



RAJYA SABHA SECRETARIAT

PARLIAMENT HOUSE ANNEXE
NEW DELHI

No. RS.42/1/2021-Perl

Dated the 22nd December, 2021

OFFICE MEMORANDUM

Rajya Sabha Secretariat proposes to fill up the post of Joint Secretary & Financial Advisor (Group 'A' Gazetted) in Level 14 in the Pay Matrix through deputation by selection from amongst officers 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. The conditions of eligibility of the post are as given in the Annexure I of this Office Memorandum.

2. The candidates, who are below 56 years of age as on the last date of receipt of the applications, and are desirous of being considered for appointment to the above post, may apply in the enclosed Application format as given in the Annexure II of this Office Memorandum and the application, complete in all respects, should reach 'Director (Personnel), Room No. 240, Second Floor, Rajya Sabha Secretariat, Parliament of India, Parliament House Annexe, New Delhi- 110001' latest by 5.00 pm on 24th January, 2022.

3. Applications of only such officers will be considered as are routed through proper channel and are accompanied with -

- bio-data in the proforma at Annexure II;
- clear attested photocopies of the up-to-date APAR dossier of the officer containing APARs of last 5 years; and
- clearance from vigilance and disciplinary angle, integrity certificate and a statement showing major/minor penalties imposed, if any, during the last ten years (Annexure III).

4. No application received after the due date and time shall be entertained. Incomplete applications or applications received without APAR dossier or vigilance clearance shall be summarily rejected and no further correspondence in this regard shall be entertained.

Services-II Branch

Diary No 134135

Date 04/01/22

CS (Busy)

PS/CS

31/12/21

SSPS

Q

3.1.2022

UFA

31/12/21

(CHITRA G.)
DEPUTY SECRETARY

2/...

No. RS. 42/1/2021-Perl.

Copy to :-

1. Office of Hon'ble Chairman, Rajya Sabha
2. Office of Secretary-General, Rajya Sabha
3. Office of AS(P)
4. Office of Director (P)
5. Office of DS (P)
6. All Ministries/Departments of Government of India/Chief Secretaries of all States/ Union Territories/ Lok Sabha Secretariat/ President's Secretariat/ Vice President's Secretariat/ Supreme Court of India/ High Courts, Constitutional Bodies, Autonomous Bodies, Statutory Organisations, Central/ State Regulatory Authorities and PSUs- with a request to give wide publicity to this Circular in their Offices and Bodies under their control.
7. Notice Board, Rajya Sabha Secretariat
8. All Officers/Sections. P.S.s/P.A.s and Pay & Accounts Office, Rajya Sabha
9. NIC- for placing the advertisement on the Intranet/Website of the Rajya Sabha Secretariat

CS (Bus)

pscs

ANNEXURE I

Name of the Post, Classification and Scale of Pay	No. of Post	Eligibility Conditions
Joint Secretary & Financial Advisor Group 'A' Gazetted Level 14 in the Pay Matrix	1	<u>For deputation (including short term contract)/absorption</u> 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 (ii) Possessing at least 5 years experience in the field of accounts management, accounts maintenance, expenditure control, preparation of budget estimates, audit etc. Desirable: Preference shall be given to the officers having: (i) Experience in financial and accounting matters in a government department(s). (ii) Professional qualification in finance or/and accounts or training in finance & accounts. (iii) Professional qualification/ training in computer applications relating to financial software. The period of deputation shall not ordinarily exceed three years.

**APPLICATION FOR THE POST OF JOINT SECRETARY & FINANCIAL ADVISOR
IN THE RAJYA SABHA SECRETARIAT ON DEPUTATION/ FOREIGN SERVICE
BASIS**

1. Name (in block letters):
2. Address for correspondence with telephone/ mobile number & E-mail address:
3. Present Designation:
4. Organisation where working along with address in full:
5. In case the present employment is held on deputation/contract basis, please state-
 - a. The date of appointment:
 - b. Period of appointment on deputation/contract:
 - c. Name of the parent office/organisation to which you belong:
6. Date of Birth:
7. Date of retirement:
8. Scale of Pay of the post presently held and last held & Basic Pay drawn:
9. Educational Qualifications:
10. Whether belong to SC/ST/OBC:
11. Technical/Professional qualification, if any:
12. Training:
13. Details of employment in chronological order:

(Please enclose a separate sheet, duly authenticated)

Sl. No.	Name of the Ministry/ Department Office	Post held	From	To	Scale of Pay	Nature of duties
(1)	(2)	(3)	(4)	(5)	(6)	(7)

:2:

14. Whether fulfils prescribed eligibility criteria: Yes/ No

If yes, please furnish details below:

- (i) Present post held and date of appointment to the said post :
- (ii) Experience:
- (iii) Desirable Qualification:

15. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient:

Dated:

Signature of the applicant

Address: _____

E-mail: _____

Telephone: _____

Mobile No: _____

CERTIFICATE

(FROM THE EMPLOYER)

1. Certified that particulars furnished by Shri/Smt./Kum. _____ have been verified from his/her record and found correct.
2. No vigilance/ disciplinary case is either pending or contemplated against Shri/Smt./Kum. _____. His/her integrity is certified.
3. No major or minor penalty was imposed on Shri/Smt./Kum. _____ during the last 10 years as per records in the Department.

**SIGNATURE OF HEAD OF OFFICE/ DEPARTMENT
WITH STAMP**

PLACE:

DATE: