

RAJYA SABHA SECRETARIAT

PARLIAMENT HOUSE ANNEXE
NEW DELHI

Dated the 23rd November, 2021

RECRUITMENT AND CONDITIONS OF SERVICE ORDER

(No. 4/2021)

Subject : Amendment to the Rajya Sabha Secretariat (Methods of Recruitment and Qualifications for Appointment) Order, 2020.

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, the Chairman, Rajya Sabha, hereby, makes the following Order amending the Rajya Sabha Secretariat (Methods of Recruitment and Qualifications for Appointment) Order, 2020:-

1. Short Title and Commencement

(1) This Order may be called the Rajya Sabha Secretariat (Methods of Recruitment and Qualifications for Appointment) Amendment Order (No. 3 of 2021).

(2) It shall come into force with effect from 11th November, 2021.

2. Amendment to the Schedule XI

After Sl. No. 6 [Bearer Grade II of Schedule XI] the following shall be inserted at Sl. No. 7:-

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)
7.	Office Work Assistant	50 (25 English & 25 Hindi)	Group 'C'	Level 4	50%	-	50%	<u>For promotion-</u> 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: (a) Minimum educational qualification of Intermediate/ Senior Secondary/ 10+2 and equivalent. (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 (c) Working knowledge of basic

							<p>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><u>For direct recruitment-</u></p> <p>(i) By selection through open competitive examination from 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><u>For deputation/ absorption/ foreign service</u></p> <p>(a) By selection of suitable officer(s) working in the Central or the State/ Union Territory Government/ 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 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</p>
--	--	--	--	--	--	--	---

								<p>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>
--	--	--	--	--	--	--	--	---

3. Amendment to the Schedule II

Against the post of Secretariat Assistant [Sl. No. 11 of Schedule II] for the existing entries in Column No.(s) 5 and 6, the following shall be **substituted:-**

Proportion of vacancies to be filled by			Methods of Recruitment & Qualifications for Appointment
Promotion	Deputation (including short term/ contract)/ Absorption	Direct recruitment	
(5)			(6)
25%	-	<p>75%</p> <p><i>Provided that pending filling 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></p> <p>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></p> <p>(i) By selection through open competitive examination from amongst candidates possessing minimum qualification of Bachelor's degree in any discipline from a recognized 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></p> <p>By selection of suitable officer(s) working in the Central or the State/ Union Territory Government/ 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</p>

			<p>the parent cadre or department; and</p> <p>(iii) possessing minimum qualification of Bachelor's degree in any discipline from a recognized 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>
--	--	--	---

Sd/-
(P. C. MODY)
SECRETARY-GENERAL

No. RS. 14/1/2021-Perl.

Dated the 23rd November, 2021

Copy to:

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


(JAGDISH KUMAR)
ADDITIONAL SECRETARY