

**RAJYA SABHA SECRETARIAT**

**PARLIAMENT HOUSE ANNEXE  
NEW DELHI**

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

**Dated the 22<sup>nd</sup> 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.

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 'The 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 21<sup>st</sup> November, 2025. An advance copy of the duly completed application could be emailed to [sreeja.santhosh@sansad.nic.in](mailto:sreeja.santhosh@sansad.nic.in) or [rspers@sansad.nic.in](mailto: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 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.



*Sreeja*  
(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
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.	<b>Joint Secretary and Financial Advisor</b>  (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 &amp; 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:**