

LOK SABHA SECRETARIAT

Room No. 521

Telegrams : LOKSABHA, NEW DELHI
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NEW DELHI-110001

F.No. RB019/41/2022-R.B

02 May, 2022

OFFICE MEMORANDUM**Subject: Filling up of vacancies on deputation basis in various grades in Technical Wing of Parliament Security Service (PSS), Lok Sabha Secretariat.**

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The undersigned is directed to state that Lok Sabha Secretariat proposes to fill up vacancies in the following grades in Lok Sabha Secretariat on deputation basis by selection from amongst the regular employees belonging to SC/ST category who are Indian citizens and working in the Central/State Police Organisations/Cabinet Secretariat/ Intelligence Bureau fulfilling the following conditions :-

Sl. No.	Grade/Post	Number of vacancies	SC	ST	Essential eligibility conditions and Technical experience
1.	Security Officer (Technical) <i>[Level 10 (Rs. 56100 – 177500) in the Pay Matrix]</i>	03	02	01	<u>ESSENTIAL QUALIFICATION AND ELIGIBILITY CONDITIONS:-</u> Bachelor's Degree in any discipline Officers in Level 10 in the Pay Matrix (OR) In Level 7 in the Pay Matrix with 5 years service in the Level (OR) 10 years combined service in Level 7 and Level 6 in the Pay Matrix. <u>ESSENTIAL EXPERIENCE:</u> Knowledge/experience of computer/micro-processor based access control system / CCTV system / anti-sabotage equipments, handling of UNIX/AIX based Main Frame Server with Wide Area Network experience and Visual Basic and Crystal Reports. <u>JOB RESPONSIBILITY:</u> (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 programmes, to create and administer etc. (iii) To update anti-virus software, install application software, Database administration etc.

2.	Assistant Security Officer (Technical) <i>[Level 8 (Rs. 47600 – 151100) in the Pay Matrix]</i>	06	04	02	<u>ESSENTIAL ELIGIBILITY CONDITIONS:</u> I. (a) Holding analogous posts (OR) (b) In Level 7 in the Pay Matrix with 5 years' 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.
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2. **The upper age limit is 56 years for the said posts/grades.** The age, educational qualifications and experience will be reckoned as on **15 June, 2022.**
3. The initial period of deputation shall be for two years which may be extended for a period of one year at a time subject to maximum period of 7 years. The other terms and conditions of deputation will be in accordance with the instructions contained in Department of Personnel & Training O.M. No. 6/8/2009-Estt(Pay-II) dated 17.06.2010 and adopted by Lok Sabha Secretariat *vide* R&CS Order No. Misc. 87/2011 dated 04.02.2011.
4. No residential accommodation will be provided to the incumbent from Lok Sabha Secretariat Pool till she/he is on deputation in this Secretariat.
5. All eligible candidates will have to appear in a Personal Interview. Selection will be based on the result of the Personal Interview subject to securing of the minimum cut-off percentage of marks of 40% for all categories of candidates in the Personal Interview and also subject to the number of vacancies available.
6. Applications of the eligible candidates may be forwarded in the prescribed format, given in **Annexure** along-with complete and up-to-date attested copies of Annual Confidential Reports/APARs for the last 5 years of service, Vigilance and Integrity Certificate and Experience Certificate in respect of the applicant(s) so as to reach the **Recruitment Branch, Lok Sabha Secretariat, Room No. 521, Parliament House Annexe, New Delhi – 110001** latest by **15 June, 2022.** The applicant once selected will not be allowed to withdraw her/his candidature subsequently.
7. Applications without accompanying ACRs/APARs will be summarily rejected and no correspondence relating thereto will be entertained. Further, in case any adverse entry is found in the Annual Confidential Report(s)/Annual Performance Appraisal Report(s) of a candidate (for the prescribed years of service) at any stage, her/his candidature/appointment is liable to be cancelled/terminated.
8. Applications which are illegible, not conforming to the instructions contained in this O.M. or received after the last date will be summarily rejected. **The last date of receipt of application is 15 June, 2022.**
9. Canvassing in any manner would lead to summary rejection of application and candidature at any stage.
10. All particulars (except Residential Address) furnished by the applicant will be treated as final and no change will be allowed therein later on.
11. The number of vacancies specified is subject to change.

12. Lok Sabha Secretariat reserves the right to cancel the programme of filling up of the said vacancies for any post(s) or all the posts at any stage without any prior notice and without assigning any reason therefor.

13. RIGHT TO RESTRICT NUMBER OF CANDIDATES FOR PERSONAL INTERVIEW: Lok Sabha Secretariat reserves the right to restrict the number of applicants, on the basis of information furnished by them in their applications, who may be called for the Personal Interview.

14. The Hon'ble High Court of Delhi at New Delhi will have the jurisdiction to settle and decide all matters and disputes related to this recruitment process.



DEPUTY SECRETARY
23034521 / 5564

To

The Central/State Police Organisations/Cabinet Secretariat/Intelligence Bureau
(with the request to bring this memorandum to the notice of their employees)

PARLIAMENT OF INDIA
(Recruitment Branch, Lok Sabha Secretariat)

APPLICATION FORMAT

Roll No.

(To be filled in by RB)

[For the Post of _____ (Technical)]

Affix recent attested
passport size
photograph

1. Name (in Block Letters) : _____
2. Father's /Husband's Name : _____
3. Mother's Name : _____
4. Nationality : _____
5. Address : _____
(a) For communication : _____

(b) Permanent : _____

6. Present office address : _____

- Telephone/Mobile No. : _____ e-mail: _____
7. (a) Date of Birth : _____
(b) Age as on 15.06.2022 : _____ (years) _____ (months) _____ (days)
8. Date of superannuation : _____ (month) _____ (year)
9. Category (SC/ST) : _____

10. Details of service (please attach separate sheet, if required) :

Sl. No.	Name of the Organisation	Post held	Scale of pay#		Served From - To	Length of service	Whether regular or not	Nature of duties performed
			Pre-revised	Revised				
(i)	(ii)	(iii)	(iv)	(v)	(vi)	(vii)	(viii)	(ix)

Details of revised/re-structured scale (s) of pay prior to 01.01.2017 or thereafter.

Present - Basic Pay: Rs. _____ Grade Pay: _____ Level in Pay Matrix _____

11. Educational qualifications (including professional/ technical qualifications, if any):
(Please attach separate sheet, if required).

Sl. No.	Exam passed	Institute/ University	Subjects studied	Year of passing	% of marks

12. Any other relevant information: _____
(please attach separate sheet, _____
if required) _____

13. **DECLARATION :**

I declare that I fulfil the eligibility conditions as per the O.M. No. RB019/41/2022-R.B dated 02.05.2022 and that all the statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage or not satisfying the eligibility conditions according to the requirements mentioned in the said O.M., my candidature/appointment is liable to be cancelled/terminated.

Signature of the candidate

Place:

Date:

VIGILANCE AND INTEGRITY CERTIFICATE

(To be given by the Head of Office of the applicant)

1. It is certified that the particulars furnished by the applicant are correct. She/He possesses the required Technical Experience and this has been certified in the enclosed proforma.
2. It is certified that no disciplinary/vigilance case is pending against the applicant and she/he is clear from the vigilance angle.
3. Her/his integrity is certified.
4. It is certified that no minor/major penalties have been imposed on the applicant during the last ten years.
5. Copies of Annual Confidential Reports/Annual Performance Appraisal Reports for the last 5 years are enclosed.
6. It is certified that in the event of selection, the officer will be relieved of her/his duties immediately and she/he shall not be allowed to withdraw the candidature.

Signature of the forwarding authority

Name: _____

Designation: _____

Note:

Application form not accompanied by complete and up-to-date attested copies of ACRs/APARs for the last five years (in case the actual service of a candidate is less than 05 years, the actual completed years of service) alongwith Vigilance and Integrity Certificate and Experience Certificate (enclosed Proforma) will be summarily rejected and no correspondence relating thereto will be entertained.

EXPERIENCE CERTIFICATE**[To be furnished by applicant applying for the post of SECURITY OFFICER (TECHNICAL)]**

This is to certify that Ms./Smt./Shri _____ Designation _____ is
 (Name of the Candidate)
 working in _____
 (Name of the Organization)

2. During her/his service in _____ she/he gained
 Knowledge/Technical Experience of :-

Field		Yes*	No*
(i)	computer/micro-processor based access control system		
(ii)	CCTV System		
(iii)	anti-sabotage equipments, handling of UNIX/AIX based Main Frame Server with Wide Area Network experience and Visual Basic and Crystal Reports		

* Please write 'Yes' or 'No' (as the case may be) in the appropriate column against each field

PLACE:

Date:

(SIGNATURE OF THE COMPETENT ISSUING AUTHORITY)

Name: _____

Designation: _____

Office Name, Address and Official Stamp/Seal: _____

EXPERIENCE CERTIFICATE**[To be furnished by applicant applying for the post of ASSISTANT SECURITY OFFICER (TECHNICAL)]**

This is to certify that Ms./Smt./Shri _____ Designation _____ is
 (Name of the Candidate)
 working in _____
 (Name of the Organization)

2. During her/his service in _____ she/he gained 'Technical'
 Experience of _____ years (as on 15.06.2022) in installation/maintenance of :-

Field		Yes*	No*
(i)	Micro-processor based access control system		
(ii)	CCTV system		
(iii)	anti sabotage equipments		
(iv)	computer controlled radio communication system and electronic instruments		
(v)	exposure to latest operating systems such as Linex/Windows NT/Novell and RDBMS in LAN/WAN environment		

* Please write 'Yes' or 'No' (as the case may be) in the appropriate column against each field

PLACE:

Date:

(SIGNATURE OF THE COMPETENT ISSUING AUTHORITY)

Name: _____

Designation: _____

Office Name, Address and Official Stamp/Seal: _____
