

**THE RAJYA SABHA SECRETARIAT (METHODS OF RECRUITMENT AND
QUALIFICATIONS FOR APPOINTMENT) ORDER, 2020**

**RAJYA SABHA SECRETARIAT
NEW DELHI**

(Revised upto 30th June, 2022)

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THE RAJYA SABHA SECRETARIAT (METHODS OF RECRUITMENT AND QUALIFICATIONS FOR APPOINTMENT) ORDER, 2020.

(As revised upto 30th June, 2022)

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, 2017 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:-

ORDER

1. Short title and commencement.–

(1) This Order may be called the Rajya Sabha Secretariat (Methods of Recruitment and Qualifications for Appointment) Order, 2020.

(2) Unless specified otherwise, it shall come into force with effect from 10th August, 2020.

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

(1) “Chairman” means the Chairman of the Rajya Sabha;

(2) “Secretary-General” means the Secretary-General of the Rajya Sabha;

(3) “Service” means service in the Rajya Sabha Secretariat; and

(4) “Schedule” means the Schedules I to XII attached to this Order;

3. Methods of recruitment. – (1) The recruitment to a post or class of posts mentioned in column 1 of the Schedules I to XII shall be made by the method or methods and in the manner specified in a corresponding entry in column 6 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 5 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.

Provided further 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 5 of the Schedule for filling a temporary vacancy on *ad-hoc* basis.

(3) Where the recruitment to a post prescribes direct recruitment as the only method of appointment, subject to administrative exigencies and unless otherwise provided in column 6 in the Schedule, vacancies caused by the incumbent being away on deputation or long illness or study leave or under other circumstances for a duration of one year or more may be filled on deputation from officers of the Central/State Government/Lok Sabha Secretariat/Supreme

Court/High Courts/State Legislative Assemblies/Councils holding analogous posts and possessing the qualification and experience prescribed for direct recruitment method against such post.

4. Qualifications for appointment.-

- (1) The qualifications required for appointment to the various categories of posts mentioned in column I of the Schedule shall be such as are specified in the corresponding entries in column 6 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.

- (2) 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, work experience or performance in the examination/ test held for the purpose.
- (3) Wherever the provision for appointment by deputation (including short term contract)/ absorption has been made in the Schedule and the consideration includes officers belonging to State Government/ Autonomous Bodies/ PSUs etc. where pay scales/ DA pattern/ hierarchical structure/ classification of posts etc. are non-comparable with those in the Secretariat, the Selecting Authority may be guided by the nature of duties performed in the parent organization vis-à-vis those in the post(s) under selection and the qualification and experience required for the post(s).

Provided that no such person would be so appointed on deputation/ foreign service if the basic pay and dearness allowance being drawn by him is less than the minimum level of basic pay and dearness allowance admissible to that post in the Secretariat, before/after corresponding pay revision, by more than 30%.

- (4) Notwithstanding the methods of recruitment and qualifications for appointment to various categories of posts in the Rajya Sabha Secretariat, the minimum educational qualification for appointment to Group 'A' posts shall be Bachelor's degree in any discipline from a recognized University.

***Provided that employees, who are yet to obtain the requisite minimum educational qualification of Bachelor's Degree or equivalent for promotion to Group 'A' posts as on 01st January, 2022 shall be considered for promotion/ regularisation to the next higher Group 'A' post without requirement of educational qualification, as prescribed. However, subsequent promotion shall be granted only after obtaining the minimum educational qualification of Bachelor's Degree or equivalent, as prescribed.**

5. Appointment to posts not included in the Schedule. –

- (1) Subject to the proviso to Clause 4(1), appointment to the post of Secretary-General 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.
- (2) Notwithstanding the provisions contained in the Schedule, if no one is found suitable or the Chairman feels it expedient to do so, the post of Secretary/ Additional Secretary may be filled by persons of equivalent stature and experience from other sources on contract basis.

* Inserted *vide* Rajya Sabha Secretariat (Methods of Recruitment and Qualifications for Appointment) Amendment Order (No. 4/2021) dated 31st December, 2021.

- 6. Promotion.** – (1) Where the method of recruitment by promotion has been prescribed in the Schedule-
- (i) it shall be made by selection;
 - (ii) for purposes of selection under clause (i) of this sub-paragraph, the following criteria in relation to an officer shall be taken into consideration –
 - (a) 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;
 - (b) the reports on his work and conduct by his superior officers;
 - (c) the ability demonstrated by him in learning additional skills/ qualifications for skill based posts including posts in Verbatim Reporting Service, Simultaneous Interpretation Service, Private Secretaries and Stenographic Service and Editorial and Translation Service which are considered useful in discharge of his official duties and responsibilities;
 - (d) the enthusiasm shown by him in various activities of the Secretariat;
 - (e) his academic qualifications;
 - (f) his previous experience of the particular type of work which he will be required to perform if selected;
 - (g) any other requirement which the appointing authority may lay down for eligibility for such promotion; and
 - (h) in case of promotions to the Group 'A' posts in the ****Operational 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).
 - (iii) 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 for promotion to the next higher grade along with their juniors who have already completed such qualifying/ eligibility service;
 - (iv) irrespective of his eligibility, no person shall be considered for promotion to a grade/post unless he has rendered a minimum of two years of regular service in the immediate lower grade/ post;
 - (v) a person shall not be given promotion or financial upgradation unless his average performance judged in his APAR gradings in the preceding five years of the year in which he is being considered for promotion or financial upgradation, as the case may be, has been of or above the bench mark prescribed for promotion to that grade/ post. The average of APAR gradings shall be determined by taking the average of overall gradings year-wise obtained by the officer in the preceding five years; and
 - (vi) a person shall ordinarily be not given promotion or financial upgradation if his APARs in the preceding five years of the year in which he is being considered for promotion or financial upgradation, as the case may be, contain adverse entries, unless Departmental Promotion Committee for reasons to be recorded in writing considers him fit for such promotion despite such adverse entries.

** Substituted *vide* Rajya Sabha Secretariat (Methods of Recruitment and Qualifications for Appointment) Amendment Order (No. 4/2021) dated 31st December, 2021.

(2) The Secretary-General may, in exceptional cases, relax the period of service prescribed for promotion to a higher grade.

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-

- (1) the selection shall be made by an examination/ a test from amongst persons who possess the qualifications and satisfy the conditions prescribed by or under this Order for appointment thereto;
- (2) the Secretary-General shall determine whether the examination to be held under clause (a) of this paragraph shall be written, oral or both;
- (3) 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;
- (4) 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.

8. **Reservation.** -

- (1) Reservation in direct recruitment and promotion for Scheduled Castes, Scheduled Tribes and reservation in direct recruitment for 'Other Backward Classes' and Economically Weaker Section (EWS) shall be provided in accordance with the instructions of the Government of India in this regard.
- (2) **[§]In case of direct recruitment, 4 (four) per cent of the total number of vacancies to be filled up by direct recruitment, in the cadre strength in each group of posts, i.e. Groups 'A', 'B' and 'C' shall be reserved for persons with benchmark disabilities. Against the posts identified for each disability, one percent each shall be reserved for persons with benchmark disabilities under clauses (a), (b) and (c) and one percent, under clauses (d) and (e) as under:-**
 - (a) **blindness and low vision;**
 - (b) **deaf and hard of hearing;**
 - (c) **locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy;**
 - (d) **autism spectrum disorder, intellectual disability, specific learning disability and mental illness;**
 - (e) **multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness.**
- (3) The Groups 'A', 'B' and 'C' posts identified suitable for different categories of persons with disabilities are as shown in the **Appendix** to this Order.
- (4) **[§]For the purposes of this section 'persons with benchmark disability', 'blindness', 'low-vision', 'deaf', 'hard of hearing', 'locomotor disability', 'autism spectrum disorder', 'intellectual disability', 'specific learning disability', 'mental illness', 'multiple disabilities', etc. shall mean and be understood in the same manner as provided in the Rights of Persons with disabilities Act, 2016, as amended from time to time.**
- (5) **[§]The reservation for persons with disabilities shall be given effect in the manner as provided in the instructions of the Government of India, as issued from time to time.**

[§] Substituted *vide* Rajya Sabha Secretariat (Methods of Recruitment and Qualifications for Appointment) Amendment Order (No. 1/2022) dated 18th April, 2022.

- (6) **#Only such persons, who suffer from not less than 40% of a specified disability where specified disability has not been defined in measurable terms, including a person with disability where specified disability has been defined in measurable terms, as certified by the certifying authority, would be eligible for the said reservation.**
- (7) **#A person who wishes to avail the benefit of the said reservation will have to submit a Certificate of Disability issued by the competent medical authorities in the format specified under Section 18 of the Rights of Persons with Disabilities Rules, 2017 and obtained through the Unique Disability Identity Card Portal, namely, <http://www.swavlambancard.gov.in>, as notified by the Department of Empowerment of Persons with Disabilities (Divyangjan) vide Notification dated 5th May, 2012.**

9. Age Limit. –

- (1) Unless otherwise prescribed in the Schedule, the age of an officer recruited to a post shall not be less than 18 years and not more than 30 years on the closing date of receipt of applications for the post.
- (2) Relaxation in age would be available to Scheduled Castes, Scheduled Tribes, Other Backward Classes and persons with Disabilities in accordance with the instructions of the Government of India.
- (3) Upper age limit is relaxable upto 5 years for Government Servants and employees of the Lok Sabha Secretariat provided they have completed 3 years' regular and continuous service either in the Lok Sabha Secretariat or in the Government or have completed combined regular and continuous service of 3 years in the Rajya Sabha Secretariat, the Lok Sabha Secretariat and the Government put together. The age relaxation is further subject to the condition that the employee continues in the regular employment till the final selection.
- (4) Upper age limit is relaxable by the length of military service plus three years for Ex-Servicemen, subject to a maximum of 45 years of age.
- (5) Age limit as prescribed in Clause (1) shall not apply for employees working and holding a substantive post in the Rajya Sabha Secretariat.
- (6) 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.

10. 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, qualification or skill 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 or skill.

11. Probation. -

- (1) Every person on appointment to the service by direct recruitment or on promotion from one Group of Posts to another or on induction into a new Service through promotion shall be on probation for a period of two years.

Provided that Secretary-General may extend the period of probation in accordance with the instructions issued from time to time.

- (2) On completion of the period of probation or any extension thereof, officers shall, if considered fit for permanent appointment, be retained in their appointments on regular basis and confirmed in the post.

- (3) If, during or at the end of the period of probation or any extension thereof, as the case may be, Secretary-General is of the opinion that an officer is not fit for permanent appointment, he may be reverted to the post held substantively by him immediately preceding his appointment, provided he holds a lien thereon or in other cases he may be discharged or terminated from service.
- (4) During the period of probation, or any extension thereof, candidates may be required to undergo such courses of training and instructions and to pass examinations and tests (including skill tests) as Secretary-General may deem fit, as a condition to satisfactory completion of the probation.

12. Time based Promotion/ financial upgradation Scheme. -

(1) Discontinuation of Scheme of *in situ* promotion.

- (i) The Scheme of *in-situ* promotion shall be discontinued with effect from 1st January, 2020.
- (ii) The persons who have already been promoted to the next higher grade on *in situ* basis shall be adjusted against regular vacancies in the grade as and when they would have been promoted against such vacancies but for their *in situ* promotion and as per the eligibility conditions prescribed for promotion to that post. To the extent, such persons are adjusted against regular vacancies, these shall be deemed to have been filled up by promotion.

(2) Career Progression Scheme. -

- (i) The Career Progression Scheme shall come into force with effect from 1st January, 2020. The benefits of financial upgradation as provided herein will be applicable up to Level 15 in the Pay Matrix [corresponding to the Higher Administrative Grade (HAG)].
- (ii) An employee fulfilling eligibility criteria prescribed under this Scheme prior to the date of implementation shall be deemed to have fulfilled the eligibility criteria with effect from the date of implementation of the Scheme. Thereafter, the benefits of financial upgradation under the Scheme shall be made with effect from the date of fulfilling eligibility criteria as has been prescribed in the Scheme, irrespective of the date of approval of the Competent Authority.
- (iii) There shall be four financial upgradations under the Scheme counted from the direct entry grade on completion of 8, 16, 24, 32 years of service respectively, or 8 years of continuous service in the same scale of pay, whichever is earlier.

**** Provided that officers of the Secretariat holding posts in a substantive capacity in Pay Level 13 and in Pay Level 14, as the case may be, shall also be eligible for financial upgradation to the next higher pay levels of Pay Level 14 and Pay Level 15, as the case may be, after completion of 4 years regular service in the posts in the respective pay levels.**

Illustrations:

- (a) If an employee appointed to a post by direct recruitment, does not get any promotion within 8 years of his appointment, he will be placed in the next pay-scale on completion of eight years of service. If he has not got any promotion even after 16 years of service, he will be placed in the pay-scale two levels higher than the pay-scale of the post of his direct recruitment.

** Initially inserted *vide* Rajya Sabha Secretariat (Methods of Recruitment and Qualifications for Appointment) Amendment Order (No. 1/2021) dated 20th October, 2021 which was substituted *vide* Rajya Sabha Secretariat (Methods of Recruitment and Qualifications for Appointment) Amendment Order (No. 4/2021) dated 31st December, 2021.

- (b) If an employee appointed by direct recruitment at the level of L10 in the pay matrix gets his first regular promotion to L11 of the pay matrix after completion of five years of service and continues in the same scale of pay for further 8 years, he will be eligible for second financial upgradation to L12 of pay matrix under the Scheme after completion of 13 (5+8) years of service.
- (c) In case, an employee gets first promotion from L3 to L4 in 5 years, second financial upgradation after 13 years (5+8) but does not get any promotion for further 8 years, then he will get 3rd financial upgradation after completion of 8 years from the second financial upgradation i.e., after 21 years of completion of total service (5+8+8).
- (d) In case an employee gets first promotion from L10 to L11 in 5 years, second financial upgradation from L11 to L12 after 13 years (5+8), 2nd promotion to L12 after further 7 years i.e., after 20 years of service (5+8+7) and does not get any further promotion till the completion of 8 years of service in the pay-scale of L12, he will get 3rd financial upgradation to L13 on completion of 8 years from second financial upgradation i.e., after completion of 21 years of service (5+8+8).
- (e) An employee is appointed to the post of Secretariat Assistant by direct recruitment. He is promoted to the post of Senior Secretariat Assistant through departmental competitive examination. He has consumed one financial upgradation under the Scheme in as much as appointment by limited departmental competitive examination is a form of promotion.
- (f) An employee is appointed to the post of Secretariat Assistant by direct recruitment. He is promoted to the post of Senior Secretariat Assistant through departmental competitive examination. Subsequently, he is appointed to the post of Stenographer by direct recruitment and gets promoted to the post of Personal Assistant through limited departmental competitive examination. Thereafter, he is appointment to the post of Parliamentary Reporter through limited departmental competitive examination. For the purpose of the Scheme, he would be treated to have been appointed by direct recruitment to the post of Stenographer and have consumed two financial upgradations/ promotions, one to the post of Personal Assistant and another to the post of Parliamentary Reporter.
- (iv) The employee will be placed in the immediate next higher scale of pay in the hierarchy of pay scales as existing in the Secretariat. Thus, in some cases where regular promotion is not between two successive pay-scales existing in the Secretariat, the pay on financial upgradation under the Scheme will be different from the pay-scale of the promotional post. In such cases, the pay-scale attached to the promotional post in the hierarchy will be given only at the time of regular promotion or at the time of next upgradation of pay-scale under the Scheme, whichever is earlier.

Note 1: There is a post of Director (Security) in the Secretariat in the Pay Matrix L-13A. It is an ex-cadre post to be filled on deputation. The said scale will be treated as non-existent for the purpose of the Scheme.

Note 2: The officers who were directly promoted from the post of Executive Officer (EO) to the post of the then Deputy Director (now designated as Deputy Secretary) will be treated to have consumed two financial upgradations from the post of EO to Deputy Secretary.

Note 3: The Parliamentary Pay Committee has declared the post of Additional Director as a dying cadre. If a person has got promotion from the post of Deputy Secretary or equivalent to the post of Additional Director, it will be presumed that he has not been promoted under the Scheme and will be entitled to get the pay-scale of Director (Level 13) after completing 8 years of service in the grade of Deputy Secretary or equivalent (Level 12).

- (v) Pay of an employee on financial upgradation will be fixed the same way as is fixed at the time of regular promotion. He will be entitled to financial and other benefits linked to the pay drawn by an employee like HBA, entitlement to Government accommodation, pension benefits etc. There shall be no further fixation of pay at the time of regular promotion if pay scale of the promotion post and the pay scale of financial upgradation are the same.

- (vi) An employee will have an option under FR-22 (1) (a) (1) to get his pay fixed in the higher post/ pay-scale either from the date of his promotion / upgradation or from the date of his next increment.
- (vii) Promotions earned/ upgradations granted to an employee under any Scheme in the past to those grades which now carry the same pay-scale due to merger of pay scales/ upgradations of posts shall be ignored for the purpose of granting financial upgradations under the Scheme.
- (viii) Service for the purpose of the Scheme shall commence from the date of joining of a post in direct entry grade on regular basis on direct recruitment and shall include all periods spent on deputation/ foreign service, study leave and all other kinds of leave duly sanctioned by the competent authority. Service rendered on *ad-hoc*/ contract basis before regular appointment shall not be taken into reckoning. However, past continuous regular service under the Central Government or the Lok Sabha Secretariat in a post carrying same pay-scale prior to regular appointment in the Secretariat, without a break, shall be counted towards qualifying service for the purpose of the Scheme. Past service rendered by an employee under a State Government/ Statutory body/ Autonomous body/ Public Sector Organisation, before appointment in the Secretariat shall not be counted towards Service under the Scheme.
- (ix) The Scheme shall be applicable to work charged employees, if their service conditions are comparable with the staff on regular establishment. Service rendered as Sessional Messenger before 13th April, 2017 and as SMTS as per Casual Labourer (Grant of Temporary Status) Scheme, 2017 shall qualify for benefits under the Scheme. However, irrespective of the date of eligibility, financial upgradation under the Scheme in such cases shall be considered only after appointment in the Secretariat on regular basis and satisfactory completion of the probation period.
- (x) Financial upgradation under the Scheme shall be subject to fulfillment of 'benchmark' applicable for regular promotion to the promotional post and other rules governing normal promotion.
- (xi) If financial upgradation under the Scheme is not allowed on completion of 8 years of service in a pay-scale due to the reason of the employee being unfit for promotion or due to departmental proceedings, etc., subsequent financial upgradation will also get deferred to the extent of delay in grant of previous financial upgradation.
- (xii) There shall be no change in the designation, seniority, classification or status of an employee who is granted financial upgradation under the Scheme. As the financial upgradation is personal, no financial upgradation shall be granted to an employee on the ground that his junior in the grade has got higher pay under the Scheme.
- (xiii) Reservation orders shall not apply to the Scheme as this is only financial upgradation personal to the employee. Rules of reservation in promotion shall be ensured at the time of regular promotion.
- (xiv) If an employee, who is offered regular promotion before becoming entitled to a financial upgradation under the Scheme, refuses to accept such regular promotion, he shall not be granted financial upgradation under the Scheme because he has not stagnated due to lack of opportunities. If, however, financial upgradation under the Scheme has already been granted to the employee and he subsequently refuses the promotion, it shall not be a ground to withdraw the financial upgradation already granted to him. He shall, however, not be eligible to be considered for further financial upgradation till he agrees to be considered for promotion. If the employee is debarred for promotion due to refusal to accept regular promotion, his next financial upgradation shall be deferred to the extent of period of debarment due to the refusal of regular promotion.”

- 13. Selection Boards.** – Subject to the provisions contained in this Order, the Secretary-General may constitute Selection Board(s) for recommending to the appointing authority suitable candidates for appointment to a post or class of posts. Selection Board(s) for appointment to the post of Joint Secretary and above shall be constituted by the Chairman, Rajya Sabha with Secretary-General as chairman.
- 14. Relaxation of qualifications.** – 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 6 of the Schedule.
- 15. 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.
- 16. 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.

SCHEDULE I

POSTS OF SECRETARY AND ADDITIONAL SECRETARY

Sl. No.	Name of Post	No. of Posts	Classification	Scale of Pay/ Level in Pay Matrix	<u>Proportion of vacancies to be filled by</u>			Methods of Recruitment & Qualifications for Appointment
					Promotion	Deputation (including short term contract)/ Absorption	Direct recruitment	
	(1)	(2)	(3)	(4)	(5)			(6)
1.	Secretary	1	Group A	Level 17	The Chairman may, at his discretion, fill up the vacancy either by method of promotion or by deputation (including short term contract)/ absorption.			<p><u>For promotion-</u></p> <p>By selection from the grade of Additional Secretary with a minimum of 2 years service in the grade and a minimum of 25 years of Group 'A' Service. For the purpose of this provision, service in Group 'A' posts will also include service rendered in functionally corresponding post(s) prior to their being assigned Group 'A' scale(s).</p> <p><u>For deputation (including short term contract)/absorption –</u></p> <p>By selection of a suitable officer belonging to All India Services/ Central Services holding analogous posts or equivalent in Level 17 in the Pay Matrix or being empanelled/ approved for appointment as Secretary in Level 17 in the Pay Matrix by the respective Cadre Controlling Authority or holding the post of Additional Secretary or its equivalent in Level 15 in the Pay Matrix for a minimum period of two years.</p> <p>The period of deputation shall not ordinarily exceed three years.</p>
2.	Additional Secretary	2	Group A	Level 15	The Chairman may, at his discretion, fill up the vacancy either by method of promotion or by deputation (including short term contract)/ absorption.			<p><u>For promotion-</u></p> <p>By selection from the grade of Joint Secretary with a minimum of 3 years service in the grade and a minimum of 20 years of Group 'A' Service. For the purpose of this provision, service in Group 'A' posts will also include service rendered in functionally corresponding post(s) prior to their being assigned Group 'A' scale(s).</p> <p><u>For deputation (including short term contract)/ absorption –</u></p>

					<p>By selection of a suitable officer belonging to All India Services/ Central Services/ State Services/ State Legislatures Secretariats/ Autonomous Bodies/ Constitutional Bodies/ Statutory Organisations/ Central or State Regulatory Authorities/ PSUs holding analogous post/ scale or its equivalent in Level 15 in the Pay Matrix or being empanelled/ approved for appointment as Additional Secretary in Level 15 in the Pay Matrix or its equivalent post/scale, by the respective Cadre Controlling Authority or holding/ having held a post/ scale in Level 14 in the Pay Matrix or its equivalent grade/ scale in All India Services/Central/ State Group 'A' service/ State Legislature Secretariats/ Autonomous Bodies/ Constitutional Bodies/ Statutory Organisations/ Central or State Regulatory Authorities/ PSUs with a minimum of 3 years service in the grade/ scale.</p> <p>The period of deputation shall not ordinarily exceed three years.</p> <p>Provided that the number of persons on deputation shall not exceed one at any given point of time.</p>
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SCHEDULE II

LEGISLATIVE, FINANCIAL, EXECUTIVE AND ADMINISTRATIVE SERVICE

Sl. No.	Name of Post	No. of Posts	Classification	Scale of Pay/ Level in Pay Matrix	Proportion of vacancies to be filled by			Methods of Recruitment & Qualifications for Appointment
					Promotion	Deputation (including short term contract)/ Absorption	Direct recruitment	
	(1)	(2)	(3)	(4)	(5)			(6)
1.	Joint Secretary	8* <i>*one post reserved for appointment as Financial Advisor in the rank of Joint Secretary to be filled on deputation(including short term contract)/absorption.</i>	Group A	Level 14	75%	25%	-	<p><u>For promotion-</u></p> <p>By selection from the grade of Director in the Legislative, Financial, Executive and Administrative Service with a minimum of 3 years service in the grade and a minimum of 17 years of Group 'A' Service. For the purpose of this provision, service in Group 'A' posts will also include service rendered in functionally corresponding post(s) prior to their being assigned Group 'A' scale(s).</p> <p><u>For deputation(including short term contract)/absorption-</u></p> <p>By selection of suitable officer(s) belonging to All India Services/ Central or State Group 'A' Services/ State Legislature Secretariats/ Autonomous bodies/ Constitutional Bodies/ Statutory Organisations/ Central or State Regulatory Authorities/ PSUs holding analogous posts/ scale or its equivalent or being empanelled/ approved for appointment as Joint Secretary or its equivalent in Level 14 in the Pay Matrix by the respective Cadre Controlling Authority or holding/ having held a post/scale in Level 13 in the Pay Matrix or its equivalent grade/ scale in All India Services/Central/ State Group 'A' service/ State Legislature Secretariats/ Autonomous Bodies/ Constitutional Bodies/ Statutory Organisations/ Central or State Regulatory Authorities/ PSUs with a minimum of 3 years service in the grade/ scale.</p> <p>The period of deputation shall not ordinarily exceed three years.</p>

2.	Joint Secretary & Financial Advisor	*	Group A	Level 14	100%			<p><u>For deputation(including short term contract)/absorption</u></p> <p>(i) By selection of suitable officer(s) belonging to :- (i) All India Services/Central or State Group 'A' Services/State Legislature Secretariats/ Autonomous bodies/ Constitutional Bodies/ Statutory Organisations/ Central or State Regulatory Authorities/ PSUs holding analogous post/scale as Joint Secretary or its equivalent in Level 14 in the Pay Matrix or being empanelled/ approved for appointment as Joint Secretary or its equivalent in Level 14 in the Pay Matrix by the respective Cadre Controlling Authority or holding a post/scale of Director or its equivalent in Level 13 in the Pay Matrix with a minimum of 3 years service in the grade; and</p> <p>(ii) Possessing at least 5 years experience in the field of accounts management, accounts maintenance, expenditure control, preparation of budget estimates, audit etc.</p> <p>Desirable: Preference shall be given to the officers having:</p> <p>(i) Experience in financial and accounting matters in a government department (s).</p> <p>(ii) Professional qualification in finance or/and accounts or training in finance & accounts.</p> <p>(iii) Professional qualification/ training in computer applications relating to financial software.</p> <p>The period of deputation shall not ordinarily exceed three years.</p>
3.	Director	^20	Group A	Level 13	100%	-	-	<p>By selection from the grade of Additional Director with a minimum of 3 years service in the grade or 6 years combined service in the grades of Additional Director & Deputy Secretary/ Pay and Accounts Officer or 6 years service in the grade of Deputy Secretary/ Pay and Accounts Officer or 9 years of combined service in the grades of Deputy Secretary/ Pay and Accounts Officer</p>

^ Substituted *vide* Rajya Sabha Secretariat (Methods of Recruitment and Qualifications for Appointment) Amendment Order (No. 4/2021) dated 31st December, 2021.

								and Under Secretary in accordance with the seniority in the higher grade. Provided that if none is found suitable, the post may be filled by a suitable officer belonging to another service in the Secretariat or by deputation from 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.
4.	Director (Finance)	1	Group A	Level 13	-	100%	-	By selection from amongst officers belonging to- (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/ PSUs; and (A) holding post/ scale in - Level 13 in the Pay Matrix or equivalent; or Level 12 in the Pay Matrix or equivalent with 5 years regular Service in the said grade; or Level 12 in the Pay Matrix or equivalent 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. Preference shall be given to officers belonging to Audit and Accounts Services of Central Government and having work experience in financial matters of Central Government Departments. The period of deputation shall not ordinarily exceed three years.
5.	Additional Director	[^] 19	Group A	Pre-revised PB-3 GP-Rs. 8000	100%	-	-	[^] It is a dying cadre w.e.f. 01.01.2019 and vacant post(s) arising out of retirement or otherwise in this cadre will be deemed as abolished. However, in lieu of 19 post(s) of Additional Director, 16 posts will be created in the grade of Deputy Secretary and 3 posts in the grade of Under Secretary.

[^] Substituted *vide* Rajya Sabha Secretariat (Methods of Recruitment and Qualifications for Appointment) Amendment Order (No. 4/2021) dated 31st December, 2021.

6.	Deputy Secretary/ Pay and Accounts Officer	[^] 44 <i>(including 16 posts to be added on abolition of posts in the dying cadre of Additional Director)</i>	Group A	Level 12	100%	-	-	By selection from the grade of Under Secretary with a minimum of 3 years service in the grade or 6 years combined service in the grades of Under Secretary 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 State Legislature Secretariat or State Judicial Service or Central Group 'A' Service with a minimum of 9 years experience in a Group 'A' post.
7.	Under Secretary	[^] 47 <i>(including 3 posts to be added on abolition of posts in the dying cadre of Additional Director)</i>	Group A	Level 11	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 Assistant Legislative/ Committee/ Protocol/ Executive Officer.
8.	Legislative/ Committee / Protocol/ Executive Officer	[^] 74	Group A	Level 10	[^] 75%	-	[^] 25% <i>Provided that pending filling up of the post by direct recruitment, the post may be filled by deputation/ absorption/ foreign service</i>	<u>For promotion -</u> [^] 50% by selection from the grade of Assistant Legislative/ Committee/ Protocol/ Executive Officer with a minimum of 5 years service in the grade or 10 years combined service in the grades of Assistant Legislative/ Committee/ Protocol/ Executive Officer and Senior Secretariat Assistant in accordance with the seniority in the higher grade. 25% by selection on the basis of competitive departmental examination from the grade of Assistant Legislative/ Committee/ Protocol/ Executive Officer with a minimum of 3 years service in that grade and holding a substantive post in the Legislative, Financial, Executive and Administrative Service. <u>^ For direct recruitment-</u> By selection through open competitive examination from amongst candidates possessing-

[^] Substituted *vide* Rajya Sabha Secretariat (Methods of Recruitment and Qualifications for Appointment) Amendment Order (No. 4/2021) dated 31st December, 2021.

							<p>Master's degree in any discipline from a recognized University</p> <p>(OR)</p> <p>L.L.B. degree</p> <p>(OR)</p> <p>Two years Post Graduate Diploma in any discipline recognised by a University/ AICTE</p> <p>(OR)</p> <p>Qualified Cost Accountant/ Chartered Accountant/ Company Secretary</p> <p>(OR)</p> <p>Bachelor's degree in any discipline with a minimum of 3 years service in any regular post in the Rajya Sabha Secretariat.</p> <p>(AND)</p> <p>Working knowledge of basic computer operations, viz., MS-Word, MS-Excel, MS- Power Point etc.</p> <p><u>^ For Deputation/ Absorption/ Foreign service-</u></p> <p>By selection of suitable officer(s) working in Central or State/ Union Territory Government Departments/State Legislature Secretariats/ Autonomous Bodies/ Constitutional Bodies/ Statutory Organisations/ Central or State Regulatory Authorities/ PSUs holding analogous posts or its equivalent or with 5 years service in posts in Pay Level 8/ Pay Level 9 in the Pay Matrix and possessing working knowledge of basic computer operations, viz., MS-Word, MS-Excel, MS-Power Point etc.</p>
9.	Assistant Legislative/ Committee/ Protocol/ Executive Officer	[^] 166	Group B	Level 8	[^] 50%	-	<p>[^]50%</p> <p><i>Provided that pending filling up of the post by direct</i></p> <p><u>^For promotion-</u></p> <p>By selection from the grade of Senior Secretariat Assistant with a minimum of 5 years service in the grade or 10 years combined service in the grades of Senior Secretariat Assistant and Secretariat Assistant</p>

[^] Substituted *vide* Rajya Sabha Secretariat (Methods of Recruitment and Qualifications for Appointment) Amendment Order (No. 4/2021) dated 31st December, 2021.

							<p><i>recruitment, the post may be filled by deputation/ absorption/ foreign service</i></p>	<p>in accordance with the seniority in the higher grade.</p> <p><u>^ For direct recruitment</u></p> <p>By selection through open competitive examination from amongst candidates possessing Bachelor's degree in any discipline from a recognized University and working knowledge of basic computer operations, viz., MS-Word, MS-Excel and MS Power Point etc.</p> <p>Preference will be given to candidates possessing L.L.B. Degree.</p> <p><u>Note:</u> The direct recruit candidates appointed in the grade shall have to qualify a typing test on computer at the speed of 26.7 words per minute (8000 key depressions per hour) in English typewriting on computer within the probation period. They will not earn their increment(s) or be considered for confirmation in service till such time they qualify the typing test. The services of the candidates who are unable to qualify in such a typing test within the probation period shall be terminated in case they do not hold a lien on any post and in other case, they would revert back to the substantive post held by them earlier.</p> <p><u>^ For Deputation/ Absorption/ Foreign service-</u></p> <p>By selection of suitable officer(s) working in Central or State/ Union Territory Government Departments/State Legislature Secretariats/ Autonomous Bodies/ Constitutional Bodies/ Statutory Organisations/ Central or State Regulatory Authorities/ PSUs holding analogous posts or its equivalent or with 5 years service in posts in Pay Level 7 in the Pay Matrix and possessing working knowledge of basic computer operations, viz., MS-Word, MS-Excel and Power Point etc.</p>
10.	Senior Secretariat Assistant	<u>^93</u>	Group B	Level 7	100%	-		75 % by selection from the grade of Secretariat Assistant with a minimum of 5 years service in the grade.

[^] Substituted *vide* Rajya Sabha Secretariat (Methods of Recruitment and Qualifications for Appointment) Amendment Order (No. 4/2021) dated 31st December, 2021.

							25% by selection on the basis of competitive departmental examination from the grade of Secretariat Assistant with a minimum of 3 years service in that grade and holding a substantive post in the Legislative, Financial, Executive and Administrative Service.
11.	Secretariat Assistant	[^] 93	Group B	Level 6	[#] 25%	-	<p>[#]75%</p> <p><i>Provided that pending filling up of posts of Secretariat Assistant by direct recruitment, the posts may be filled by deputation/ Absorption/ foreign service</i></p> <p><u># For promotion-</u> By selection on the basis of competitive departmental examination from amongst officials holding a substantive post in the grade of Office Work Assistant in Messenger Service of the Secretariat and having a minimum service of 5 years in that grade and possessing minimum educational qualification of Bachelor's degree in any discipline from a recognised University.</p> <p><u>For direct recruitment-</u> (i) By selection through open competitive examination from amongst candidates possessing minimum qualification of Bachelor's degree in any discipline from a recognised University;</p> <p>(ii) Qualify in a typing test in at least one language, i.e. English or Hindi/ Urdu, with a minimum typing speed of 35 words per minute (10500 key depressions per hour) in English or 30 words per minute (9000 key depressions per hour) in Hindi/ Urdu on Computer; and</p> <p>(iii) Possess working knowledge of basic computer operations, viz. MS-Word, MS Excel and Power Point.</p> <p>Note- Preference will be given to persons who qualify in typing tests in both English and Hindi at the prescribed speeds.</p> <p><u># For deputation/ absorption/ foreign service-</u> By selection of suitable officer(s) working in Central or State/ Union Territory Government/</p>

[^] Substituted *vide* Rajya Sabha Secretariat (Methods of Recruitment and Qualifications for Appointment) Amendment Order (No. 4/2021) dated 31st December, 2021.

[#] Substituted *vide* Rajya Sabha Secretariat (Methods of Recruitment and Qualifications for Appointment) Amendment Order (No. 3/2021) dated 23rd November, 2021.

							<p>Departments/Lok Sabha Secretariat/the Secretariat of the Legislature of a State/ Union Territory/ Constitutional Bodies/ Autonomous Bodies/ Statutory Organisations/ Central/ State Regulatory Authorities or PSUs holding :</p> <p>(i) analogous posts on regular basis in the parent cadre or department; or</p> <p>(ii) with a minimum 5 years regular service in the grade rendered after appointment thereto in post(s) in Pay Level 5/ Pay Level 4 or equivalent in the parent cadre or department; and</p> <p>(iii) possessing minimum qualification of Bachelor's degree in any discipline from a recognised University and minimum typing speed of 35 words per minute (10500 key depressions per hour) in English or 30 words per minute (9000 key depressions per hour) in Hindi/ Urdu on Computer.</p> <p>Preference will be given to persons who qualify in typing tests in both English and Hindi languages at the prescribed typing speeds.</p>
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SCHEDULE III

LIBRARY, REFERENCE, RESEARCH, DOCUMENTATION AND INFORMATION SERVICE

Sl. No.	Name of Post	No. of Posts	Classification	Scale of Pay/ Level in Pay Matrix	Proportion of vacancies to be filled by			Methods of Recruitment & Qualifications for Appointment
					Promotion	Deputation (including short term contract)/ Absorption	Direct recruitment	
	(1)	(2)	(3)	(4)	(5)			(6)
1.	Joint Secretary (LARRDIS)	1	Group A	Level 14	100%	-	-	By selection from the grade of Director in the Library, Reference, Research, Documentation and Information Service with a minimum of 3 years service in the grade and a minimum of 17 years of Group 'A' Service. For the purpose of this provision, service in Group 'A' posts will also include service rendered in functionally corresponding post(s) prior to their being assigned Group 'A' scale(s).
2.	Director (LARRDIS)	3	Group A	Level 13	100%	-	-	By selection from the grade of Additional Director (LARRDIS) with a minimum of 3 years service in the grade or 6 years combined service in the grades of Additional Director (LARRDIS) & Joint Director (LARRDIS) or 6 years service in the grade of Joint Director (LARRDIS) or 9 years of combined service in the grades of Joint Director (LARRDIS) and Deputy Director (LARRDIS) 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 another service in the Secretariat or from the Government or State Legislature Secretariat with a minimum of 14 years experience in a Group 'A' post in the required field.
3.	Additional Director (LARRDIS)	4	Group A	Pre-revised PB- 3, GP- Rs.	100%	-	-	^ It is a dying cadre w.e.f. 01.01.2019 and vacant post(s) arising out of retirement or otherwise in this grade will be deemed as abolished. However, in lieu of 4 posts of Additional Director (LARRDIS), 2 posts

[^] Substituted *vide* Rajya Sabha Secretariat (Methods of Recruitment and Qualifications for Appointment) Amendment Order (No. 4/2021) dated 31st December, 2021.

				8000				<p>each will be created in the grades of Joint Director (LARRDIS) and Deputy Director (LARRDIS).</p> <p>Provided that officers granted in-situ promotion to the grade of Additional Director (LARRDIS) upto 31.12.2018 shall be adjusted against regular vacancies that fall vacant from time to time by retirement, promotion or otherwise of regular Additional Directors (LARRDIS) before such abolition of post(s) is effected.</p>
4.	Joint Director (LARRDIS)	[^] 7 <i>[including 2 posts to be added on abolition of posts in the dying cadre of Additional Director (LARRDIS)]</i>	Group A	Level 12	100%	-	-	<p>By selection from the grade of Deputy Director (LARRDIS) with a minimum of 3 years service in the grade or 6 years combined service in the grades of Deputy Director (LARRDIS) and Research/ Reference 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 from the Government or State Legislature Secretariat with a minimum of 9 years experience in a Group 'A' post in the required field.</p>
5.	Deputy Director (LARRDIS)	[^] 7 <i>[including 2 posts to be added on abolition of posts in the dying cadre of Additional Director (LARRDIS)]</i>	Group A	Level 11	100%	-	-	<p>By selection from the grade of Research/ Reference Officer with a minimum of 3 years service in the grade or 8 years combined service in the grades of Research/ Reference Officer and Assistant Research/ Reference Officer in accordance with the seniority in the higher grade.</p>
6.	Research/ Reference Officer	[^] 7 <i>(including 2 posts to be added on abolition of posts in the grade of Library Assistant on vacation)</i>	Group A	Level 10	100%	-	-	<p>By selection from the grade of Assistant Research/ Reference Officer with a minimum of 5 years service in the grade or 10 years combined service in the grades of Assistant Research/ Reference Officer and Library Assistant in accordance with the seniority in the higher grade.</p>

[^] Substituted *vide* Rajya Sabha Secretariat (Methods of Recruitment and Qualifications for Appointment) Amendment Order (No. 4/2021) dated 31st December, 2021.

7.	Assistant Research/ Reference Officer	14	Group B	Level 8	-	-	[^] 100%	<p><u>For promotion-</u> By selection from the grade of Library Assistant with a minimum of 5 years service in the grade. <i>[To be deleted after promotion of the present incumbents in the grade of Library Assistant and abolition of the said grade]</i></p> <p><u>For direct recruitment –</u> By selection through open competitive examination from amongst candidates possessing Master’s Degree in any discipline or Bachelor’s degree in any discipline with Law degree (LLB) from a recognized University.</p> <p><u>Desirable -</u> (i) Candidates possessing PhD/Doctorate degree and having research experience. (ii) Knowledge of English/ Hindi typewriting on computer and other basic computer operations viz. MS-Word, MS-Excel and Power Point etc.</p> <p><u>Note: -</u> The direct recruit candidates appointed in the grade shall have to qualify a typing test on computer at the speed of 26.7 words per minute (8000 key depression per hour) in English/ Hindi typewriting on computer within their probation period. They will not earn their increment(s) or be considered for confirmation in service till such time they qualify the typing test. The services of the candidates who are unable to qualify in such typing test within two years from the date of their appointment shall be terminated in case they do not hold lien on any post and in other case they would revert back to the substantive post held by them earlier.</p>
8.	Library Assistant	2	Group B	Level 7	-	-	-	<p>[^]To be deleted on vacation of existing post(s) by the present incumbents on promotion to the next higher grade of Assistant Research/ Reference Officer.</p>

[^] Substituted *vide* Rajya Sabha Secretariat (Methods of Recruitment and Qualifications for Appointment) Amendment Order (No. 4/2021) dated 31st December, 2021.

SCHEDULE IV

VERBATIM REPORTING SERVICE

Sl. No.	Name of Post	No. of Posts	Classification	Scale of Pay/ Level in Pay Matrix	Proportion of vacancies to be filled by			Methods of Recruitment & Qualifications for Appointment
					Promotion	Deputation (including short term contract)/ Absorption	Direct recruitment	
	(1)	(2)	(3)	(4)	(5)			(6)
1.	Joint Secretary (Reporting)	1	Group A	Level 14	100%	-	-	By selection from the grade of Director in the Verbatim Reporting Service with a minimum of 3 years service in the grade and a minimum of 17 years of Group 'A' Service. For the purpose of this provision, service in Group 'A' posts will also include service rendered in functionally corresponding post(s) prior to their being assigned Group 'A' scale(s).
2.	Director (Reporting)	3	Group A	Level 13	100%	-	-	By selection from the grade of Additional Director (Reporting) with a minimum of 3 years service in the grade or 6 years combined service in the grades of Additional Director (Reporting) & Joint Director (Reporting) or 6 years service in the grade of Joint Director (Reporting) or 9 years of combined service in the grades of Joint Director (Reporting) and Senior Parliamentary Reporter 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 the minimum of 14 years experience in a Group 'A' post in the required field.
3.	Additional Director (Reporting)	10	Group A	Pre-revised PB- 3, GP- Rs. 8000	100%	-	-	^ It is a dying cadre w.e.f. 01.01.2019 and vacant post(s) arising out of retirement or otherwise in this cadre will be deemed as abolished. However, in lieu of 10 posts of Additional Director (Reporting), 9 posts will be created

[^] Substituted *vide* Rajya Sabha Secretariat (Methods of Recruitment and Qualifications for Appointment) Amendment Order (No. 4/2021) dated 31st December, 2021.

								<p>in the grade of Senior Parliamentary Reporter and 1 post in the grade of Parliamentary Reporter.</p> <p>Provided that officers granted in-situ promotion to the grade of Additional Director (Reporting) upto 31.12.2018 shall be adjusted against regular vacancies that fall vacant from time to time by retirement, promotion or otherwise of regular Additional Directors (Reporting) before such abolition of post(s) is effected.</p>
4.	Joint Director (Reporting)	[^] 13 <i>(After abolition of 3 posts on vacation)</i>	Group A	Level 12	100%	-	-	<p>By selection from the grade of Senior Parliamentary Reporter with a minimum of 3 years service in the grade or 6 years of combined service in the grades of Senior Parliamentary Reporter 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 9 years experience in a Group 'A' post in the required field.</p>
5.	Senior Parliamentary Reporter	[^] 15 <i>[including 9 posts to be added on abolition of posts in the dying cadre of Additional Director (Reporting)]</i>	Group A	Level 11	100%	-	-	<p>By selection from the grade of Parliamentary Reporter with a minimum of 3 years service in the grade.</p>
6.	Parliamentary Reporter	[^] 18 <i>(including 1 post to be added on abolition of posts in the dying cadre of Additional Director (Reporting) and 3 posts</i>	Group A	Level 10	25%	-	75%	<p><u>For promotion –</u></p> <p>By selection on the basis of a departmental competitive examination from amongst officials of Private Secretaries and Stenographic Service (PSSS) of the Secretariat having a minimum service of 3 years and holding a substantive post in that Service and possessing a minimum shorthand speed of 160 words per minute in Hindi/ English.</p> <p>ss Provided that if sufficient number of candidates possessing a minimum shorthand speed of 160 words per</p>

[^] Substituted *vide* Rajya Sabha Secretariat (Methods of Recruitment and Qualifications for Appointment) Amendment Order (No. 4/2021) dated 31st December, 2021.

^{ss} Substituted *vide* Rajya Sabha Secretariat (Methods of Recruitment and Qualifications for Appointment) Amendment Order (No. 1/2021) dated 20th October, 2021

		<i>to be added on abolition after vacation of posts in the grade of Joint Director (Reporting)</i>			<i>by direct recruitment.</i>		<i>absorption/ foreign service.</i>	<p>minute are not available to fill the vacancies, candidates possessing a minimum shorthand speed of 140 words per minute, may be appointed in the remaining vacancies subject to the condition that such candidates would not be eligible for annual increment or confirmation or promotion until they attain a minimum shorthand speed of 160 words per minute. Further, if any candidate so appointed fails to attain a minimum shorthand speed of 160 words per minute within a period of 3 years from the date he joins the post, he will be reverted to his substantive post in PSSS.</p> <p>§ Provided further that persons who have been appointed to the grade on the date of coming into effect of the order and are yet to attain a minimum shorthand speed of 160 words per minute would not be eligible for annual increment or confirmation or promotion until they attain a minimum shorthand speed of 160 words per minute. Further, if any such person fails to attain a minimum shorthand speed of 160 words per minute within a period of 5 years from the date he joins the post, he will be reverted to his substantive post in PSSS.</p> <p><u>For direct recruitment –</u></p> <p>By selection through open competition from amongst candidates possessing the following:</p> <ul style="list-style-type: none"> (i) Bachelor's degree in any discipline from a recognized University ; and (ii) Minimum shorthand speed of 160 w.p.m. in English/ Hindi. <p>Provided that if sufficient number of candidates possessing a minimum shorthand speed of 160 words per minute are not available to fill the vacancies, candidates possessing a minimum shorthand speed of 140 words per minute may be recruited subject to the condition that such candidates would not be eligible for annual increment or confirmation or promotion till they attain a minimum shorthand speed of 160 words per minute.</p> <p>§§ Provided further that if any such candidate fails to attain the minimum shorthand speed of 160 words per minute within a period of 3 years from the date of joining the post of Parliamentary Reporter, his services shall be</p>
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^{§§} Substituted *vide* Rajya Sabha Secretariat (Methods of Recruitment and Qualifications for Appointment) Amendment Order (No. 1/2021) dated 20th October, 2021

[§] Inserted *vide* Rajya Sabha Secretariat (Methods of Recruitment and Qualifications for Appointment) Amendment Order (No. 1/2021) dated 20th October, 2021.

								<p>terminated in case he does not hold lien on any post and in other case, he would revert back to the substantive post held by him earlier.</p> <p>Upper age limit : 40 years</p> <p><u>For deputation/ absorption/ foreign service –</u></p> <p>^{ss} By selection from officials working in Lok Sabha Secretariat or the Secretariat of a State/ Union Territory Legislature holding a post, duties of which primarily involve verbatim reporting of proceedings of legislative debates and possessing minimum shorthand speed of 160 w.p.m. in English/ Hindi.</p> <p>Provided that if sufficient number of candidates possessing a minimum shorthand speed of 160 words per minute are not available to fill the vacancies, candidates possessing a minimum shorthand speed of 140 words per minute may be selected.</p> <p>Provided that no such person would be so appointed on deputation/absorption/foreign service if the basic pay and dearness allowance being drawn by him are less than the basic pay and dearness allowance admissible to a direct recruit appointed in the grade of Parliamentary Reporter in the Secretariat by more than 30%.</p>
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^{ss} Substituted *vide* Rajya Sabha Secretariat (Methods of Recruitment and Qualifications for Appointment) Amendment Order (No. 1/2021) dated 20th October, 2021

SCHEDULE V

PRIVATE SECRETARIES AND STENOGRAPHIC SERVICE

Sl. No.	Name of Post	No. of Posts	Classification	Scale of Pay/ Level in Pay Matrix	Proportion of vacancies to be filled by			Methods of Recruitment & Qualifications for Appointment
					Promotion	Deputation (including short term contract)/ Absorption	Direct recruitment	
	(1)	(2)	(3)	(4)	(5)			(6)
1.	Director (PSSS)	1	Group A	Level 13	100%	-	-	<p>By selection from the grade of Additional Director (PSSS) with a minimum of 3 years service in the grade or 6 years combined service in the grades of Additional Director (PSSS) and Joint Director (PSSS) or 6 years of service in the grade of Joint Director (PSSS) or 9 years of combined service in the grades of Joint Director (PSSS) and Senior 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 14 years experience in a Group 'A' post in the required field.</p>
2.	Additional Director (PSSS)	8	Group A	Pre-revised PB- 3, GP- Rs. 8000	100%	-	-	<p>^ It is a dying cadre w.e.f. 01.01.2019 and vacant post(s) arising out of retirement or otherwise in this grade will be deemed as abolished. However, in lieu of 8 posts of Additional Director (PSSS), 2 posts will be created in the grade of Joint Director (PSSS), 2 posts in the grade of Senior Private Secretary and 7 posts in the grade of Personal Assistant.</p>
3.	Joint Director (PSSS)	[^] 15 [including 2 posts to	Group A	Level 12	100%	-	-	<p>By selection from the grade of Senior Private Secretary with a minimum of 3 years service in the grade or 6 years combined service in the grades of Senior Private Secretary</p>

[^] Substituted *vide* Rajya Sabha Secretariat (Methods of Recruitment and Qualifications for Appointment) Amendment Order (No. 4/2021) dated 31st December, 2021.

		<i>be added on abolition of posts in the dying cadre of Additional Director (PSSS)]</i>						and Private Secretary 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 9 years experience in a Group 'A' post in the required field. <u>Note 1</u> - Preference in selection shall be given to Senior Private Secretary possessing typing skill with prescribed typing speed in both Hindi and English languages. <u>Note 2</u> - The incumbents shall be required to work either as Hindi or English steno cum typist as per the functional requirement of the Secretariat irrespective of the medium of Stenography Test opted for appointment in the Secretariat.
4.	Senior Private Secretary	[^] 20 <i>[including 2 posts to be added on abolition of posts in the dying cadre of Additional Director (PSSS)].</i>	Group A	Level 11	100%	-	-	By selection from the grade of Private Secretary with a minimum of 3 years service in the grade or 8 years combined service in the grades of Private Secretary and Assistant Private Secretary in accordance with the seniority in the higher grade. <u>Note 1</u> - Preference in selection shall be given to Private Secretary possessing typing skill with prescribed typing speed in both Hindi and English languages. <u>Note 2</u> – The incumbents shall have to work either as Hindi or English steno cum typist as per the functional requirement of the Secretariat irrespective of the medium of Stenography Test opted for appointment in the Secretariat.
5.	Private Secretary	24	Group A	Level 10	100%	-	-	By selection from the grade of Assistant Private Secretary, with a minimum of 5 years service in the grade or 10 years combined service in the grades of Assistant Private Secretary and Personal Assistant in accordance with the seniority in the higher grade. <u>Note 1</u> - Preference in selection shall be given to Assistant Private Secretary possessing typing skill with prescribed typing speed in both Hindi and English languages <u>Note 2</u> - The incumbents shall have to work either as Hindi or English steno cum typist as per the functional requirement of

[^] Substituted *vide* Rajya Sabha Secretariat (Methods of Recruitment and Qualifications for Appointment) Amendment Order (No. 4/2021) dated 31st December, 2021.

									the Secretariat irrespective of the medium of Stenography Test opted for appointment in the Secretariat.
6.	Assistant Secretary	Private	26	Group B	Level 8	^100%	-	-	<p><u>^ For promotion-</u></p> <p>50% by selection from the grade of Personal Assistant with a minimum of 5 years service in the grade.</p> <p>50% by selection on the basis of competitive departmental examination from the grade of Personal Assistant with a minimum 3 years service in the grade and possessing a minimum speed of 120 words per minute in English/ Hindi shorthand.</p> <p><u>Note 1 -</u> Preference in selection shall be given to Personal Assistant possessing typing skill with prescribed typing speed in both Hindi and English languages.</p> <p><u>Note 2-</u> The incumbents shall have to work either as Hindi or English steno cum typist as per the functional requirement of the Secretariat irrespective of the medium of Stenography Test opted for appointment in the Secretariat.</p> <p><u>^ For direct recruitment-</u></p> <p>(i) By selection through open competition from amongst candidates with a minimum qualification of Bachelor's degree in any discipline from a recognised University and possessing a minimum shorthand speed of 120 w.p.m. in English/ Hindi shorthand.</p> <p>(ii) Qualify in a typing test with typing speed of 40 w.p.m. (12000 key depressions per hour) in English or 35 w.p.m. (10500 key depressions per hour) in Hindi on computer, as the case may be.</p> <p><u>Note:-</u> A candidate qualifying after opting to take stenography test in English language with typing speed of 40 w.p.m. will be required to qualify typing test in Hindi language with a typing speed of 35 w.p.m. during his/her probation failing which his/her</p>

^ Substituted vide Rajya Sabha Secretariat (Methods of Recruitment and Qualifications for Appointment) Amendment Order (No. 4/2021) dated 31st December, 2021.

								<p>probation will not be cleared by the appointing authority. Similarly, a candidate qualifying after opting to take stenography test in Hindi language with typing speed of 35 w.p.m. will be required to qualify typing test in English language with a typing speed of 40 w.p.m. Candidates will have to work as Hindi/ English steno cum typist irrespective of their qualifying stenography/ typing test in the language they opted during the examination.</p> <p>Desirable :</p> <p>(i) Persons possessing prescribed stenography skill in both Hindi and English languages.</p> <p>(ii) Knowledge of English/ Hindi typing on computer and basic computer operations viz. MS-Word, MS-Excel and Power Point etc.</p>
7.	Personal Assistant	[^] 46 <i>[including 7 posts to be added on abolition of posts in the dying cadre of Additional Director (PSSS)]</i>	Group B	Level 7	-	-	100%	<p>(i) By selection through open competitive examination from amongst candidates with a minimum qualification of Bachelor's degree in any discipline from a recognized University;</p> <p>(ii) Possessing a minimum speed of 80 words per minute in English/ Hindi shorthand; and</p> <p>(iii) Qualify in a typing test with typing speed of 40 words per minute (12000 key depressions per hour) in English or 35 words per minute (10500 key depressions per hour) in Hindi on computer, as the case may be.</p> <p>Desirable -</p> <p>(i) Persons possessing prescribed stenography skill in both English and Hindi languages.</p> <p>(ii) Knowledge of English/ Hindi typing on computer and basic computer operations viz. MS-Word, MS-Excel and Power Point etc.</p> <p>Note - A candidate qualifying after opting to take stenography test in English language with typing speed of 40 w.p.m. will be required to qualify typing test in Hindi language with a typing speed of 35 w.p.m. during his</p>

[^] Substituted *vide* Rajya Sabha Secretariat (Methods of Recruitment and Qualifications for Appointment) Amendment Order (No. 4/2021) dated 31st December, 2021.

									probation failing which their probation may not be cleared by the appointing authority. Similarly, a candidate qualifying after opting to take stenography test in Hindi language with typing speed of 35 w.p.m. will be required to qualify typing test in English language with a typing speed of 40 w.p.m. Candidates have to work as Hindi/English steno cum typist irrespective of their qualifying stenography/typing test in language they opted during the examination.
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SCHEDULE VI

SIMULTANEOUS INTERPRETATION SERVICE

Sl. No.	Name of Post	No. of Posts	Classification	Scale of Pay/ Level in Pay Matrix	Proportion of vacancies to be filled by			Methods of Recruitment & Qualifications for Appointment
					Promotion	Deputation (including Short term contract)/ Absorption	Direct recruitment	
	(1)	(2)	(3)	(4)	(5)			(6)
1.	Joint Secretary (Interpretation)	1	Group A	Level 14	100%	-	-	By selection from the grade of Director in the Simultaneous Interpretation Service with a minimum of 3 years service in the grade and a minimum of 17 years of Group 'A' Service. For the purpose of this provision, service in Group 'A' posts will also include service rendered in functionally corresponding post(s) prior to their being assigned Group 'A' scale(s).
2.	Director (Interpretation)	3	Group A	Level 13	100%	-	-	By selection from the grade of Additional Director (Interpretation) with a minimum of 3 years service in the grade or 6 years combined service in the grades of Additional Director (Interpretation) and Joint Director (Interpretation) or 6 years of service in the grade of Joint Director (Interpretation) or 9 years of combined service in the grades of Joint Director (Interpretation) and Senior 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 suitable officer from the Government or State Legislature Secretariat with a minimum of 14 years experience in Group 'A' in the required field.
3.	Additional Director (Interpretation)	9	Group A	Pre-revised PB- 3, GP-	100%	-	-	^ It is a dying cadre w.e.f. 01.01.2019 and vacant post(s) arising out of retirement or otherwise in this grade will be deemed as abolished. However, in lieu of 9 posts of

[^] Substituted *vide* Rajya Sabha Secretariat (Methods of Recruitment and Qualifications for Appointment) Amendment Order (No. 4/2021) dated 31st December, 2021.

				Rs. 8000				<p>Additional Director (Interpretation), 5 posts will be created in the grade of Senior Parliamentary Interpreter and 4 posts in the grade of Parliamentary Interpreter.</p> <p>Provided that officers granted in-situ promotion to the grade of Additional Director (Interpretation) upto 31.12.2018 shall be adjusted against regular vacancies that fall vacant from time to time by retirement, promotion or otherwise of regular Additional Directors (Interpretation) before such abolition of post(s) is effected.</p>
4.	Joint Director (Interpretation)	10	Group A	Level 12	100%	-	-	<p>By selection from the grade of Senior Parliamentary Interpreter with a minimum of 5 years service in the grade or 10 years combined service in the grades of Senior Parliamentary Interpreter and Parliamentary Interpreter 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 9 years experience in a Group 'A' post in the required field.</p> <p><u>Note 1</u>- Officer(s) holding the post of Senior Parliamentary Interpreter on regular basis on the date of coming into effect of the Order shall be eligible for promotion by selection from the grade of Senior Parliamentary Interpreter with a minimum of 3 years service in the grade or 6 years combined service in the grades of Senior Parliamentary Interpreter and Parliamentary Interpreter in accordance with the seniority in the higher grade.</p> <p><u>Note 2</u> – Preference in selection shall be given to Senior Parliamentary Interpreter (Regional Language) who can also perform interpretation duties from Hindi to English and vice-versa.</p> <p><u>Note 3</u> - The incumbents may also be required to perform non-Interpretation duties as may be assigned to them from time to time.</p>
5.	Senior Parliamentary Interpreter	[^] 10 <i>[including 5 posts to be added]</i>	Group A	Level 11	100%	-	-	By selection from the grade of Parliamentary Interpreter with a minimum of 5 years service in the grade.

[^] Substituted *vide* Rajya Sabha Secretariat (Methods of Recruitment and Qualifications for Appointment) Amendment Order (No. 4/2021) dated 31st December, 2021.

		<i>on abolition of posts in the grade of Additional Director (Interpretation)</i>						<p>Note 1- Officer(s) holding the post of Parliamentary Interpreter on regular basis on the date of coming into effect of the Order shall be eligible for promotion by selection from the grade of Parliamentary Interpreter with a minimum of 3 years service in the grade.</p> <p><u>Note 2</u> - Preference in selection shall be given to Parliamentary Interpreter (Regional Language) who can also perform interpretation duties from Hindi to English and vice-versa.</p> <p><u>Note 3</u> - The incumbents may also be required to perform non-Interpretation duties as may be assigned to them from time to time.</p>
6.	Parliamentary Interpreter	[^] 12 <i>[including 4 posts to be added on abolition of posts in the grade of Additional Director (Interpretation)]</i>	Group A	Level 10	25%	<i>Subject to the condition that the vacancies that remain unfilled through a departmental competitive examination shall be filled by direct recruitment.</i>	75%	<p><i>Provided that pending filling up of the posts of Parliamentary Interpreter by direct recruitment, the posts may be filled up by deputation/ absorption/ foreign service.</i></p> <p><u>For Hindi/ English Interpreters –</u></p> <p><u>For promotion –</u> By selection on the basis of competitive departmental examination from amongst officials of Editorial & Translation Service of the Secretariat having a regular service of 3 years and holding a substantive post in that service and possessing educational qualifications as prescribed for direct recruitment for the post.</p> <p><u>For direct recruitment –</u> By selection through open competitive examination from amongst the candidates possessing Master's degree in English with Hindi language as a compulsory/ elective subject in Bachelor's degree course or Master's degree in Hindi with English language as a compulsory/ elective subject in Bachelor's degree course from a recognized University.</p> <p><u>Desirable -</u></p> <p>(i) Experience in translation or interpretation work.</p> <p>(ii) Possess skill to perform simultaneous interpretation work in at least one regional language included in the Eighth Schedule to the constitution of India from English/Hindi and vice-versa.</p> <p>(iii) Knowledge of English/ Hindi typewriting on computer and basic computer operations viz. MS-Word, MS-Excel and Power Point etc.</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) included in Eighth Schedule to the Constitution of India as a compulsory/ elective</p>

[^] Substituted *vide* Rajya Sabha Secretariat (Methods of Recruitment and Qualifications for Appointment) Amendment Order (No. 4/2021) dated 31st December, 2021.

subject in Bachelor's degree course from a recognized University.

Desirable-

- (i) Possess skill in translation or interpretation work from English to Hindi and vice-versa.
- (ii) Possess skill to perform simultaneous interpretation work in more than one regional language included in the Eighth Schedule to the constitution of India from English/Hindi and vice-versa.
- (iii) Knowledge of English/ Hindi typewriting on computer and basic computer operations viz. MS-Word, MS-Excel and Power Point etc.

Note 1- 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.

Note 2 - The candidate selected as Parliamentary Interpreter in a regional language would be required to learn simultaneous interpretation skills from Hindi to English and vice-versa during his service in the grade.

Note 3 - They may be required to perform non-interpretation duties as may be assigned to them from time to time.

Upper age limit: 35 years.

For deputation/ absorption/foreign service -

By selection from officials working in Lok Sabha Secretariat or the Secretariat of a State/ Union Territory Legislature holding a post, duties of which primarily involve simultaneous interpretation of proceedings of legislative debates in the required language.

Provided that no such person would be so appointed on deputation/ foreign service if the basic pay and dearness allowance being drawn by him are less than the basic pay and dearness allowance admissible to a direct recruit appointed in the grade of Parliamentary Interpreter in the Secretariat by more than 30%.

SCHEDULE VII

PRINTING AND PUBLICATIONS SERVICE

Sl. No.	Name of Post	No. of Posts	Classification	Scale of Pay/ Level in Pay Matrix	Proportion of vacancies to be filled by			Methods of Recruitment & Qualifications for Appointment
					Promotion	Deputation (including short term contract)/ Absorption	Direct recruitment	
	(1)	(2)	(3)	(4)	(5)			(6)
1.	Director (P&P)	1	Group A	Level 13	100%	-	-	<p>By selection from the grade of Additional Director (P&P) with a minimum of 3 years service in the grade or 6 years combined service in the grades of Additional Director (P&P) & Joint Director (P&P) or 6 years service in the grade of Joint Director (P&P) or 9 years of 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 Secretariat 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)	4 <i>(2 posts downgraded and operated at the level of Printing Officer)</i>	Group A	Level 12				<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 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 the Central or State Government with a minimum of 9 years experience in a Group 'A' post in the required field.</p>
3.	Deputy Director (P&P)	3	Group A	Level 11	100%	-	-	<p>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 Assistant Printing Officer.</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</p>

								Government with a minimum of 6 years experience in a Group 'A' post in the required field.
4.	Printing Officer	3 <i>(2 posts of Joint Director (P&P) downgraded and operated at the level of Printing Officer)</i>	Group A	Level 10	100%	-	-	<p>By selection from the grade of Assistant Printing Officer with a minimum of 5 years service in the grade or 10 years combined service in the grades of Assistant Printing Officer and Printing Assistant, in accordance with the seniority in the higher grade.</p> <p>Provided that if a suitable person is not available in the grade Assistant Printing Officer, 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:-</p> <p><u>Essential eligibility condition –</u></p> <p>Officers holding analogous post with a minimum of 10 years experience in the relevant field and holding a Bachelor's degree in any discipline and diploma in Printing Technology from any Institute approved by AICTE.</p> <p>OR</p> <p>Degree in Printing Technology from any Institute approved by AICTE.</p>
5.	Assistant Printing Officer	10	Group B	Level 8	100%	-	-	<p>By selection from the grade of Printing Assistant with a minimum of 5 years service in the grade or 10 years combined service in the grades of Printing Assistant and Proof Reader 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 from amongst candidates with a minimum qualification of Bachelor's degree and possessing technical experience as Printer/Proof Reader in any of the Government of India or State Government Presses for a period of at least 5 years.</p>
6.	Printing Assistant	9 <i>[1 post abolished on orders of HC]</i>	Group B	Level 7	100%	-	-	By selection from the grade of Proof Reader with a minimum of 5 years service in the grade.
7.	Proof Reader	12 <i>[12 posts abolished on</i>	Group B	Level 6	-	-	100%	<p><u>For direct recruitment-</u></p> <p><i>Provided that</i></p>

		<i>orders of HC]</i>					<p><i>pending filling up of the posts of Proof Reader by direct recruitment, the posts may be filled by deputation/ absorption/ foreign service.</i></p>	<p>By selection through open competitive examination amongst candidates fulfilling the following conditions: <u>Essential Conditions –</u></p> <p>(i) Bachelor's degree with English or Hindi as a subject; and</p> <p>(ii) Diploma in Printing Technology or P.G Diploma in Book Publishing from any Institute approved by AICTE.</p> <p style="text-align: center;"><i>Or</i></p> <p>3 years experience of working in any Printing Press/Publishing House in a salaried post, duties of which mainly involve proof reading.</p> <p><u>Desirable –</u></p> <p>Knowledge of English/ Hindi typewriting on computer and basic computer operations viz. MS-Word, MS-Excel and Power Point etc.</p> <p>Upper age limit: 35 years</p> <p><u>For deputation/ absorption/foreign service –</u></p> <p>From officials working in the Central or the State/ Union Territory Government or an organisation of the Central or the State/ Union Territory Government or the Secretariat of the Legislature of a State/ Union Territory or the Lok Sabha Secretariat or the office of a High Court or the Supreme Court of India and holding a post with duties of which primarily involve proof reading.</p> <p>Provided that no such person would be so appointed on deputation/absorption/foreign service if the basic pay and dearness allowance admissible to a direct recruit appointed in the grade of Proof Reader in the Secretariat by more than 30%.</p>
8.	Senior Reprographer	3	Group B	Level 6	100%	-	-	<p>By selection from the grade of Reprographer Grade-I with a minimum of 5 years service in the grade or a combined service of 10 years in the grades of Reprographer Grade -I and Reprographer Grade-II.</p>
9.	Reprographer Grade - I	6	Group C	Level 5	100%	-	-	<p>By selection from the grade of Reprographer Grade - II with a minimum of 5 years service in the grade.</p>

10.	Reprographer Grade-II	4 <i>[5 posts abolished on orders of HC]</i>	Group C	Level 4	100%	-	-	This is a dying cadre and no appointment to this grade shall be effected from 07.01.2020.
11.	Binder Grade-I	1	Group C	Level 5	100%	-	-	By selection from the grade of Binder Grade-II with a minimum of 5 years service in the grade.
12.	Binder Grade-II	1	Group C	Level 4	-	-	100%	<p>By selection from amongst candidates possessing the following minimum qualifications and experience :</p> <p>(i) Matriculation (10th Standard) or equivalent from a recognized Board with good knowledge of English and Hindi;</p> <p>(ii) Ability to work on cutting, stitching and Perforating Machines;</p> <p>(iii) Ability to do folding, pasting, cutting 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>

SCHEDULE VIII

EDITORIAL AND TRANSLATION SERVICE

Sl. No.	Name of Post	No. of Posts	Classification	Scale of Pay/ Level in Pay Matrix	Proportion of vacancies to be filled by			Methods of Recruitment & Qualifications for Appointment
					Promotion	Deputation (including short term contract)/ Absorption	Direct recruitment	
	(1)	(2)	(3)	(4)	(5)			(6)
1.	Joint Secretary (E&T)	1	Group A	Level 14	100%	-	-	By selection from the grade of Director in the Editorial and Translation Service with a minimum of 3 years service in the grade and a minimum of 17 years of Group 'A' service. For the purpose of this provision, service in Group 'A' posts will also include service rendered in functionally corresponding post(s) prior to their being assigned Group 'A' scale(s).
2.	Director (E&T)	3	Group A	Level 13	100%	-	-	By selection from the grade of Additional Director (E&T) with a minimum of 3 years service in the grade or 6 years combined service in the grades of Additional Director (E&T) & Joint Director (E&T) or 6 years service in the grade of Joint Director (E&T) or 9 years of combined service in the grades of Joint Director (E&T) and Deputy Director (E&T) 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.
[^] 3.	Joint Director (E&T)	[^] 12	Group A	Level 12	100%	-	-	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 Editor in accordance with the seniority in the higher grade.

[^] Substituted *vide* Rajya Sabha Secretariat (Methods of Recruitment and Qualifications for Appointment) Amendment Order (No. 4/2021) dated 31st December, 2021.

Note: The post of Additional Director (E&T) at S.No. 3 was deleted and the existed entries from S.No. 4 to 7 was re-numbered as S.No. 3 to 6 *vide* Rajya Sabha Secretariat (Methods of Recruitment and Qualifications for Appointment) Amendment Order (No. 4/2021) dated 31st December, 2021.

									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 9 years experience in a Group 'A' post in the required field.
^4.	Deputy Director (E&T)	25	Group A	Level 11	100%	-	-	-	By selection from the grade of Editor with a minimum of 3 years service in the grade or 8 years combined service in the grades of Editor and Translator in accordance with the seniority in the higher grade.
^5.	Editor	32	Group A	Level 10	100% @ <i>Provided that if sufficient number of eligible persons in the feeder grade are not available or are not found suitable for promotion to the post, the unfilled vacancies shall be filled by direct recruitment or on deputation/foreign service basis for a period of two years, as considered suitable.</i>	-	-	-	By selection from the grade of Translator with a minimum of 5 years service in the grade. <u>For direct recruitment –</u> By selection through open competitive examination 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 Bachelor's degree level; or Master's Degree in Sanskrit with Hindi and English as subjects at the Bachelor's degree level; and (ii) Minimum experience of 7 years in translation/editing work, preferably in legal and technical fields. Upper age limit: 35 years. <u>@@ For deputation/foreign service</u> By selection from officials working in the Central or the State/Union Territory Government or the Secretariat of the Legislature of a State/Union Territory or Constitutional Bodies or Autonomous bodies or Statutory Organisations or Central/ State Regulatory Authorities or PSUs, holding a post, the duties of which mainly involve translation from English to Hindi and vice-versa and possessing the following qualifications and experience: (i) Master's Degree in Hindi or English with English and Hindi respectively as subjects at the Bachelor's

^ Substituted *vide* Rajya Sabha Secretariat (Methods of Recruitment and Qualifications for Appointment) Amendment Order (No. 4/2021) dated 31st December, 2021.

@ Substituted *vide* Rajya Sabha Secretariat (Methods of Recruitment and Qualifications for Appointment) Amendment Order (No. 2/2021) dated 10th November, 2021.

@@ Inserted *vide* Rajya Sabha Secretariat (Methods of Recruitment and Qualifications for Appointment) Amendment Order (No. 2/2021) dated 10th November, 2021.

								<p>Degree level; or Masters Degree in Sanskrit with Hindi and English at the Bachelor's Degree level; and</p> <p>(ii) Minimum experience of 7 years in translation/editing work, preferably in legal and technical fields.</p> <p><u>Desirable:</u> Knowledge of basic computer operations, viz., MS-Word, Ms-Excel, MS- Power Point etc.</p> <p>Provided that no such person would be so appointed on deputation/foreign service if the basic pay and dearness allowance being drawn by him are less than the basic pay and dearness allowance admissible to a direct recruit appointed in the grade of Editor in the Secretariat by more than 30%.</p>
6.	Translator	55	Group B	Level 8	-	-	100%	<p><i>Provided that pending filling up of the vacancies of Translator by direct recruitment, it shall be permissible to fill them by deputation/absorption/foreign service</i></p> <p><u>For direct recruitment –</u></p> <p>By selection through open competitive examination from amongst candidates fulfilling the following conditions :</p> <p>(i) Master's Degree in Hindi with English language as a compulsory/elective subject at the Bachelor's degree level; or Master's Degree in English with Hindi language as a compulsory/elective subject at the Bachelor's degree level; or Master's Degree in any subject with both Hindi and English language as compulsory/elective subjects at the Bachelor's degree level;</p> <p>(ii) Diploma/ Certificate Course in Translation from Hindi to English and vice-versa from any recognised University/ Institute; or at least 2 years experience in Translation work from Hindi to English and vice-versa in the Central or the State/ Union Territory Government or an organisation of the Central or the State/ Union Territory Government or the Secretariat of the Legislature of a State/ Union Territory or the Lok Sabha Secretariat or the office of a High Court or the Supreme Court of India; and</p> <p>(iii) Qualify in a typing test on computer at the speed of 21 words per minute (6300 key depressions per hour) in Hindi typing on computer.</p> <p><u>Note 1</u> - Candidate(s) appointed to the post shall have to qualify typing test in English language at the typing speed of</p>

[^] Substituted *vide* Rajya Sabha Secretariat (Methods of Recruitment and Qualifications for Appointment) Amendment Order (No. 4/2021) dated 31st December, 2021.

							<p>26.7 words per minute (8000 key depression per hour) during probation, failing which their services shall be terminated, in case they not hold lien on any post or reverted back to the substantive post held by them earlier, as the case may be.</p> <p><u>Note 2</u> - Persons who have been appointed to the grade on the date of coming into effect of the order and are yet to qualify the typing test at the prescribed speed shall continue to remain on probation and will not earn their increment(s) till such time they qualify in a typing test on computer at the speed of either 26.7 words per minute (8000 key depression per hour) in English typewriting or 21 words per minute (6300 key depressions per hour) in Hindi typewriting on computer. The services of candidates who are unable to qualify in such a typing test within 5 years from the date of their appointment shall be terminated in case he does not hold lien on any post and in other case, he would revert back to the substantive post held by him earlier.</p> <p><u>Desirable –</u></p> <p>(i) Persons having prescribed typing speed in both Hindi and English languages.</p> <p>(ii) Knowledge of basic computer operations viz. MS-Word, MS-Excel and Power Point etc.</p> <p>Upper age limit: 35 years</p> <p><u>For deputation/absorption/foreign service:-</u></p> <p>^{ss} By selection from officials working in the Central or the State/ Union Territory Government or the Secretariat of the Legislature of a State/ Union Territory or Constitutional Bodies or Autonomous Bodies or Statutory Organisations or Central/ State Regulatory Authorities or PSUs, holding a post, the duties of which mainly involve translation from English to Hindi and vice versa.</p> <p>Provided that no such person would be so appointed on deputation/absorption/foreign service if the basic pay and dearness allowance being drawn by him are less than the basic pay and dearness allowance admissible to a direct recruit appointed in the grade of Translator in the Secretariat by more than 30%.</p>
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SCHEDULE IX
PARLIAMENT SECURITY SERVICE

A. ^ OPERATIONAL WING

Sl. No.	Name of Post	No. of Posts	Classification	Scale of Pay/ Level in Pay Matrix	Proportion of vacancies to be filled by			Methods of Recruitment & Qualifications for Appointment
					Promotion	Deputation (including short term contract)/ Absorption	Direct recruitment	
	(1)	(2)	(3)	(4)	(5)			(6)
1.	Director (Security)	1	Group A	Level 13 A	-	100%	-	By selection of a suitable officer of the rank of DIG from the Indian Police Service or officers holding analogous posts in the Central Armed Paramilitary Forces/ Central Police Organisations. <u>Desirable-</u> Preference would be given to officers possessing experience in Security management of sensitive establishments/ organizations and/ or VVIP security responsibilities.
2.	Special Director (Security)	1	Group A	Level 13	100%	-	-	By selection from the grade of Additional Director (Security) with a minimum of 3 years service in the grade or 6 years combined service in the grades of Additional Director (Security) and Joint Director (Security) or 6 years of service in the grade of Joint Director (Security) or 9 years of combined service in the grade of Joint Director (Security) and Deputy Director (Security) 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 another service in the Secretariat or from the Government or State Legislature Secretariat with a minimum of 14 years experience in Group 'A' post(s) in the required field.

^ Substituted *vide* Rajya Sabha Secretariat (Methods of Recruitment and Qualifications for Appointment) Amendment Order (No. 4/2021) dated 31st December, 2021.

3.	Additional Director (Security)	[^] 5	Group A	Pre-revised PB- 3, GP- Rs. 8000	100%	-	-	[^] It is a dying cadre w.e.f. 01.01.2019 and vacant post(s) arising out of retirement or otherwise in this grade will be deemed as abolished. However, in lieu of 5 posts of Additional Director (Security), equal number of posts will be created in the grade of Joint Director (Security).
4.	Joint Director (Security)	[^] 15 <i>[including 5 posts to be added on abolition of posts in the grade of Additional Director (Security)]</i>	Group A	Level 12	100%	-	-	By selection from the grade of Deputy Director (Security) with 3 years service in the grade or 6 years combined service in the grades of Deputy Director (Security) and Security Officer/ Marshal. Provided that if none is found suitable, the post may be filled by suitable officer with a minimum of 9 years experience in Group 'A' post(s) in the required field. Provided further that one post will be filled up by deputation by selection of a suitable officer from Indian Police Service/ Central Armed Police Forces/ Central Police Organisation in the Junior Administrative Grade/ Selection Grade.
5.	Deputy Director (Security)	[^] 20	Group A	Level 11	100%	-	-	By selection from the grade of Security Officer/ Marshal with a minimum of 3 years service in the grade or 8 years combined service in the grades of Security Officer/Marshal and Assistant Security Officer in accordance with the seniority in the higher grade.
6.	Security Officer/ Marshal	[^] 30	Group A	Level 10	100%	-	-	By selection from the grade of Assistant Security Officer with a minimum of 5 years service in the grade or 10 years combined service in the grades of Assistant Security Officer and Security Assistant Grade-I in accordance with the seniority in the higher grade.
7.	Assistant Security Officer	45	Group B	Level 8	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.
8.	Security Assistant Grade-I	[^] 50	Group B	Level 7	100%	-	-	By selection from the grade of Security Assistant Grade-II with a minimum of 5 years service in the grade.

[^] Substituted *vide* Rajya Sabha Secretariat (Methods of Recruitment and Qualifications for Appointment) Amendment Order (No. 4/2021) dated 31st December, 2021.

9.	Security Assistant Grade-II	[^] 60	Group B	Level 6	-	-	100%	<p><u>By direct recruitment-</u></p> <p>(a) 75% by selection through Open Competitive Examination from amongst candidates possessing Bachelor's degree in any discipline from a recognized university and possessing the following minimum physical standards:-</p> <p><u>Physical Standards –</u></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. Candidates should be free from physical defect, deformity and diseases and should not suffer from colour blindness.</p> <p><u>Desirable -</u></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) Working knowledge of basic computer operation viz. MS-Word, MS-Excel, Power Point and English/ Hindi typewriting.</p> <p>(b) 25% by selection through personal interview from amongst ex-servicemen possessing minimum qualifications of Intermediate (Class 12) from a recognized Board and possessing experience/ training in handling and operation of Arms and also well versed in all types of chores concerned with the area sanitization and other security related ground duties.</p> <p>Preference will be given to persons possessing Bachelor's degree in any discipline from a recognized University.</p> <p><u>Note 1</u> - For the purpose of this rule, an Ex-serviceman means a person who has served in any rank whether as a combatant or non-combatant in the regular Army, Navy, Air Force of the</p>
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[^] Substituted *vide* Rajya Sabha Secretariat (Methods of Recruitment and Qualifications for Appointment) Amendment Order (No. 4/2021) dated 31st December, 2021.

								<p>Union of India, and</p> <p>(i) who retired from such service after earning his pension. This would also include persons who are released/ retired at their own request after having earned their pension; or</p> <p>(ii) who has been released, otherwise than on her/ his own request from such service as a result of reduction in establishment; or</p> <p>(iii) who has been released from such service after completing the specific period of engagement, otherwise than at his own request or by way of dismissal or discharge on account of misconduct or inefficiency and has been given a gratuity.</p> <p><u>Note 2</u> - The candidates 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 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.</p>
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B. TECHNICAL WING

1.	Joint Director (Technical)	1	Group A	Level 12	-	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><u>Essential eligibility condition</u> –</p> <p>(i) Officers in Level 12 in the Pay Matrix; or (ii) Officers with 3 years regular service in Level 11 in the Pay Matrix.</p> <p><u>Essential Experience</u> –</p> <p>Knowledge/ experience of computer/ micro- processor based access control system/ CCTV system/ anti-sabotage equipment and management of large databases.</p> <p><u>Job Responsibility</u> –</p> <p>Supervise the effective operational functioning of the Central Command Station and maintenance of proper documentation.</p>
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								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.
2.	Security Officer (Technical)	1	Group A	Level 10	-	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><u>Essential Eligibility Condition</u> -</p> <p>(i) Officers in Level 10 in the Pay Matrix ; or</p> <p>(ii) Officers with 5 years regular service in Level 8 in the Pay Matrix ; or</p> <p>(iii) Officers with 10 years combined service in Level 8 and Level 7 in the Pay Matrix.</p> <p><u>Essential Experience</u> –</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><u>Job responsibility</u> –</p> <p>(i) 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>(ii) To take regular backups (grandfather-father- son scheme) to schedule the backup programs, to create and administer etc.</p> <p>(iii) To update anti-virus software, install applicationsoftware, Database administration etc.</p> <p>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.</p>
3.	Assistant Security Officer (Technical)	7	Group B	Level 8	-	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><u>Essential eligibility condition-</u></p> <p>(i) Officers in Level 8 in the Pay Matrix ; or (ii) Officers with 5 years regular service in Level 7 in the Pay Matrix ; or (iii) Officers with 10 years combined service in Level 7 and Level 6 in the Pay Matrix.</p> <p><u>Essential experience –</u></p> <p>Exposure in installation and maintenance of :</p> <p>(i) micro-processor based access control system; or (ii) CCTV System; or (iii) anti-sabotage equipment; or (iv) computer controlled radio communication system and electronic instruments; or (v) exposure to latest operation systems such as Linex/ Windows NT/ Novell and RDBMS in LAN/WAN environment; and (vi) handling of UNIX/AIX based Main Frame Server with Wide Area Network experience and Visual Basic and Crystal Reports.</p> <p><u>Job responsibility –</u></p> <p>(i) 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. (ii) To take regular backups (grandfather-father- son scheme) to schedule the backup programs, to create and administer etc. (iii) To update anti-virus software, install application software, Database administration etc.</p> <p>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.</p>
4.	Security Assistant Grade-I (Technical)	7	Group B	Level 7	-	100%	-	By selection from persons from the Central/ State Police Organisations, Security Organisations, Intelligence Organisations and Autonomous Bodies fulfilling the following conditions:-

									<p><u>Essential eligibility condition –</u></p> <p>(i) Officers in Level 7 in the Pay Matrix ; or (ii) Officers with 5 years regular service in Level 6 in the Pay Matrix ; or (iii) Officers with 10 years combined service in Level 6 and Level 5 in the Pay Matrix.</p> <p><u>Essential experience –</u> Exposure in installation and maintenance of:- (i) micro-processor based access control system; or (ii) CCTV System; or (iii) anti-sabotage equipment; or (iv) computer controlled radio communication system and electronic instruments; or (v) exposure to latest operation systems such as Linux/ Windows NT/ Novell and RDBMS in LAN/ WAN environment; and (vi) handling of UNIX/AIX based Main Frame Server with Wide Area Network experience and Visual Basic and Crystal Reports.</p> <p><u>Job responsibility –</u></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>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.</p>
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C : SANITATION WING

1.	Sanitary Attendant Grade-I	14	Group C	Level 4	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.
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2.	Sanitary Attendant Grade-II	17	Group C	Level 3	100%	-	-	By selection from the grades of Sanitary Attendant Grade-III/ Farash with a minimum of 5 years service in the grade(s).
3.	Sanitary Attendant Grade-III/ Farash	16 <i>[4 posts abolished on orders of HC]</i>	Group C	Level 2	-	-	100%	By selection from the panel of casual Farash/Safaiwala prepared for the purpose on the basis of open competition in order of their ranking in that panel subject to rejection of unfit. <u>Note</u> - Eligibility of a Casual Farash/ Safaiwala for appointment to the grade of Sanitary Attendant Grade-III/ Farash shall be determined with reference to the date on which the Casual Farash/ Safaiwala was included in the panel or the last date of receipt of applications on the basis of which the panel was prepared, as the case may be.

SCHEDULE X

DRIVERS AND DESPATCH RIDERS SERVICE

A: DRIVERS SERVICE

Sl. No.	Name of Post	No. of Posts	Classification	Scale of Pay/ Level in Pay Matrix	Proportion of vacancies to be filled by			Methods of Recruitment & Qualifications for Appointment
					Promotion	Deputation (including short term contract)/ Absorption	Direct recruitment	
	(1)	(2)	(3)	(4)	(5)			(6)
1.	Staff Car Driver (Special Grade)	5	Group B	Level 7	100%	-	-	By selection from the grade of Staff Car Driver Grade-I with a minimum of 5 years service in the grade or 10 years combined service in the grades of Staff Car Driver Grade-I & Staff Car Driver Grade-II in accordance with the seniority in the higher grade.
2.	Staff Car Driver Grade-I	8	Group B	Level 6	100%	-	-	By selection from the grade of Staff Car Driver Grade-II with a minimum of 5 years service in the grade or 10 years combined service in the grades of Staff Car Driver Grade-II & Staff Car Driver (Ordinary grade) in accordance with the seniority in the higher grade.
3.	Staff Car Driver Grade-II	10	Group C	Level 5	100%	-	-	By selection from the grade of Staff Car Driver (Ordinary Grade) with a minimum of 5 years service in the grade.
4.	Staff Car Driver (Ordinary Grade)	14	Group C	Level 4	100%	-	-	<p><u>For promotion-</u></p> <p>By departmental competitive test from amongst regular employees of the Secretariat and Sessional Messengers (Temporary Status)/Casual Labourer possessing eligibility conditions :-</p> <p>(a) Matriculation (10th Pass) or equivalent qualification from a recognized Board;</p> <p>(b) Valid driving license for motor cars;</p> <p>(c) Knowledge of Motor mechanism (the candidate should be able to remove minor-defects in vehicle); and</p> <p>(d) Experience of driving a motor car for at least 3 years.</p> <p><u>For direct recruitment-</u></p>

					<i>recruitment.</i>			By selection through open competitive examination from amongst the candidates possessing:- (a) Matriculation (10 th Pass) or equivalent qualification from a recognized Board; (b) Valid driving license for motor cars; (c) Knowledge of Motor mechanism (the candidate should be able to remove minor-defects in vehicle); and (d) Experience of driving a motor car for at least 3 years.
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B: DESPATCH RIDERS SERVICE

1.	Despatch Rider (Special Grade)	1	Group B	Level 7	100%	-	-	By selection from the grade of Despatch Rider Grade-I with a minimum of 5 years service in the grade or 10 years combined service in the grades of Despatch Rider Grade-I & Despatch Rider Grade-II in accordance with the seniority in the higher grade.
2.	Despatch Rider Grade-I	2	Group B	Level 6	100%	-	-	By selection from the grade of Despatch Rider Grade-II with a minimum of 5 years service in the grade or 10 years combined service in the grades of Despatch Rider Grade-II & Despatch Rider (Ordinary grade) in accordance with the seniority in the higher grade.
3.	Despatch Rider Grade-II	2	Group C	Level 5	100%	-	-	By selection from the grade of Despatch Rider (Ordinary Grade) with a minimum of 5 years service in the grade.
4.	Despatch Rider (Ordinary Grade)	4	Group C	Level 4	100%	-	-	By departmental competitive test from amongst regular employees of the Secretariat and Sessional Messengers (Temporary Status)/Casual Labourers possessing : (i) Matriculation or equivalent; and (ii) A valid license issued by a Competent Authority in India for driving two wheeler and three wheeler.

SCHEDULE XI
MESSENGER SERVICE

Sl. No.	Name of Post	No. of Posts	Classification	Scale of Pay/ Level in Pay Matrix	Proportion of vacancies to be filled by			Methods of Recruitment & Qualifications for Appointment
					Promotion	Deputation (including short term contract)/ Absorption	Direct recruitment	
	(1)	(2)	(3)	(4)	(5)			(6)
1.	Senior Chamber Attendant (Special Grade)	10	Group C	Level 5	100%	-	-	By selection from the grade of Senior Chamber Attendant with a minimum of 5 years service in the grade or 10 years combined service in the grades of Senior Chamber Attendant and Chamber Attendant (erstwhile grade of Attendant Grade-II). <u>Note:</u> The service rendered in the grade of Senior Chamber Attendant includes the service rendered in the erstwhile grades of Personal Attendant to Chairman/ Senior Chamber Attendant and Senior Attendant as well as the service rendered in the erstwhile grade of Attendant Grade-I/ Chamber Attendant.
2.	Senior Chamber Attendant	100	Group C	Level 4	100%	-	-	By selection from the grade of Chamber Attendant (erstwhile grade of Attendant Grade-II) with a minimum of 5 years service in the grade or 10 years combined service in the grade of Chamber Attendant (erstwhile grade of Attendant Grade-II) and Attendant (erstwhile grade of Attendant Grade-III). Provided that 12 posts in the grade shall be filled by selection on merit on the basis of interview from persons in the grade of Chamber Attendant (erstwhile grade of Attendant Grade-II) to perform chamber duties.
3.	Chamber Attendant	85	Group C	Level 3	100%	-	-	By selection from the grade of Attendant (erstwhile grade of Attendant Grade-III) with a minimum of 5 years service in the grade.
4.	Attendant	[^] 146	Group C	Level 2	-	-	100%	<u>For direct recruitment-</u>

[^] Substituted *vide* Rajya Sabha Secretariat (Methods of Recruitment and Qualifications for Appointment) Amendment Order (No. 4/2021) dated 31st December, 2021.

								<p>By selection from the panel of Casual Labourers prepared for the purpose on the basis of open competition in order of their ranking in that panel, subject to rejection of unfit. Preference will be given to persons possessing multi-tasking abilities.</p> <p>Provided that in the case of non-availability of suitable persons in the Secretariat, the post(s) may be filled up by selection through Open Competitive Examination from amongst the candidates possessing minimum educational qualifications of ITI or Matriculation (Class 10th) or equivalent from a Government recognised School/ Board and possessing multi-skill abilities.</p> <p><u>Note</u> - Eligibility of a Casual Labourer for appointment to the grade of Attendant shall be determined with reference to the date on which the Casual Labourer was included in the panel or the last date of receipt of applications on the basis of which the panel was prepared, as the case may be.</p>
5.	Bearer Grade I	2	Group C	Level 5	100%	-	-	By selection from the grade of Bearer Grade II with a minimum of 5 years service in the grade.
6.	Bearer Grade II	1	Group C	Level 4	-	-	100%	<p>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 recognized Institution/ Organisation.</p> <p>Preference will be given to those candidates who have undergone apprentice training and have the requisite certificate in this regard from a recognized Institution/ Organisation or possess higher educational qualification.</p>
7.	Office Work Assistant	50 (25 English & 25 Hindi)	Group C	Level 4	50%		50%	<p><u>For promotion-</u></p> <p>By selection on the basis of a competitive departmental examination from amongst regular employees of the Secretariat and Sessional Messengers (Temporary Status) possessing the following eligibility conditions:</p> <p>(a) Minimum educational qualification of Intermediate/Senior Secondary/10+2 and equivalent.</p> <p>(b) Qualify in typing test with a minimum typing speed of 40 words per minute (12000 key depressions per hour) in English or 35 words per minute (10500 key depressions per hour) in Hindi/ Urdu on computer; and</p>

^{^^} Inserted *vide* Rajya Sabha Secretariat (Methods of Recruitment and Qualifications for Appointment) Amendment Order (No. 3/2021) dated 23rd November, 2021.

							<p><i>service.</i></p> <p>(c) Working knowledge of basic computer operations, applications/ software including MS-Word, MS-Excel and Power Point.</p> <p>Preference will be given to persons having typing speed of 40 words per minute in English and 35 words per minute in Hindi.</p> <p>^^For direct recruitment-</p> <p>(i) By selection through open competitive examination form amongst candidates possessing minimum educational qualification of Intermediate/ Senior Secondary/ 10+2 and equivalent from a recognised Board/ University;</p> <p>(ii) Qualify in typing test with minimum typing speed of 40 words per minute (12000 key depressions per hour) in English or 35 words per minute (10500 key depressions per hour) in Hindi typewriting on computer; and</p> <p>(iii) Possessing working knowledge of basic computer operations viz. MS-Word, MS-Excel and Power Point.</p> <p>Preference will be given to persons who qualify in typing tests in both English and Hindi languages at the prescribed typing speeds.</p> <p>** Upper age limit: 27 years</p> <p>^^For deputation/ absorption/ foreign service</p> <p>(a) By selection of suitable officer(s) working in the Central or the State/ Union Territory Government/ Department/ Lok Sabha Secretariat/ the Secretariat of the Legislature of a State/ Union Territory/ Constitutional Bodies/ Autonomous Bodies/ Statutory Organisations/ Central State Regulatory Authorities or PSUs, holding:</p> <p>(i) analogous posts on regular basis in the parent cadre or department; or</p> <p>(ii) with a minimum 5 years regular service in the grade rendered after appointment thereto in post(s) in Pay Level 3/ Pay level 2 or equivalent in the parent cadre or department;</p> <p>(iii) possessing minimum educational qualification of Intermediate/ Senior Secondary/ 10+2 and equivalent from a recognised Board/ University and minimum typing speed of 40 words per minute (12000 key depressions per hour) in English or 35 words per minute (10500 key depressions per hour) in Hindi typewriting on computer.</p> <p>Preference will be given to persons who qualify in typing tests in both English and Hindi languages at the prescribed typing speeds.</p>
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** Inserted *vide* Rajya Sabha Secretariat (Methods of Recruitment and Qualifications for Appointment) Amendment Order (No. 4/2021) dated 31st December, 2021

^^ Inserted *vide* Rajya Sabha Secretariat (Methods of Recruitment and Qualifications for Appointment) Amendment Order (No. 3/2021) dated 23rd November, 2021.

SCHEDULE XII

RAJYA SABHA TELEVISION SERVICE

Sl. No.	Name of Post	No. of Posts	Classification	Scale of Pay/ Level in Pay Matrix	Proportion of vacancies to be filled by			Methods of Recruitment & Qualifications for Appointment
					Promotion	Deputation (including short term contract)/ Absorption/ Re-employment	Direct recruitment	
	(1)	(2)	(3)	(4)	(5)			(6)
1.	Director	[^] 1	Group A	Level 13	50%	50%	-	<p><u>For promotion -</u></p> <p>By selection from the grade of Additional Director (RSTV) with a minimum of 3 years service in the grade or 6 years combined service in the grades of Additional Director(RSTV) & Deputy Director (RSTV) or 6 years service in the grade of Joint Director (RSTV) or 9 years of combined service in the grades of Joint Director (RSTV) and Deputy Director (RSTV) in accordance with the seniority in the higher grade.</p> <p>Provided that if none is found suitable, the post may be filled by a suitable officer belonging to another service in the Secretariat or by deputation from 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> <p><u>For deputation/absorption/ re-employment -</u></p> <p>By selection from amongst persons having minimum of 5 years experience in establishment/ administrative matters and holding or having held in the Government/Public Sector/ Autonomous Bodies:</p> <p>(i) Post(s) in Level 13 or equivalent post (s); or</p> <p>(ii) With either a minimum 6 years service in Level 12 or a minimum combined service of 9 years in Level 12 and Level</p>

[^] Substituted *vide* Rajya Sabha Secretariat (Methods of Recruitment and Qualifications for Appointment) Amendment Order (No. 4/2021) dated 31st December, 2021.

								11. Preference will be given to persons having : (i) Experience of dealing with establishment/ administrative/ financial matters of any TV Channel. (ii) Professional qualification or training in HR management/ training in establishment/ administrative matters and management of accounts and finance. (iii) Professional qualification/ training in computer applications.
2.	Joint Director (RSTV)	[^] 1	Group A	Level 12	50% <i>Provided that if sufficient number of eligible persons in the feeder grade are not available or are not found suitable for promotion to the post, the unfilled vacancy shall be filled by deputation/ absorption/ re-employment.</i>	50%		<u>For promotion-</u> By selection from the grade of Deputy Director(RSTV) with a minimum of 3 years service in the grade or 6 years combined service in the grades of Deputy Director(RSTV) and Executive Officer in accordance with seniority in the higher grade. <u>For deputation/absorption/re-employment -</u> By selection from amongst persons having at least 5 years experience in establishment/administrative matters and holding or having held in the Government/Public Sector Organizations/ Autonomous Bodies: (i) Post(s) in Level 12 or equivalent post (s); or (ii) With minimum 3 years service in Post(s) in Level 11 or a minimum of 6 years combined service in posts in Level 11 and in Level 10. Preference will be given to persons having: (i) Experience of dealing with establishment/ administrative/ financial matters of any TV Channel. (ii) Professional qualification or training in HR management/ training in establishment/ administrative matters and management of accounts and finance. (iii) Professional qualification/ training in computer applications.
3.	Deputy Director (RSTV)	[^] 1	Group A	Level 11	66.67% <i>Provided that if sufficient</i>	33.33%		<u>For promotion-</u> By selection from the grade of Executive Officer with a

[^] Substituted vide Rajya Sabha Secretariat (Methods of Recruitment and Qualifications for Appointment) Amendment Order (No. 4/2021) dated 31st December, 2021.

					<i>number of eligible persons in the feeder grade are not available or are not found suitable for promotion to the post, the unfilled vacancy shall be filled by deputation /absorption/ re-employment.</i>		<p>minimum of 3 years service in the grade or 13 years combined service in the grades of Executive officer and Channel Assistant.</p> <p><u>For deputation/absorption/re-employment-</u></p> <p>By selection from amongst persons having at least 5 years experience in establishment/ administrative matters and holding or having held in the Government/Public Sector Organizations/ Autonomous Bodies:-</p> <p>(i) Post(s) in Level 11 or equivalent post (s); or (ii) With minimum 3 years service in Post(s) in Level 10 or a minimum 8 years combined service in posts in Level 10 and Level 8.</p> <p>Preference will be given to persons having:</p> <p>(i) Experience of dealing with establishment/ administrative/ financial matters of any TV Channel. (ii) Professional qualification in HR management/ training in establishment/ administrative matters and matters relating to accounts and finance. (iii) Professional qualification/ training in computer applications.</p>
4.	Executive Officer	[^] 1	Group A	Level 10	50% <i>Provided that if sufficient number of eligible persons in the feeder grade are not available or are not found suitable for promotion to the post, the unfilled vacancy shall be</i>	50%	<p><u>For promotion-</u></p> <p>By selection from the grade of Channel Assistant with a minimum of 10 years of service in the grade or 20 years combined service in the grades of Channel Assistant and Junior Channel Assistant.</p> <p><u>For deputation/absorption/re-employment-</u></p> <p>By selection from amongst persons having at least 5 years experience in establishment/ administrative matters and holding or having held in the Government/ Public Sector Organizations/ Autonomous Bodies:-</p> <p>(i) Post(s) in Level 10 or equivalent post(s); or (ii) With a minimum 5 years service in Post(s) in Level 8 or a minimum 10 years service in the post(s) in Level 7 or a minimum 10 years combined service in the post (s)</p>

[^] Substituted *vide* Rajya Sabha Secretariat (Methods of Recruitment and Qualifications for Appointment) Amendment Order (No. 4/2021) dated 31st December, 2021.

					<i>filled by deputation/ absorption/ re- employment.</i>			in Level 8 and in Level 7. Preference will be given to persons having : (i) Experience of dealing with establishment/ administrative/ financial matters of any TV Channel. (ii) Professional qualification in HR management/ training in establishment/ administrative matters and matters relating to accounts and finance. (iii) Professional qualification/ training in computer applications.
[^] 5.	Channel Assistant	[^] 9	Group B	Level 7	40%	40%	20%	<p><u>For promotion</u> -</p> <p>By selection from the grade of Junior Channel Assistant with a minimum of 10 years service in the grade.</p> <p><u>For deputation/ absorption/ re-employment</u> -</p> <p>By selection from amongst persons having at least 3 years experience in establishment/ administration/ Accounts and Finance and holding or having held in the Government/Public Sector Organizations/ Autonomous Bodies:</p> <p>(i) Post(s) in Level 7 or equivalent post(s); or (ii) With a minimum 5 years service in post(s) in Level 7/ Level 6 or a minimum 10 years service in the post(s) in Level 4 or a minimum combined service of 10 years in Level 6 and Level 4 in the Pay Matrix.</p> <p><u>For direct recruitment-</u></p> <p>By selection by open competitive examination from amongst the candidates possessing Bachelor's Degree in any discipline from a recognized University.</p> <p><u>Desirable</u> - 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><u>Note</u> - The direct recruit candidates appointed in the grade shall continue to remain on probation and will not earn their increments till such time they qualify in a typing test on computer at the speed</p>

[^] Substituted *vide* Rajya Sabha Secretariat (Methods of Recruitment and Qualifications for Appointment) Amendment Order (No. 4/2021) dated 31st December, 2021.

								<p>of 26.7 words per minute (8000 key depressions per hour) in English/ Hindi typewriting on computer. The candidates who are unable to qualify in such a typing test within 5 years from the date of their appointment shall be discharged from the service of the Secretariat.</p> <p>Preference will be given to persons having :</p> <p>(i) Experience of dealing with establishment/ administrative/ financial matters of any TV Channel.</p> <p>(ii) Professional qualification in HR management/ training in establishment/ administrative matters and matters relating to accounts and finance.</p> <p>(iii) Professional qualification/ training in computer applications.</p>
^6.	Junior Channel Assistant	^6	Group C	Level 4	20%	40%	40%	<p><u>For promotion -</u></p> <p>By selection on the basis of competitive departmental examination open to regular employees in the Channel having a minimum typing speed of 40 words per minute in English/ Hindi typewriting and qualifications of Senior Secondary or equivalent.</p> <p><u>For deputation/ absorption/ re-employment -</u></p> <p>By selection from amongst persons having at least 3 years experience in clerical work and having typing speed of at least 40 words per minute in English/ Hindi typewriting on computer and holding or having held in the Government/ Public Sector Organisations/ Autonomous Bodies :</p> <p>(i) Post(s) in Level 4 or equivalent post(s); or</p> <p>(ii) With minimum 5 years service in post(s) in Level 2 in the Pay Matrix.</p> <p>Preference will be given to persons having professional qualification/ training in computer applications.</p> <p><u>For direct recruitment-</u></p> <p>Through open competitive examination from amongst candidates possessing minimum qualification of graduation and minimum typing speed of 40 wpm.</p>

^ Substituted *vide* Rajya Sabha Secretariat (Methods of Recruitment and Qualifications for Appointment) Amendment Order (No. 4/2021) dated 31st December, 2021.

Note: The Post of Accounts Officer at S.No. 5 and the post of Cashier at S.No. 8 was deleted and the existed S.No. 6 and 7 was re-numbered as S.No. 5 and 6 *vide* Rajya Sabha Secretariat (Methods of Recruitment and Qualifications for Appointment) Amendment Order (No. 4/2021) dated 31st December, 2021

*** APPENDIX**

Posts in various Services of the Rajya Sabha Secretariat suitable for various categories of disabilities are as indicated hereunder:-

Sl. No.	Post Identified	Classification of Post	Benchmark Disabilities Identified for the Post	Functional Requirements of the Post
(1)	(2)	(3)	(4)	(5)
<u>Legislative, Financial, Executive & Administrative Service (LAFEAS)</u>				
1.	Legislative/ Committee/ Protocol/ Executive Officer	Group A	(a) Locomotor Disability (OL, OA, BL, OAL) including leprosy cured, dwarfism and acid attack victim. (b) Low Vision. (c) Deaf and Hard of Hearing. (d) Multiple disabilities from amongst (a) to (c) above.	C, H, MF, RW, S, SE
2.	Assistant Legislative/ Committee/ Protocol/ Executive Officer	Group B	(a) Locomotor Disability (OL, OA, BL, OAL) including cerebral palsy, leprosy cured, dwarfism and acid attack victim. (b) Low Vision. (c) Deaf and Hard of Hearing. (d) Multiple disabilities from amongst (a) to (c) above.	C, H, MF, RW, S, SE
3.	Secretariat Assistant	Group B	(a) Locomotor Disability (OL, BL) including cerebral palsy, leprosy cured, dwarfism and acid attack victim. (b) Low Vision. (c) Deaf and Hard of Hearing. (d) Multiple disabilities from amongst (a) to (c) above.	C, H, MF, RW, S, SE
<u>Library, Reference, Research, Documentation & Information Service (LARRDIS)</u>				
4.	Assistant Research/ Reference Officer	Group B	(a) Locomotor Disability (OL, OA, BL, OAL) including cerebral palsy, leprosy cured, dwarfism and acid attack victim.	C, H, MF, RW, S, SE

* Substituted *vide* Rajya Sabha Secretariat (Methods of Recruitment and Qualifications for Appointment) Amendment Order (No. 1/2022) dated 18th April, 2022.

Sl. No.	Post Identified	Classification of Post	Benchmark Disabilities Identified for the Post	Functional Requirements of the Post
(1)	(2)	(3)	(4)	(5)
			(b) Low Vision. (c) Deaf and Hard of Hearing. (d) Multiple disabilities from amongst (a) to (c) above.	
<u>Verbatim Reporting Service (VRS)</u>				
5.	Parliamentary Reporter	Group A	Locomotor Disability(OL) including leprosy cured, dwarfism and acid attack victim.	C, H, MF, RW, S, SE, ST, W
<u>Private Secretaries and Stenographic Service (PSSS)</u>				
6.	Personal Assistant	Group B	(a) Locomotor Disability(OL, BL) including cerebral palsy, leprosy cured, dwarfism, acid attack victim and muscular dystrophy. (b) Low Vision. (c) Hard of Hearing. (d) Multiple disabilities from amongst (a) to (c) above.	C, H, MF, RW, S, SE, BN
<u>Simultaneous Interpretation Service (SIS)</u>				
7.	Parliamentary Interpreter	Group A	(a) Locomotor Disability (OL, OA) including leprosy cured, dwarfism and acid attack victim. (b) Low Vision. (c) Multiple disabilities from amongst (a) & (b) above.	C, H, MF, RW, S, ST
<u>Editorial and Translation Service (E&T Service)</u>				
8.	Translator	Group B	(a) Locomotor Disability(OL, BL, OA, OAL) including cerebral palsy, leprosy cured, dwarfism, acid attack victim and muscular dystrophy.	C, H, MF, RW, S, SE

Sl. No.	Post Identified	Classification of Post	Benchmark Disabilities Identified for the Post	Functional Requirements of the Post
(1)	(2)	(3)	(4)	(5)
			(b) Low Vision. (c) Deaf and Hard of Hearing. (d) Multiple disabilities from amongst (a) to (c) above.	
<u>Parliament Security Service (PSS)</u>				
9.	Sanitary Attendant Grade-III/ Farash	Group C	(a) Locomotor Disability(OL, OA, OAL) including cerebral palsy, leprosy cured, dwarfism, and acid attack victim. (b) Low Vision. (c) Deaf and Hard of Hearing. (d) Autism spectrum disorder (M), Specific Learning Disability and Mental Illness. (e) Multiple disabilities from amongst (a) to (d) above.	BN, C, H, L, KC, MF, PP, RW, SE, ST, W
<u>Messenger Service</u>				
10.	Attendant	Group C	(a) Locomotor Disability (OL, OA, OAL) including cerebral palsy, leprosy cured, dwarfism, and acid attack victim. (b) Low Vision. (c) Deaf and Hard of Hearing. (d) Autism spectrum disorder (M), Specific Learning Disability and Mental Illness. (e) Multiple disabilities from amongst (a) to (d) above.	C,H, L, BN, MF, PP, RW,S, SE, ST, W
11.	Office Work Assistant	Group C	(a) Locomotor Disability (OL, BL) including cerebral palsy, leprosy cured, dwarfism and acid attack victim. (b) Low Vision. (c) Deaf and Hard of Hearing.	C, H, MF, RW, S, SE

Sl. No.	Post Identified	Classification of Post	Benchmark Disabilities Identified for the Post	Functional Requirements of the Post
(1)	(2)	(3)	(4)	(5)
			(d) Multiple disabilities from amongst (a) to (c) above.	

Benchmark Disabilities Abbreviations Used: BL=Both Legs, OA=One Arm, OL=One Leg, OAL=One Arm and One Leg.

Functional Requirements Abbreviations Used: BN=Bending, C=Communication, H=Hearing, KC=Kneeling & Crouching, L=Lifting, MF=Manipulation by Fingers, PP=Pulling & Pushing, RW=Reading & Writing, S=Sitting, SE=Seeing, ST=Standing, W=Walking.