Assistant Research/Reference Officer

This post belongs to the Library, Reference, Research, Documentation and Information Service. Assistant Research/Reference Officer is the highest level at which direct recruitment is made in this service. For structure and sanctioned strength of various grades in the service *click here*. The post carries a pay scale of Rs.9300-34800(Pay Band-2) with Grade Pay of Rs.4800/- (Pre-revised). The incumbent of the post, in addition to pay and grade pay also gets DA, HRA & Parliamentary Allowance, as admissible, from time to time. CGHS facilities, Housing facilities, LTC and Tuition fee reimbursement benefits are also admissible.

Joint Secretary is the highest grade available in this service but its members can also be considered for appointment to higher grades in this Secretariat. The mode of recruitment to various grades of this service is given in Rajya Sabha Secretariat (Methods of Recruitment and Qualification for Appointment) Order, 2017, which is available at www.rajyasabha.nic.in/recruitment.

The primary responsibility of an Assistant Research/Reference Officer is to provide research assistance to the Chairman, Deputy Chairman, Secretary-General and the senior officers of the Secretariat on topics of interests to Parliament. He/she is *inter-alia* required to prepare research notes on the procedures & practices existing in Parliaments of various countries and on matters of interests to Parliament or connected therewith; prepare speeches; interventions, messages; articles, research notes etc.; answers to Questionnaires received from various bodies etc. and compile/collect information sought by various national and international bodies; preparation of 'Sessional Review' to be published in the Journal of Parliamentary Information (JPI); and prepare papers & background notes on topical issues for use of Members of Rajya Sabha. In addition, he/she will also be required to perform such other duties and discharge responsibilities as may be assigned to him/her from time to time.