

LOK SABHA SECRETARIAT

**PARLIAMENT HOUSE ANNEXE,
NEW DELHI – 110001.**

**Dated the 25th November, 2011
Agrahayana 04, 1933 (Saka).**

RECRUITMENT AND CONDITIONS OF SERVICE ORDERS

Order No. PDA – 1255/2011

Subject : Methods of Recruitment and Eligibility conditions for appointment to various posts in the Lok Sabha Secretariat.

In exercise of powers conferred under Rules 4 and 5 of the Lok Sabha Secretariat (Recruitment and Conditions of Service) Rules, 1955, the Speaker is pleased to make the following Order amending the R&CS Order No. PDA-1156/2007 dated 21st February, 2007 as amended from time to time :-

ORDER

1. Short title and commencement

- (i) This Order may be called the Lok Sabha Secretariat (Methods of Recruitment and Qualifications for Appointment) Fifth Amendment Order, 2011.
- (ii) It shall come into force with effect from 24.11.2011.

2. Amendment to the Schedule-I

- (A) Against the post of Senior Executive/Legislative/Committee/Protocol Assistant (S.No.5), in Column 7, after the existing entry, the following shall be inserted namely:-

Provided that the unfilled vacancy(ies) reserved for Scheduled Castes or Scheduled Tribes as stipulated in R&CS Order No. PDA-1249/2011 dated 28.09.2011 shall be filled up temporarily from outside the Secretariat by deputation by selection of persons belonging to Scheduled Castes or Scheduled Tribes working in Ministries/Departments of Government of India/ Legislature Secretariats possessing the following qualifications and experience:

- I. (a) Holding analogous posts.

or

(b) in the pay band of Rs.9300-34800 (PB-2) + Grade Pay Rs. 4600 with 05 years regular service in the grade.
- II. A minimum experience of 03 years in the grade of Assistant.
- III. Bachelor's Degree in any discipline.

- (B) Against the post of Executive/Legislative/Committee/Protocol Assistant (S.No.6), in Column 7, after the existing entry "for promotion" but before "Note", the following shall be inserted namely:-

Provided that the unfilled vacancy(ies) reserved for Scheduled Castes or Scheduled Tribes as stipulated in R&CS Order No. PDA-1249/2011 dated 28.09.2011 shall be filled up temporarily from outside the Secretariat by deputation by selection of persons belonging to Scheduled Castes or Scheduled Tribes working in Ministries/Departments of Government of India/ Legislature Secretariats possessing the following qualifications and experience:

- I. (a) Holding the post of Assistant in the pay band of Rs.9300-34800 (PB-2) + Grade Pay Rs. 4600.
or
- (b) Holding the post of Assistant in the pay band of Rs.9300-34800 (PB-2) + Grade Pay Rs. 4200 with 02 years experience.
- II. Bachelor's degree in any discipline.

3. Amendment to Schedule-II

- (A) Against the post of Research/Reference Assistant (S.No.17), in Column 7, after the existing entry, the following shall be inserted namely:-

Provided that the unfilled vacancy(ies) reserved for Scheduled Castes or Scheduled Tribes as stipulated in R&CS Order No. PDA-1249/2011 dated 28.09.2011 shall be filled up temporarily from outside the Secretariat by deputation by selection of persons belonging to Scheduled Castes or Scheduled Tribes working in Ministries/Departments of Government of India/ Legislature Secretariats possessing the following qualifications and experience:

- I. (a) Holding analogous posts.
or
- (b) in the pay band of Rs.9300-34800 (PB-2) + Grade Pay Rs. 4600 with 05 years regular service in the grade.
- II. A minimum experience of 03 years in Research/Library work.
- III. Master's Degree in any discipline or Bachelor's degree in Law.

- 3-
- (B) Against the post of Senior Library Assistant (S.No.18), in Column 7, after the existing entry, the following shall be inserted namely:-

Provided that the unfilled vacancy(ies) reserved for Scheduled Castes or Scheduled Tribes as stipulated in R&CS Order No. PDA-1249/2011 dated 28.09.2011 shall be filled up temporarily from outside the Secretariat by deputation by selection of persons belonging to Scheduled Castes or Scheduled Tribes working in Ministries/Departments of Government of India/ Legislature Secretariats possessing the following qualifications and experience:

- I. (a) Holding analogous posts.

or
- (b) in the pay band of Rs.9300-34800 (PB-2) + Grade Pay Rs. 4200 with 05 years regular service in the grade.
- II. A minimum experience of 03 years in Library work.
- III. Bachelor's Degree in Library Science.

4. Amendment to Schedule-IV

- (A) Against the post of Private Secretary (S.No.29), in Column 7, after the existing entry, the following shall be inserted namely:-

Provided that the unfilled vacancy(ies) reserved for Scheduled Castes or Scheduled Tribes as stipulated in R&CS Order No. PDA-1249/2011 dated 28.09.2011 shall be filled up temporarily from outside the Secretariat by deputation by selection of persons belonging to Scheduled Castes or Scheduled Tribes working in Ministries/Departments of Government of India/ Legislature Secretariats possessing the following qualifications and experience:

- I. (a) Holding analogous posts.

or
- (b) in the pay band of Rs.9300-34800 (PB-2) + Grade Pay Rs. 4800 with 05 years regular service in the grade.
- II. A minimum experience of 10 years in stenography/secretarial assistance.
- III. Bachelor's Degree in any discipline.

- 4-
- (B) Against the post of Senior Personal Assistant (S.No.30), in Column 7, after the existing entry, the following shall be inserted namely:-

Provided that the unfilled vacancy(ies) reserved for Scheduled Castes or Scheduled Tribes as stipulated in R&CS Order No. PDA-1249/2011 dated 28.09.2011 shall be filled up temporarily from outside the Secretariat by deputation by selection of persons belonging to Scheduled Castes or Scheduled Tribes working in Ministries/Departments of Government of India/ Legislature Secretariats possessing the following qualifications and experience:

- I. (a) Holding analogous posts.
or
- (b) in the pay band of Rs.9300-34800 (PB-2) + Grade Pay Rs. 4600 with 05 years regular service in the grade.
- II. A minimum experience of 05 years in stenography/secretarial assistance.
- III. Bachelor's Degree in any discipline.

- (C) Against the post of Personal Assistant (S.No.31), in Column 7, after the existing entry, the following shall be inserted namely:-

Provided that the unfilled vacancy(ies) reserved for Scheduled Castes or Scheduled Tribes as stipulated in R&CS Order No. PDA-1249/2011 dated 28.09.2011 shall be filled up temporarily from outside the Secretariat by deputation by selection of persons belonging to Scheduled Castes or Scheduled Tribes working in Ministries/Departments of Government of India/ Legislature Secretariats possessing the following qualifications and experience:

- I. (a) Holding analogous posts.
or
- (b) in the pay band of Rs.5200-20200 (PB-1) + Grade Pay Rs.4200 with 05 years regular service in the grade.
- II. A minimum experience of 03 years in stenography/secretarial assistance.
- III. Bachelor's Degree in any discipline.

5. Amendment to Schedule-VI

- (A) Against the post of Lithographic Operator (S.No.44), in Column 7, after the existing entry, the following shall be inserted namely:-

Provided that the unfilled vacancy(ies) reserved for Scheduled Castes or Scheduled Tribes as stipulated in R&CS Order No. PDA-1249/2011 dated 28.09.2011 shall be filled up temporarily from outside the Secretariat by deputation by selection of persons belonging to Scheduled Castes or Scheduled Tribes working in Government Press/ Legislature Secretariats possessing the following qualifications and experience:

- (a) Holding the post of Lithographic Operator in the pay band of Rs.9300-34800 (PB-2) + Grade Pay Rs. 4200.

or

- (b) in the pay band of Rs.5200-20200 (PB-1) + Grade Pay Rs.2800 with 05 years experience in hand composing in English & Hindi, Operation of Letterpress, Offset and Screen Printing Machines.

- (B) Against the post of Proof Reader (S.No.45), in Column 7, after the existing entry, the following shall be inserted namely:-

Provided that the unfilled vacancy(ies) reserved for Scheduled Castes or Scheduled Tribes as stipulated in R&CS Order No. PDA-1249/2011 dated 28.09.2011 shall be filled up temporarily from outside the Secretariat by deputation by selection of persons belonging to Scheduled Castes or Scheduled Tribes working in Government Press/ Legislature Secretariats possessing the following qualifications and experience:

- (a) Holding the post of Proof Reader in the pay band of Rs.9300-34800 (PB-2) + Grade Pay Rs. 4200.

or

- (b) in the pay band of Rs.5200-20200 (PB-1) + Grade Pay Rs.2800 with 05 years experience in Proof Reading/ as Copy Holder.

- (C) Against the post of Binder Grade-I (S.No.56), in Column 7, after the existing entry, the following shall be inserted namely:-

Provided that the unfilled vacancy(ies) reserved for Scheduled Castes or Scheduled Tribes as stipulated in R&CS Order No. PDA-1249/2011 dated 28.09.2011 shall be filled up temporarily from outside the Secretariat by deputation by selection of persons belonging to Scheduled Castes or Scheduled Tribes working in Government Press/ Legislature Secretariats possessing the following qualifications and experience:

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(a) Holding the post of Binder in the pay band of Rs.5200-20200 (PB-1) + Grade Pay Rs.2800.

or

(b) in the pay band of Rs.5200-20200 (PB-1) + Grade Pay Rs.2400 with 05 years experience of binding work.

6. Amendment to Schedule-VIII

(A) Against the post of Senior Security Assistant (S.No.70), in Column 7, after the existing entry, the following shall be inserted namely:-

Provided that the unfilled vacancy(ies) reserved for Scheduled Castes or Scheduled Tribes as stipulated in R&CS Order No. PDA-1249/2011 dated 28.09.2011 shall be filled up temporarily from outside the Secretariat by deputation by selection of persons belonging to Scheduled Castes or Scheduled Tribes working in Central/State Police Organisations/Cabinet Secretariat/Intelligence Bureau:

I. (a) Holding analogous posts.

or

(b) in the pay band of Rs.9300-34800 (PB-2) + Grade Pay Rs. 4600 with 05 years regular service in the grade.

II. A minimum experience of 10 years in security related matters.

III. Bachelor's Degree in any discipline.

(B) Against the post of Senior Security Assistant (Technical) (S.No.79), in Column 7, after the existing entry but before Note, the following shall be inserted namely:-

Provided that the unfilled vacancy(ies) reserved for Scheduled Castes or Scheduled Tribes as stipulated in R&CS Order No. PDA-1249/2011 dated 28.09.2011 shall be filled up temporarily from outside the Secretariat by deputation by selection of persons belonging to Scheduled Castes or Scheduled Tribes working in Central/State Police Organisations/Cabinet Secretariat/Intelligence Bureau:

I. (a) Holding analogous posts.

or

(b) in the pay band of Rs.9300-34800 (PB-2) + Grade Pay Rs. 4600 with 05 years regular service in the grade.

II. A minimum experience of 10 years in installation and maintenance of micro-processor based access control system/CCTV system/anti-sabotage equipments/computer controlled radio communication system and electronic instruments/ exposure to latest operating systems such as Linex/ Windows NT/ Novell and RDBMS in LAN/ WAN environment.

- (C) Against the post of Security Assistant Grade-I (Technical) (S.No.80), in Column 7, after the existing entry but before Note, the following shall be inserted namely:-

Provided that the unfilled vacancy(ies) reserved for Scheduled Castes or Scheduled Tribes as stipulated in R&CS Order No. PDA-1249/2011 dated 28.09.2011 shall be filled up temporarily from outside the Secretariat by deputation by selection of persons belonging to Scheduled Castes or Scheduled Tribes working in Central/State Police Organisations/Cabinet Secretariat/Intelligence Bureau:

- I. (a) Holding analogous posts.
or
(b) in the pay band of Rs.9300-34800 (PB-2) + Grade Pay Rs. 4200 with 05 years regular service in the grade.
- II. A minimum experience of 05 years in installation and maintenance of micro-processor based access control system/CCTV system/anti-sabotage equipments/computer controlled radio communication system and electronic instruments/ exposure to latest operating systems such as Linex/ Windows NT/ Novell and RDBMS in LAN/ WAN environment.

T.K. VISWANATHAN
SECRETARY-GENERAL

F. No.31/24/2011/AN-I

Dated the 25th November, 2011
Agrahayana 04, 1933 (Saka).

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All Branches (AN-I Branch – 10 copies).



(A. LOUIS MARTIN)
JOINT SECRETARY