

LOK SABHA SECRETARIAT

Room No. 521

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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)