



RAJYA SABHA SECRETARIAT

For Secretary (Personnel)
R.D. No. 5192 Dt. 29/12/25

PARLIAMENT HOUSE ANNEXE
NEW DELHI

No. LAFEAS-PS52011/3/2025-Perl Sec-RSS

Dated the 12th December, 2025

OFFICE MEMORANDUM

In continuation of the earlier advertisement issued *vide* Office Memorandum of even no. dated 22nd October, 2025 (*copy enclosed*), applications in the prescribed format are re-invited from the eligible and interested candidates for filling up the post of **Joint Secretary & Financial Advisor in level 14 in the pay matrix** on deputation basis by selection of suitable officer(s) 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, in the Rajya Sabha Secretariat. 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 (*in hard copy*), should reach 'Director (Personnel), Room No. 212, Second Floor, Rajya Sabha Secretariat, Parliament of India, Parliament House Annexe, New Delhi-110001' latest by 5:00 pm on 12th January, 2026. An advance copy of the duly completed application could be emailed to sreeja.santhosh@sansad.nic.in or rspers@sansad.nic.in.

3. Applications of only such officers will be considered as are routed through proper channel and are accompanied with (i) bio-data in the proforma at Annexure II; (ii) clear photocopies of the up-to-date APAR dossier of the officer containing APARs of last 5 years duly countersigned/attested; and (iii) clearance from vigilance and disciplinary angle, integrity certificate and a statement showing major/minor penalties imposed 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. It is clarified that unless the physical copies of applications, complete in all respects and forwarded through proper channel, are received before the last date of receipt of applications, the same will not be considered for the appointment process.

5. Those officers who have already submitted their complete applications through proper channel, in response to the earlier advertisement dated 22.10.2025, need not apply afresh. However, applications which were incomplete or were not forwarded through proper channel will not be considered for the appointment process.

(SREEJA V.)
DIRECTOR

No. LAFEAS-PS52011/3/2025-Perl Sec-RSS

Copy to:-

1. Office of Hon'ble Chairman, Rajya Sabha
2. Office of Secretary-General, Rajya Sabha

Contd./..

Please upload this vacancy notice
in AS N Admn's website.

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9/8/11

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3. 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/ C&AG of India/ Election Commission of India- with a request to give wide publicity to this Circular in their Offices including Autonomous Bodies/ Statutory Organisations/ Public Sector Undertakings under their control.
4. Notice Board, Rajya Sabha Secretariat
5. All Officers/Sections. P.S.s/P.A.s and Pay & Accounts Office, Rajya Sabha
6. NIC- for placing the advertisement on the Intranet/Website of the Rajya Sabha Secretariat

| Sl. No. | Name of the Post and Scale of Pay | No. of Post | Eligibility Conditions |
|---------|---|-------------|--|
| 1. | Joint Secretary and Financial Advisor (PB-4 of Rs. 37,400-67,000/- plus Grade Pay Rs. 10,000/-) Level 14 in the Pay Matrix | 1 | <p>For deputation(including short term contract)/absorption</p> <p>(i) 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</p> <p>(ii) Possessing at least 5 years experience in the field of accounts management, accounts maintenance, expenditure control, preparation of budget estimates, audit etc.</p> <p>Desirable:</p> <p>Preference shall be given to the officers having:</p> <p>(i) Experience in financial and accounting matters in a government department (s).</p> <p>(ii) Professional qualification in finance or/and accounts or training in finance & accounts.</p> <p>(iii) Professional qualification/ training in computer applications relating to financial software.</p> <p>The period of deputation shall not ordinarily exceed three years.</p> |

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

| | | |
|--------|---|--|
| 1. | Name (in block letters) | |
| 2. | Address for correspondence with telephone/ mobile number & e-mail address | |
| 3. | (i) Date of Birth | |
| | (ii) Age on the closing date of application | |
| 4. | (i) Date of entry into service | |
| | (ii) Date of retirement | |
| 5. | Present Designation | |
| 6. | Scale of pay of the post presently held and last held and basic pay drawn | |
| 7. | Organisation where working along with address in full | |
| 8. | 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 | |
| d) | Name of the post and pay of the post held in substantive capacity in the parent organisation | |
| 9. (i) | In case the applicant belongs to an organisation which is not following the Central Government pay scale, the latest salary slip may be enclosed showing the following details: | |
| a) | Basic pay with scale of pay and rate of increment | |
| b) | Dearness pay/interim relief/ other allowances etc. (with break up details) | |
| c) | Total emoluments | |
| (ii) | To facilitate determination of eligibility of applications working in organisations not following the Central Government scales, their equivalent scales of pay/ posts may be confirmed by the lending organisation | |
| 10. | Category to which he /she belongs | |
| 11. | Educational Qualifications | |
| 12. | Qualifications/ experience possessed by the officer | |
| a) | Qualification | |

| | | | | | |
|------------------------|--|------|----|--------------|--|
| b) | Experience | | | | |
| 13. | Please state clearly whether in the light of entries made by you above, you meet the eligibility criteria of the post | | | | |
| 14. | Training | | | | |
| 15. | Details of employment, in chronological order. Enclose a separate sheet as duly authenticated by your signature, if the space below is insufficient. | | | | |
| Office/ Institution | Post held on regular basis | From | To | Scale of Pay | Nature of duties (in details), highlighting experience required for the post applied for |
| | | | | | |
| 16. | 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. | | | | |
| | | | | | |

The information/ details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/ withheld.

Dated:

(Signature of the applicant)

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, or a list of major/ minor penalties imposed on him/ her during the last 10 years in enclosed. (as the case maybe)

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

PLACE:

DATE:

RAJYA SABHA SECRETARIAT

PARLIAMENT HOUSE ANNEXE
NEW DELHI

No. LAFEAS-PS52011/3/2025-Perl Sec-RSS

Dated the 22nd October, 2025

OFFICE MEMORANDUM

Rajya Sabha Secretariat proposes to fill the post of Joint Secretary & Financial Advisor in level 14 in the pay matrix on deputation basis by selection of suitable officer(s) 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.

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3. Applications of only such officers will be considered as are routed through proper channel and are accompanied with (i) bio-data in the proforma at Annexure II; (ii) clear photocopies of the up-to-date APAR dossier of the officer containing APARs of last 5 years and (iii) clearance from vigilance and disciplinary angle, integrity certificate and a statement showing major/minor penalties imposed during the last ten years (*Annexure III*).

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(SREEJA V.)
DIRECTOR

No. LAFEAS-PS52011/3/2025-Perl Sec-RSS

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2. Office of Secretary-General
3. 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/ C&AG of India/ Election Commission of India- with a request to give wide publicity to this Circular in their Offices including Autonomous Bodies/ Statutory Organisations/ Public Sector Undertakings under their control.
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