to do so, by a special or general order, relax the qualifications prescribed for a post in column 3 of the Schedule.

12. Residuary Matters - All matters not specifically provided in this Order shall be regulated in such manner as may be specified by the Secretary- General by special or general order from time to time.

13. Interpretation - All questions relating to the interpretation of the provisions of this Order shall be referred to the Hon'ble Chairman, whose decision thereon shall be final.

V.K. AGNIHOTRI

SECRETARY-GENERAL

No. RS.14/2009-Perl.

Dated the 25th August 2009

Copy to:-

1. Office of the Hon'ble Chairman, Rajya Sabha
2. Office of the Secretary-General
3. P.S. to Secretary
4. P.A. to J.S. (D)
5. Gradation List File
6. DGACR, (CAP), New Delhi
7. All Officers/Sections/PSs/PAs etc & Pay & Accounts Office, Rajya Sabha

(D.B. SINGH)

JOINT SECRETARY

THE SCHEDULE

ANNEXURE

Sl. No.	Post	Proportion of vacancies to be filled by			Method of Recruitment & Qualifications for Appointment	Remarks
		Promotion	Deputation or transfer	Direct recruitment		
	(1)	(2)	(2)		(3)	(4)
THE LEGISLATIVE, FINANCIAL, EXECUTIVE AND ADMINISTRATIVE SERVICE						
1.	Director	100%	-	-	<p>By selection from the grade of Joint Director with a minimum of 3 years service in the grade or 6 years combined service in the grades of Joint Director & Deputy Director/ Pay & Accounts Officer in accordance with the seniority in the higher grade.</p> <p>Provided that if none is found suitable, the post may be filled by deputation of a suitable officer belonging to another service in the Secretariat or of a State Legislature Secretariat or State Higher Judicial Service/Central Group 'A' Service with a minimum of 14 years experience in a Group 'A' post.</p>	
2.	Director (Finance)	-	100%	-	<p>By selection from amongst officers below 56 years of age belonging to:-</p> <p>(i) All India Services; or (ii) Central or State Group 'A' Services; or (iii) Central Secretariat Service; or (iv) Constitutional Bodies, Autonomous Bodies, Statutory Organisations; or (v) Central/ State Regulatory Authorities; and</p> <p>(A) holding on a regular basis in the parent cadre :-</p> <ul style="list-style-type: none"> • Posts in PB-4 (37400- 67000 + 8700 Grade Pay); or • Posts in PB- 3 (15600- 39100 + 7600 Grade Pay) with 5 years regular Service in the said grade; or • Posts in PB- 3 (15600- 39100 + 7600 Grade Pay) 	

Sl. No.	Post	Proportion of vacancies to be filled by			Method of Recruitment & Qualifications for Appointment	Remarks
		Promotion	Deputation or transfer	Direct recruitment		
	(1)	(2)			(3)	(4)
					with 14 years Group 'A' Service and (B) possessing at least 5 years experience in the field of accounts management, account maintenance, expenditure control, preparation of budget estimates, audit etc.	
3.	Joint Director	100%	-	-	By selection from the grade of Deputy Director/ Pay & Accounts Officer with a minimum of 3 years service in the grade or 6 years combined service in the grades of Deputy Director/ Pay & Accounts Officer and Assistant Director in accordance with the seniority in the higher grade. Provided that if none is found suitable, the post may be filled by deputation of a suitable officer belonging to another service in the Secretariat or of a State Legislature or State Judicial Service or Central Group 'A' Service with a minimum of 11 years experience in a Group 'A' post failing which by direct recruitment.	
4.	Deputy Director/ Pay & Accounts Officer	100%	-	-	By selection from the grade of Assistant Director with a minimum of 3 years service in the grade or 5 years combined service in the grades of Assistant Director and Legislative/Committee/Protocol/Executive Officer in accordance with the seniority in the higher grade. Provided that if none is found suitable, the post may be filled by deputation of a suitable officer belonging to another service in the Secretariat or of a State Legislature or State Judicial Service or Central Group 'A' Service with a minimum of 9 years experience in a Group 'A' post, failing which by direct recruitment.	

Sl. No.	Post	Proportion of vacancies to be filled by			Method of Recruitment & Qualifications for Appointment	Remarks
		Promotion	Deputation or transfer	Direct recruitment		
	(1)	(2)			(3)	(4)
5.	Assistant Director	100%	-	-	By selection from the grade of Legislative/Committee/Protocol/Executive Officer with a minimum of 3 years service in the grade or 8 years combined service in the grades of Legislative/Committee/Protocol/Executive Officer and Senior Legislative/Committee/Protocol/Executive Assistant.	
6.	Legislative/Committee/Protocol/Executive Officer	100%	-	-	By selection from the grade of Senior Assistant with a minimum of 5 years service in the grade or 10 years combined service in the grades of Senior Legislative/Committee/Protocol/Executive Assistant and Legislative/Committee/Protocol/Executive Assistant in accordance with the seniority in the higher grade.	
7.	Senior Legislative/Committee/ Protocol/ Executive Assistant	100%	-	-	By selection from the grade of Legislative/ Committee/ Protocol/ Executive Assistant with a minimum of 5 years service in the grade.	
8.	Legislative/Committee/Protocol/ Executive Assistant	66 2/3%	-	33 1/3%	For promotion – By selection from the grade of Senior Clerk with a minimum of 5 years service in the grade. For direct recruitment – By open competition from amongst candidates with a minimum qualification of Graduation. Desirable: Certificate in computer course recognized by AICTE/DOEACC or courses equivalent to ‘O’ level in terms of syllabus and duration of course as prescribed by DOEACC.	
9.	Senior Clerk	100%	-	-	By selection from the grade of Junior Clerk with a minimum of 5 years service in the grade.	

Sl. No.	Post	Proportion of vacancies to be filled by			Method of Recruitment & Qualifications for Appointment	Remarks
		Promotion	Deputation or transfer	Direct recruitment		
	(1)	(2)		(3)	(4)	
10.	Junior Clerk	25%	-	75%	<p>For promotion -</p> <p>By selection on the basis of competitive departmental examination open to regular employees in the Secretariat having a minimum typing speed of 40 words per minute in English/Hindi typewriting and qualifications of Matriculation or equivalent.</p> <p>For direct recruitment -</p> <p>By selection through open Competitive Examination from amongst candidates possessing minimum qualification of Graduation and minimum typing speed of 40 words per minute.</p> <p>Preference will be given to persons having typing speed of 40 w.p.m. both in English and Hindi.</p> <p>(In the case of Urdu typist, the candidates should possess minimum typing speed of 40 w.p.m. in Urdu).</p> <p>Desirable: Certificate in computer course recognised by AICTE/DOEACC or courses equivalent to 'O' level in terms of syllabus and duration of course as prescribed by DOEACC.</p>	
THE LIBRARY, REFERENCE, RESEARCH, DOCUMENTATION AND INFORMATION SERVICE						
1.	Director (LARRDIS)	100%	-	-	<p>By selection from the grade of Joint Director with a minimum of 3 years service in the grade or 6 years combined service in the grades of Joint Director and Deputy Director in accordance with the seniority in the higher grade.</p> <p>Provided that if none is found suitable, the post may be filled by deputation of a suitable officer from another service in the Secretariat or from the Government or</p>	

Sl. No.	Post	Proportion of vacancies to be filled by			Method of Recruitment & Qualifications for Appointment	Remarks
		Promotion	Deputation or transfer	Direct recruitment		
	(1)	(2)			(3)	(4)
2.	Joint Director	100%	-	-	<p>State Legislature Secretariat with a minimum of 14 years experience in a Group 'A' post in the required field.</p> <p>By selection from the grade of Deputy Director with a minimum of 3 years service in the grade or 6 years combined service in the grades of Deputy Director and Assistant Director in accordance with the seniority in the higher grade.</p> <p>Provided that if none is found suitable, the post may be filled by deputation of a suitable officer belonging to another service in the Secretariat or from Government or State Legislature Secretariat with a minimum of 11 years experience in a Group 'A' post in the required field, failing which by direct recruitment.</p>	
3.	Deputy Director	100%	-	-	<p>By selection from the grade of Assistant Director with a minimum of 3 years service in the grade.</p> <p>Provided that if none is found suitable, the post may be filled by deputation of a suitable officer belonging to another service in the Secretariat or from Government or State Legislature Secretariat with a minimum of 9 years service in a Group 'A' post in the required field failing which by direct recruitment.</p>	
4.	Assistant Director	100%	-	-	<p>By selection from the grade of Research Officer with a minimum of 3 years service in the grade or 7 years combined service in the grades of Research Officer and Research Assistant in accordance with the seniority in the higher grade.</p>	
5.	Research Officer	100%	-	-	<p>By selection from the grade of Research Assistant with a minimum of 5 years service in the grade.</p>	

Sl. No.	Post	Proportion of vacancies to be filled by			Method of Recruitment & Qualifications for Appointment	Remarks
		Promotion	Deputation or transfer	Direct recruitment		
	(1)	(2)		(3)	(4)	
6.	Research Assistant	25%	-	75%	<p>For promotion – By selection from the grade of Junior Library Assistant with a minimum of 5 years service in the grade and preferably possessing the qualification of Master's Degree in one of the Social Sciences or Law Degree or other Post Graduate Degree.</p> <p>For Direct Recruitment – Through open competition from amongst candidates possessing Master's Degree in any discipline or bachelor's degree in any discipline with Law degree.</p> <p>Desirable: - (i) Degree or diploma in Library Science. (ii) Certificate in computer course recognized by AICTE/DOEACC or courses equivalent to 'O' level in terms of syllabus and duration of course as prescribed by DOEACC.</p>	
7.	Junior Library Assistant	-	-	100%	<p>Through open Competitive Examination from amongst candidates possessing Bachelor's degree in Library Science.</p> <p>Desirable: Certificate in computer course recognized by AICTE/DOEACC or courses equivalent to 'O' level in terms of syllabus and duration of course as prescribed by DOEACC.</p>	
8.	Cameraman	-	-	100%	<p>By selection on the basis of competitive departmental examination/skill test from among regular employees of the Secretariat with a minimum of 5 years regular service in the Secretariat, having minimum educational qualification of Matriculation (10th Class pass) and at least 5 years experience in Still and Video photography.</p>	

Sl. No.	Post	Proportion of vacancies to be filled by			Method of Recruitment & Qualifications for Appointment	Remarks
		Promotion	Deputation or transfer	Direct recruitment		
	(1)	(2)		(3)	(4)	
					Desirable: Certificate/Diploma in Photography, Video Production, Cinematography from a recognized institute. Provided that if the post is not filled up through Competitive Departmental Examination, the post may be filled up through Open Competitive Examination/Skill Test from amongst candidates possessing qualifications as prescribed for competitive departmental examination.	
9.	Light Assistant			100%	By selection on the basis of a Competitive Departmental Examination/Skill Test from amongst regular employees of the Secretariat with a minimum of 5 years regular service in the Secretariat and possessing a minimum educational qualification of matriculation or equivalent. Provided that if the post is not filled up through Competitive Departmental Examination, the post may be filled up through Open Competitive Examination/Skill Test from amongst candidates possessing qualifications as prescribed for competitive departmental examination.	
VERBATIM REPORTING SERVICE						
1.	Director (Reporting)	100%	-	-	By selection from the grade of Joint Director (Reporting) with a minimum of 3 years service in the grade or 6 years combined service in the grades of Joint Director (Reporting) and Deputy Director (Reporting) in accordance with the seniority in the higher grade. Provided that if none is found suitable, the post may be filled by deputation of a suitable Officer from the Government or State Legislature Secretariat with a minimum of 14 years experience in a Group 'A' post in the required field.	

Sl. No.	Post	Proportion of vacancies to be filled by			Method of Recruitment & Qualifications for Appointment	Remarks
		Promotion	Deputation or transfer	Direct recruitment		
	(1)	(2)	(3)	(4)		
2.	Joint Director (Reporting)	100%	-	-	<p>By selection from the grade of Deputy Director (Reporting), with a minimum of 3 years service in the grade or 6 years combined service in the grades of Deputy Director (Reporting) and Parliamentary Reporter in accordance with the seniority in the higher grade.</p> <p>Provided that if none is found suitable, the post may be filled by deputation of a suitable officer from the Government or State Legislature Secretariat with a minimum of 11 years experience in a Group 'A' post in the required field, failing which by direct recruitment.</p> <p>Note: In a case of officers who were upgraded as Deputy Director (Reporting) consequent upon the merger of the grade of Parliamentary Reporter Grade-I with Deputy Director (Reporting) combined services of 6 years in the grades of Deputy Director (Reporting) and erstwhile Parliamentary Reporter Grade-I will be applicable.</p>	
3.	Deputy Director (Reporting)	100%	-	-	<p>By selection from the grade of Parliamentary Reporter with a minimum of 3 years service in the grade.</p> <p>Provided that if none is found suitable the post may be filled by deputation of a suitable officer from the Government or State Legislature Secretariat with a minimum of 9 years experience in a Group 'A' post in the required field, failing which by direct recruitment.</p>	
4.	Parliamentary Reporter	100%	-	-	<p>By selection from the grade of Junior Parliamentary Reporter with a minimum of 3 years service in the grade.</p>	

Sl. No.	Post	Proportion of vacancies to be filled by			Method of Recruitment & Qualifications for Appointment	Remarks
		Promotion	Deputation or transfer	Direct recruitment		
	(1)	(2)	(3)	(4)		
5.	Junior Parliamentary Reporter	-	-	100%	By selection through open competition from amongst candidates possessing the following: - (i) Bachelor's degree in any discipline; (ii) Minimum Shorthand speed of 160 w.p.m. in English/Hindi; Desirable: Certificate in computer course recognized by AICTE/DOEACC or courses equivalent to 'O' level in terms of syllabus and duration of course as prescribed by DOEACC.	
PRIVATE SECRETARIES AND STENOGRAPHIC SERVICE						
1.	Director (PSS)	100%	-	-	By selection from the grade of Joint Director (PSS) with a minimum of 3 years service in the grade or 6 years combined service in the grades of Joint Director (PSS) and Deputy Director (PSS) in accordance with the seniority in the higher grade. Provided that if none is found suitable, the post may be filled by deputation of a suitable officer from the Central or State Government with a minimum of 14 years experience in a Group 'A' post in the required field.	
2.	Joint Director (PSS)	100%	-	-	By selection from the grade of Deputy Director (PSS) with a minimum of 3 years service in the grade or 6 years combined service in the grades of Deputy Director (PSS) and Senior Private Secretary in accordance with the seniority in the higher grade.	

Sl. No.	Post	Proportion of vacancies to be filled by			Method of Recruitment & Qualifications for Appointment	Remarks
		Promotion	Deputation or transfer	Direct recruitment		
	(1)	(2)			(3)	(4)
3.	Deputy Director (PSS)	100%	-	-	<p>Provided that if none is found suitable, the post may be filled by deputation of a suitable officer from the Central or State Government with a minimum of 11 years experience in a Group 'A' post in the required field.</p> <p>By selection from the grade of Senior Private Secretary with a minimum of 3 years service in the grade or 5 years combined service in the grades of Senior Private Secretary and Private Secretary in accordance with the seniority in the higher grade.</p> <p>Provided that if none is found suitable, the post may be filled by deputation of a suitable officer from the Central or State Government with a minimum of 9 years experience in a Group 'A' post in the required field.</p>	
4.	Senior Private Secretary	100%	-	-	By selection from the grade of Private Secretary with a minimum of 3 years service in the grade.	
5.	Private Secretary	100%	-	-	By selection from the grade of Personal Assistant, with a minimum of 5 years service in the grade.	
6.	Personal Assistant	100%	-	-	<p>For promotion -</p> <p>50% by selection from the grade of Stenographer with a minimum of 5 years service in the grade.</p> <p>50% by selection on the basis of competitive departmental examination limited to Stenographers who have rendered 3 years continuous service in the grade and possess a minimum speed of 120 words per minute in English/Hindi shorthand.</p>	

Sl. No.	Post	Proportion of vacancies to be filled by			Method of Recruitment & Qualifications for Appointment	Remarks
		Promotion	Deputation or transfer	Direct recruitment		
	(1)	(2)			(3)	(4)
7.	Stenographer	-	-	100%	<p>By selection through open competition from amongst candidates with a minimum qualification of Graduation and possessing a minimum speed of 80 words per minute in English/Hindi shorthand.</p> <p>Preference may be given to those knowing both English and Hindi stenography.</p> <p>Desirable:</p> <p>Certificate in computer course recognised by AICTE/DOEACC or courses equivalent to 'O' level in terms of syllabus and duration of course as prescribed by DOEACC.</p>	
THE SIMULTANEOUS INTERPRETATION SERVICE						
1.	Director (Interpretation)	100%	-	-	<p>By selection from the grade of Joint Director (Interpretation) with a minimum of 3 years service in the grade or 6 years combined service in the grades of Joint Director (Interpretation) and Deputy Director (Interpretation) in accordance with the seniority in the higher grade.</p> <p>Provided that if none is found suitable, the post may be filled by deputation of suitable officer from the Government or State Legislature Secretariat with a minimum of 14 years experience in a Group 'A' post in the required field.</p>	
2.	Joint Director (Interpretation)	100%	-	-	<p>By selection from the grade of Deputy Director (Interpretation) with a minimum of 3 years service in the grade or 6 years combined service in the grades of</p>	

Sl. No.	Post	Proportion of vacancies to be filled by			Method of Recruitment & Qualifications for Appointment	Remarks
		Promotion	Deputation or transfer	Direct recruitment		
	(1)	(2)			(3)	(4)
					Deputy Director (Interpretation) and Parliamentary Interpreter in accordance with the seniority in the higher grade. Provided that if none is found suitable, the post may be filled by deputation of a suitable officer from the Government or State Legislature Secretariat with a minimum of 11 years experience in a Group 'A' post in the required field, failing which by direct recruitment.	
3.	Deputy Director (Interpretation)	100%	-	-	By selection from the grade of Parliamentary Interpreter with a minimum of 3 years service in the grade. Provided that if none is found suitable, the post may be filled by deputation of a suitable officer from the Government or State Legislature Secretariat with a minimum of 9 years experience in a Group 'A' post in the required field, failing which by direct recruitment.	
4.	Parliamentary Interpreter	100%	-	-	By selection from the grade of Junior Parliamentary Interpreter with a minimum of 3 years service in the grade.	
5.	Junior Parliamentary Interpreter	-	-	100%	<u>For Hindi/English Interpreters:</u> By selection through open competitive examination from amongst the candidates possessing Master's degree in English with medium of Hindi Language upto degree level or Master's degree in Hindi with medium of English Language upto degree level. Desirable: (i) Experience in translation or interpretation work. (ii) Certificate in computer course recognised by AICTE/DOEACC or courses equivalent to 'O' level in	

Sl. No.	Post	Proportion of vacancies to be filled by			Method of Recruitment & Qualifications for Appointment	Remarks
		Promotion	Deputation or transfer	Direct recruitment		
	(1)	(2)		(3)	(4)	
				<p>terms of syllabus and duration of course as prescribed by DOEACC.</p> <p><u>For Regional Language Interpreters:</u> By Selection through open competitive examination from amongst the candidates possessing Master's degree in any discipline with regional language (s) as recognized in the Constitution of India upto degree level. Desirable: (i) Experience in translation or interpretation work in Regional language or English/Hindi and degree in English/Hindi. (ii) Certificate in computer course recognised by AICTE/DOEACC or courses equivalent to 'O' level in terms of syllabus and duration of course as prescribed by DOEACC.</p> <p>Note: The candidates so selected will have to undergo training in interpretation for such period as may be specified by the Rajya Sabha Secretariat. They will also have to qualify in the Departmental test with such proficiency in interpretation as may be prescribed. Services of such persons who fail to qualify in the test will be terminated without assigning any reason whatsoever. They may be required to perform non-interpretation duties as may be assigned to them from time to time.</p> <p>Upper age limit: 30 years.</p>		
<p>THE PRINTING AND PUBLICATIONS SERVICE</p>						

Sl. No.	Post	Proportion of vacancies to be filled by			Method of Recruitment & Qualifications for Appointment	Remarks
		Promotion	Deputation or transfer	Direct recruitment		
	(1)	(2)	(3)	(4)		
1.	Director (P&P)	100%	-	-	<p>By selection from the grade of Joint Director (P&P) with a minimum of 3 years service in the grade or 6 years combined service in the grades of Joint Director (P&P) and Deputy Director (P&P) in accordance with the seniority in the higher grade.</p> <p>Provided that if none is found suitable, the post may be filled by deputation of a suitable Officer belonging to another service in the Secretariat or of State Legislature or Central Government Service with a minimum of 14 years experience in a Group 'A' post in the required field.</p>	
2.	Joint Director (P&P)	100%	-	-	<p>By selection from the grade of Deputy Director (P&P) with a minimum of 3 years service in the grade or 6 years combined service in the grades of Deputy Director (P&P) and Assistant Director (P&P) in accordance with the seniority in the higher grade.</p> <p>Provided that if none if found suitable, the post may be filled by deputation of a suitable officer belonging to another service in the Secretariat or of a State Legislature or Central Government Service with a minimum of 11 years experience in Group 'A' post in the required field, failing which by direct recruitment.</p>	
3.	Deputy Director (P&P)	100%	-	-	<p>By selection from the grade of Assistant Director (P&P) with a minimum of 3 years service in the grade or 5 years combined service in the grades of Assistant Director (P&P) and Printing Officer in accordance with the seniority in the higher grade.</p> <p>Provided that if none is found suitable, the post may be filled by deputation of a suitable officer from a State Legislature or Central Government Service with a minimum of 9 years service in a Group 'A' post in the</p>	

Sl. No.	Post	Proportion of vacancies to be filled by			Method of Recruitment & Qualifications for Appointment	Remarks
		Promotion	Deputation or transfer	Direct recruitment		
	(1)	(2)			(3)	(4)
4.	Assistant Director (P&P)	100%	-	-	By selection from the grade of Printing Officer with a minimum of 3 years service in the grade or 8 years combined service in the grades of Printing Officer and Senior Printing Assistant.	required field, failing which by direct recruitment.
5.	Printing Officer	100%	-	-	By selection from the grade of Senior Printing Assistant with a minimum of 5 years service in the grade or 10 years combined service in the grades of Senior Printing Assistant and Printing Assistant, in accordance with the seniority in the higher grade. Provided that if a suitable person is not available in the grade of Senior Printing Assistant, the post may be filled by deputation of a suitable officer from Central/State Governments or State Legislature Secretariats or Central/State Public Sector Undertakings/Autonomous bodies, fulfilling the following conditions:- Essential eligibility condition: Officers holding analogous post with a minimum of 10 years experience in the relevant field. Essential qualification: Bachelor's degree in any discipline and diploma in Printing Technology from any Institute approved by AICTE. OR Degree in Printing Technology from any institute approved by AICTE.	
6.	Senior Printing Assistant	100%	-	-	By selection from the grade of Printing Assistant with a minimum of 5 years service in the grade. Provided that if none is found suitable, the post may be filled by direct recruitment from amongst candidates	

Sl. No.	Post	Proportion of vacancies to be filled by			Method of Recruitment & Qualifications for Appointment	Remarks
		Promotion	Deputation or transfer	Direct recruitment		
	(1)	(2)			(3)	(4)
7.	Printing Assistant	100%	-	-	By selection from the grades of Proof Reader and IBM Operator with a minimum of 5 years service in the respective grade.	with a minimum qualification of Graduation and possessing technical experience as Printer/Proof Reader in any of the large Government of India or State Government Presses for a period of at least 5 years.
8.	Proof Reader	100%	-	-	By selection from persons in the grade of Junior Proof Reader with a minimum of 5 years service in the grade. Note – Persons promoted as Proof Reader will have to qualify in a departmental test with such standard of proficiency in proof reading as may be prescribed by the Secretariat to be eligible to draw initial and subsequent increments in the scale of pay of Proof Reader.	
9.	IBM Operator	-	-	100%	By selection from amongst candidates with a minimum qualification of Graduation and possessing a speed of at least 50-60 words per minute in English/Hindi typewriting, preferably both.	
10.	Reprographer	100%	-	-	(i) 50% by selection from the grades of Resograph Operator, Adrema Operator with a minimum of 3 years service in the grade. (ii) 50% by selection by competitive departmental examination from among regular employees in the Secretariat having a minimum educational qualification of Matriculation (10 th Class Pass) and minimum of 10 years regular service in the Secretariat.	
11.	Junior Proof Reader	-	-	100%	By selection through open competitive examination amongst candidates fulfilling the following conditions: Essential Qualification:-	

Sl. No.	Post	Proportion of vacancies to be filled by			Method of Recruitment & Qualifications for Appointment	Remarks
		Promotion	Deputation or transfer	Direct recruitment		
	(1)	(2)			(3)	(4)
12.	Adrema Operator	100%	-	-	(i) Bachelor's degree in any discipline. (ii) Diploma in Printing Technology or P.G. Diploma in Book Publishing from any Institute approved by AICTE. Essential Experience:- 5 years experience as Copy Holder in English and Hindi in a Printing Press coming under the purview of Factories Act, 1948 as amended. Desirable:- Certificate in computer course recognised by AICTE/DOEACC or courses equivalent to 'O' level in terms of syllabus and duration of course as prescribed by DOEACC. Upper age limit: 32 years. By selection on the basis of competitive departmental examination from persons in the Secretariat with a minimum of 5 years regular service in the Secretariat and possessing minimum educational qualification of Matriculation (10 th Class Pass).	
13.	Resograph Operator	100%	-	-	By selection from the grades of Attendant Grade-I/Chamber Attendant with a minimum service of 5 years in the grade(s).	
14.	Binder Grade-I	100%	-	-	By selection from the grade of Binder Grade-II with a minimum of 5 years service in the grade.	
15.	Binder Grade-II	-	-	100%	By selection from amongst candidates possessing the following minimum qualifications and experience: - (i) Middle standard with good knowledge of English and Hindi; (ii) Ability to work on cutting, stitching and Perforating Machines;	

Sl. No.	Post	Proportion of vacancies to be filled by			Method of Recruitment & Qualifications for Appointment	Remarks
		Promotion	Deputation or transfer	Direct recruitment		
	(1)	(2)			(3)	(4)
					<p>(iii) Ability to do folding, pasting, counting and sewing; and</p> <p>(iv) At least 5 years experience in binding work.</p> <p>Provided that if a person possessing the above qualifications is available in the Secretariat he may be considered for appointment to the post.</p>	
THE EDITORIAL AND TRANSLATION SERVICE						
1.	Director (E&T)	100%	-	-	<p>By selection from the grade of Joint Director (E&T) with a minimum of 3 years service in the grade or 6 years combined service in the grades of Joint Director (E&T) and Deputy Director (E&T) in accordance with the seniority in the higher grade.</p> <p>Provided that if none is found suitable, the post may be filled by deputation of a suitable officer from the Government or State Legislature Secretariat with a minimum of 14 years experience in a Group 'A' post in the required field.</p>	
2.	Joint Director (E&T)	100%	-	-	<p>By selection from the grade of Deputy Director (E&T) with a minimum of 3 years service in the grade or 6 years combined service in the grades of Deputy Director (E&T) and Assistant Director (E&T) in accordance with the seniority in the higher grade.</p> <p>Provided that if none is found suitable, the post may be filled by deputation of a suitable officer belonging to another service in the Secretariat or from the Government or State Legislature Secretariat with a minimum of 11 years experience in a Group 'A' post in the required field, failing which by direct recruitment.</p>	

Sl. No.	Post	Proportion of vacancies to be filled by			Method of Recruitment & Qualifications for Appointment	Remarks
		Promotion	Deputation or transfer	Direct recruitment		
	(1)	(2)		(3)	(4)	
3.	Deputy Director (E&T)	100%	-	-	By selection from the grade of Assistant Director (E&T) with a minimum of 3 years service in the grade or 5 years combined service in the grades of Assistant Director (E&T) and Editor in accordance with the seniority in the higher grade. Provided that if none is found suitable, the post may be filled by deputation of a suitable officer belonging to another service in the Secretariat or from Government or State Legislature Secretariat with a minimum of 9 years experience in a Group 'A' post in the required field, failing which by direct recruitment.	
4.	Assistant Director (E&T)	100%	-	-	By selection from the grade of Editor with a minimum of 3 years service in the grade.	
5.	Editor	100%	-	-	By selection from the grade of Translator with a minimum of 5 years service in the grade. Provided that if none is found suitable, the post may be filled by direct recruitment through open competition from amongst candidates possessing the following qualifications and experience: - (i) Master's Degree in Hindi or English with English and Hindi respectively as subjects at the Degree level; or Master's Degree in Sanskrit with Hindi and English as subjects at the Degree level; and (ii) Minimum experience of 7 years in translation/editing work, preferably in legal and technical fields.	
6.	Translator	-	-	100%	Upper age limit: 35 years. By selection through open competition from amongst candidates fulfilling the following conditions - (i) Master's Degree in Hindi with English as a subject at the	

Sl. No.	Post	Proportion of vacancies to be filled by			Method of Recruitment & Qualifications for Appointment	Remarks
		Promotion	Deputation or transfer	Direct recruitment		
	(1)		(2)		(3)	(4)
					<p>Degree level; or Master's Degree in English with Hindi as a subject at the Degree level; or Master's Degree in any subject with Hindi and English as subjects at the Degree level; or Master's Degree in any subject with Hindi medium and English as a subject at the Degree level; or Master's Degree in any subject with English medium and Hindi as a subject at the Degree level; and</p> <p>(ii) Diploma/Certificate Course in Translation from Hindi to English and vice-versa from any University/Institute recognised by the Government; or 2 years experience in Translation work from Hindi to English and vice-versa in Central/State Government Offices or State Legislature Secretariats or Central/State Public Sector Undertakings/ Autonomous Bodies/ Supreme Court of India/High Courts.</p> <p>Desirable:- Certificate in computer course recognised by All India Council for Technical Education (AICTE)/ Department of Electronics Accreditation of Computer Courses (DOEACC) or courses equivalent to 'O' level in terms of syllabus and duration of course as prescribed by DOEACC.</p> <p>Upper age limit: 30 years.</p>	
THE PARLIAMENT SECURITY SERVICE						
(Non-Technical Wing)						
1.	Director (Security)	-	100%	-	By selection of a suitable officer of the rank of DIG from the Indian Police Service.	
2.	Joint Director(Security)	100%	-	-	By selection from the grade of Deputy Director (Security) with a minimum of 3 years service in the grade or 6 years combined service in the grades of Deputy Director (Security) and Assistant Director (Security) in accordance with the seniority in the higher grade.	
Provided that one post from the combined cadre of Joint						

Sl. No.	Post	Proportion of vacancies to be filled by			Method of Recruitment & Qualifications for Appointment	Remarks
		Promotion	Deputation or transfer	Direct recruitment		
	(1)	(2)	(3)	(4)		
3.	Deputy Director (Security)	100%	-	-	<p>Director (Security) and Deputy Director (Security) will be filled up by deputation at the level of Joint Director (Security) by selection of a suitable officer from IPS/Para-military forces in the Junior Administrative Grade/Selection Grade.</p> <p>By selection from the grade of Assistant Director (Security) with 3 years service in the grade or 5 years combined service in the grades of Assistant Director (Security) and Security Officer/Marshal.</p> <p>Provided that if none is found suitable, the post may be filled by deputation of a suitable officer with a minimum of 9 years experience in a Group 'A' post, failing which by direct recruitment.</p>	
4.	Assistant Director (Security)	100%	-	-	By selection from the grade of Security Officer/Marshal with a minimum of 3 years service in the grade.	
5.	Security Officer/Marshal	100%	-	-	By selection from the grade of Senior Security Assistant with a minimum of 5 years service in the grade or 10 years combined service in the grades of Senior Security Assistant and Security Assistant Grade-I in accordance with the seniority in the higher grade.	
6.	Senior Security Assistant	100%	-	-	By selection from the grade of Security Assistant Grade-I with a minimum of 5 years service in the grade or 10 years combined service in the grades of Security Assistant Grade-I and Security Assistant Grade-II in accordance with the seniority in the higher grade.	
7.	Security Assistant Grade-I	100%	-	-	By selection from the grade of Security Assistant Grade-II with a minimum of 5 years service in the grade.	
8.	Security Assistant Grade-II	-	-	100%	By selection through Open Competitive Examination from amongst candidates possessing Bachelor's degree in any	

Sl. No.	Post	Proportion of vacancies to be filled by			Method of Recruitment & Qualifications for Appointment	Remarks
		Promotion	Deputation or transfer	Direct recruitment		
	(1)	(2)		(3)	(4)	
				<p>discipline and possessing the following minimum physical standards:-</p> <p>Physical Standards:</p> <p>Male: Height 167.5 cms. (relaxable by 2.4 cms. In case of Hill area residents), Chest girth 76.5 cms and with a minimum expansion of 4.5 cms.</p> <p>Female: Height 154.6 cms. (relaxable by 2.4 cms. in case of Hill area residents).</p> <p>Vision: 6/12 in both eyes without glasses.</p> <p>Candidates should be free from physical defect, deformity and diseases and should not suffer from colour blindness.</p> <p>Desirable:-</p> <p>(i) 'C' Certificate in NCC or sportsman of distinction who has represented a State or the country at the National or International level in sports and athletics or who has represented a University in a recognised Inter-University Tournament.</p> <p>(ii) Certificate in computer course recognised by All India Council for Technical Education (AICTE)/Department of Electronics Accreditation of Computer Courses (DOEACC) or courses equivalent to 'O' Level in terms of syllabus and duration of course as prescribed by DOEACC.</p> <p>Note:- The candidates so selected and appointed as Security Assistant Grade-II shall be required to undergo such course of training as may be deemed fit, as a condition of satisfactory completion of probation period. If a</p>		

Sl. No.	Post	Proportion of vacancies to be filled by			Method of Recruitment & Qualifications for Appointment	Remarks
		Promotion	Deputation or transfer	Direct recruitment		
	(1)		(2)		(3)	(4)
					candidate fails to complete the course(s) of training satisfactorily during the period of probation, he will not be considered for confirmation and his services are liable to be terminated. However, if his services are retained, then his period of probation shall be suitably extended.	
	(Technical Wing)					
1.	Deputy Director (Technical)	-	100%	-	<p>By selection from persons from the Central/ State Police Organisations, Security Organisations, Intelligence Organisations and Autonomous Bodies fulfilling the following conditions:</p> <p><i>Essential Eligibility Condition :</i></p> <p>(i) Officers in PB-3 of Rs. 15600-39100 with Grade Pay of Rs. 7600; (OR)</p> <p>(ii) Officers with 3 years regular service in PB-3 of Rs. 15600-39100 with Grade Pay of Rs. 6600.</p> <p><i>Essential Experience :</i></p> <p>Knowledge/experience of computer/micro-processor based access control system/CCTV system/anti-sabotage equipment and management of large databases.</p> <p><i>Job Responsibility :</i></p> <p>Supervise the effective operational functioning of the Central Command Station and maintenance of proper documentation.</p> <p><i>Provided that if a person possessing the requisite qualifications and experience is available in the Parliament Security Service of the Secretariat, then he/she may be considered for appointment to the said post depending on his/her suitability for the job based on the reports of his/her work and conduct by the superior officers.</i></p>	
2.	Security Officer (Technical)	-	100%	-	By selection from persons from the Central/ State Police Organisations, Security Organisations, Intelligence	

Sl. No.	Post	Proportion of vacancies to be filled by			Method of Recruitment & Qualifications for Appointment	Remarks
		Promotion	Deputation or transfer	Direct recruitment		
	(1)	(2)		(3)	(4)	
				<p>Organisations and Autonomous Bodies fulfilling the following conditions:-</p> <p><i>Essential Eligibility Condition :</i></p> <p>(i) Officers in PB-3 of Rs. 15600-39100 with Grade Pay of Rs. 5400; (OR)</p> <p>(ii) Officers with 5 years regular service in PB-2 of Rs. 9300-34800 with Grade Pay of Rs. 4800; (OR)</p> <p>(iii) Officers with 10 years combined service in PB-2 of Rs. 9300-34800 with Grade Pay of Rs. 4800 and Rs. 4600.</p> <p><i>Essential Experience :</i></p> <p>Knowledge/experience of computer/micro-processor based access control system/CCTV system/anti-sabotage equipment, handling of UNIX/AIX based Main Frame Server with Wide Area Network experience and Visual Basic and Crystal Reports.</p> <p><i>Job Responsibility :</i></p> <ol style="list-style-type: none"> 1. High Volume Wide Area Network, Security Roles, day-to-day maintenance of Windows Server, IBM Server monitoring of recourses, Back up Strategy, Disaster recovery etc. 2. To take regular backups (grandfather-father-son scheme) to schedule the backup programs, to create and administer etc. 3. To update anti-virus software, install application software, Database administration etc. <p><i>Provided that if a person possessing the requisite qualifications and experience is available in the Parliament Security Service of the Secretariat, then he/she may be</i></p>		

Sl. No.	Post	Proportion of vacancies to be filled by			Method of Recruitment & Qualifications for Appointment	Remarks
		Promotion	Deputation or transfer	Direct recruitment		
	(1)	(2)	(3)	(4)		
3.	Senior Security Assistant (Technical)	-	100%	-	<p>considered for appointment to the said post depending on his/her suitability for the job based on the reports of his/her work and conduct by the superior officers.</p> <p>By selection from persons from the Central/ State Police Organisations, Security Organisations, Intelligence Organisations and Autonomous Bodies fulfilling the following conditions:-</p> <p><i>Essential Eligibility Condition :</i></p> <p>(i) Officers in PB-2 of Rs. 9300-34800 with Grade Pay of Rs. 4800; (OR)</p> <p>(ii) Officers with 5 years regular service in PB-2 of Rs. 9300-34800 with Grade Pay of Rs. 4600; (OR)</p> <p>(iii) Officers with 10 years combined service in PB-2 of Rs. 9300-34800 with Grade Pay of Rs. 4600 and Rs. 4200.</p> <p><i>Essential Experience :</i></p> <p>Exposure in installation and maintenance of :-</p> <p>(i) micro-processor based access control system; or</p> <p>(ii) CCTV System; or</p> <p>(iii) anti-sabotage equipment; or</p> <p>(iv) computer controlled radio communication system and electronic instruments; or</p> <p>(v) exposure to latest operation systems such as Linex/Windows NT/Novell and RDBMS in LAN/WAN environment; and</p> <p>(vi) handling of UNIX/AIX based Main Frame Server with Wide Area Network experience and Visual Basic and Crystal Reports.</p>	

Sl. No.	Post	Proportion of vacancies to be filled by			Method of Recruitment & Qualifications for Appointment	Remarks
		Promotion	Deputation or transfer	Direct recruitment		
	(1)	(2)		(3)	(4)	
				<p><i>Job Responsibility :</i></p> <ol style="list-style-type: none"> 1. High Volume Wide Area Network, Security Roles, day-to-day maintenance of Windows Server, IBM Server monitoring of recourses, Back up Strategy, Disaster recovery etc. 2. To take regular backups (grandfather-father-son scheme) to schedule the backup programs, to create and administer etc. 3. To update anti-virus software, install application software, Database administration etc. <p><i>Provided that if persons possessing the requisite qualifications and experience are available in the Parliament Security Service of the Secretariat, then they may be considered for appointment against posts not exceeding 25% of the sanctioned strength of the grade depending on their suitability for the job based on the reports of their work and conduct by the superior officers.</i></p>		
4.	Security Assistant Grade-I (Technical)	-	100%	-	<p>By selection from persons from the Central/ State Police Organisations, Security Organisations, Intelligence Organisations and Autonomous Bodies fulfilling the following conditions:-</p> <p><i>Essential Eligibility Condition :</i></p> <p>(i) Officers in PB-2 of Rs. 9300-34800 with Grade Pay of Rs. 4600; (OR)</p> <p>(ii) Officers with 5 years regular service in PB-2 of Rs. 9300-34800 with Grade Pay of Rs. 4200; (OR)</p> <p>(iii) Officers with 10 years combined service in PB-2 of Rs. 9300-34800 with Grade Pay of Rs. 4200 and PB-1 of Rs.</p>	

Sl. No.	Post	Proportion of vacancies to be filled by			Method of Recruitment & Qualifications for Appointment	Remarks
		Promotion	Deputation or transfer	Direct recruitment		
	(1)	(2)		(3)	(4)	
				<p>5200-20200 with Grade Pay of Rs. 2800.</p> <p><i>Essential Experience :</i> Exposure in installation and maintenance of:-</p> <p>(i) micro-processor based access control system; or</p> <p>(ii) CCTV System; or</p> <p>(iii) anti-sabotage equipment; or</p> <p>(iv) computer controlled radio communication system and electronic instruments; or</p> <p>(v) exposure to latest operation systems such as Linux/Windows NT/Novell and RDBMS in LAN/WAN environment; and</p> <p>(vi) handling of UNIX/AIX based Main Frame Server with Wide Area Network experience and Visual Basic and Crystal Reports.</p> <p><i>Job Responsibility :</i></p> <p>1. High Volume Wide Area Network, Security Roles, day-to-day maintenance of Windows Server, IBM Server monitoring of recourses, Back up Strategy, Disaster recovery etc.</p> <p>2. To take regular backups (grandfather-father-son scheme) to schedule the backup programs, to create and administer etc.</p> <p>3. To update anti-virus software, install application software, Database administration etc.</p> <p><i>Provided that if persons possessing the requisite qualifications and experience are available in the Parliament Security Service of the Secretariat, then they may be</i></p>		

Sl. No.	Post	Proportion of vacancies to be filled by			Method of Recruitment & Qualifications for Appointment	Remarks
		Promotion	Deputation or transfer	Direct recruitment		
	(1)	(2)			(3)	(4)
					<i>considered for appointment against posts not exceeding 25% of the sanctioned strength of the grade depending on their suitability for the job based on the reports of their work and conduct by the superior officers.</i>	
Sanitation Wing						
1.	Sanitary Attendant Grade-I	100%	-	-	By selection from persons in the Grade of Sanitary Attendant Grade-II with a minimum of 5 years service in the grade or 10 years combined service in the Grades of Sanitary Attendant Grade-II and Sanitary Attendant Grade-III/Farash.	
2.	Sanitary Attendant Grade-II	100%	-	-	By selection from the grades of Farash and Sanitary Attendant Grade-III with a minimum of 5 years service in the grade(s).	
3.	Sanitary Attendant Grade-III	-	-	100%	By selection from amongst candidates preferably possessing qualification of Middle standard.	
4.	Farash	-	-	100%	By selection from amongst candidates possessing qualification of Middle standard.	
STAFF CAR DRIVERS AND DESPATCH RIDERS SERVICE (D&D)						
1.	Staff Car Driver (Special Grade)	100%	-	-	By selection from the grade of Staff Car Driver Grade-I with a minimum of 3 years service in the grade.	
2.	Staff Car Driver Grade-I	100%	-	-	By selection from the grade of Staff Car Driver Grade-II with a minimum of 5 years service in the grade.	
3.	Staff Car Driver Grade-II	100%	-	-	By selection from the grade of Staff Car Driver (Ordinary Grade) with a minimum of 5 years service in the grade.	

Sl. No.	Post	Proportion of vacancies to be filled by			Method of Recruitment & Qualifications for Appointment	Remarks
		Promotion	Deputation or transfer	Direct recruitment		
	(1)	(2)		(3)	(4)	
4.	Staff Car Driver (Ordinary Grade)	50%	-	50%	<p><i>For Promotion -</i></p> <p>By departmental test by selection from amongst regular employees of the Secretariat possessing: -</p> <p>(i) Matriculation or equivalent qualification; (ii) A valid driving licence; and (iii) Skill and experience in driving.</p> <p>Failing which by direct recruitment.</p> <p><i>For Direct Recruitment -</i></p> <p>By open competition from amongst candidates possessing: -</p> <p>(i) Matriculation or equivalent qualification; (ii) A valid Commercial LMV/HMV licence; and (iii) Skill and experience in driving motor vehicles.</p>	
5.	Despatch Rider	-	-	100%	<p>By selection from amongst candidates possessing :-</p> <p>(i) Matriculation or equivalent qualification; (ii) A valid driving licence; and (iii) Skill and experience in driving two wheeler/three wheeler motor vehicles.</p>	
6.	Cleaner-cum-Helper	-	-	100%	<p>By selection from amongst candidates possessing :-</p> <p>(i) High School/ Matric/Tenth Pass; (ii) Working knowledge of English and Hindi; (iii) Thorough knowledge of traffic regulations; (iv) Ability to locate faults and carry out minor running repairs in addition to usual jobs such as-</p> <p>(a) changing of wheels, (b) tyre pressure checking, (c) radiator water level checking, (d) wet and dry washing of the vehicles, etc.</p>	

Sl. No.	Post	Proportion of vacancies to be filled by			Method of Recruitment & Qualifications for Appointment	Remarks
		Promotion	Deputation or transfer	Direct recruitment		
	(1)	(2)			(3)	(4)
					<p>Preference will be given to persons holding commercial driving licence.</p> <p>Provided that before direct recruitment is resorted to, members of staff of the Secretariat possessing the requisite qualifications, skill and experience, shall be considered for appointment to the post on the basis of departmental test.</p>	
THE MESSENGER SERVICE						
1.	Personal Attendant to Chairman	100%	-	-	<p>By selection on the basis of Interview from persons in the grade of Attendant Grade-I/Chamber Attendant & Attendant Grade-II.</p> <p>Provided that if none is found suitable, appointment may be made from amongst other categories of employees serving in the Secretariat or from outside the Secretariat. A person appointed from outside the Secretariat shall vacate his post and cease to hold any post in the Secretariat on expiry of the term of office of the Chairman.</p>	
2.	Senior Chamber Attendant	100%	-	-	<p>By selection from the grade of Chamber Attendant with a minimum of 5 years service in the grade.</p> <p>Note: The inter-se seniority of Chamber attendants for promotion will be determined as per their merit in the panel.</p>	
3.	Chamber Attendant	100%	-	-	<p>By selection on the basis of Interview from persons in the grade(s) of Attendant Grade-II and Attendant Grade-III with a minimum service of 5 years in the grade(s).</p>	
4.	Attendant Grade-I	100%	-	-	<p>By selection from the grade of Attendant Grade-II with a minimum service of 5 years in the grade.</p>	

Sl. No.	Post	Proportion of vacancies to be filled by			Method of Recruitment & Qualifications for Appointment	Remarks
		Promotion	Deputation or transfer	Direct recruitment		
	(1)	(2)			(3)	(4)
5.	Attendant Grade-II	100%	-	-	By selection from the grade of Attendant Grade-III with a minimum of 5 years service in the grade, provided he has passed Middle Class.	
6.	Attendant Grade-III	-	-	100%	By selection from amongst candidates possessing working knowledge of English and Hindi of Middle standard, with preference to Matriculates and persons knowing cycling or holding driving license.	
7.	Bearer	-	-	100%	By selection through open competitive examination from amongst candidates possessing Matriculation or equivalent qualification and with a minimum experience of one year in stewardship/housekeeping/catering from a recognised Institution/ Organisation. Preference will be given to those candidates who have undergone apprentice training and have the requisite certificate in this regard from a recognised Institution/Organisation or possess higher educational qualification.	

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