

LOK SABHA SECRETARIAT

FAX: 23010756

PARLIAMENT HOUSE ANNEXE
NEW DELHI-110001

F.No. RB011/19/2019-R.B

31 December, 2019

OFFICE MEMORANDUM

Subject: Filling up of vacancies in the grade of Security Assistant Grade-II (Technical) on deputation basis in Lok Sabha Secretariat.

....

The undersigned is directed to state that Lok Sabha Secretariat propose to fill up **17 vacancies** in the grade of Security Assistant Grade-II (Technical) [Level 06 (Rs. 35400 – 112400) in the Pay Matrix] in Lok Sabha Secretariat on **deputation basis** by selection from amongst the regular employees 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	Essential eligibility conditions and Technical experience
1.	Security Assistant Grade - II (Technical)	17	<p><u>Essential eligibility condition:</u></p> <p>Officers in Level 6 in the Pay Matrix (OR) in Level 5 in the Pay Matrix with 5 years service in the Level (OR) 10 years combined service in Level 5 in the Pay Matrix and in Level 4 in the Pay Matrix/in Level 3 in the Pay Matrix.</p> <p><u>Technical experience:</u></p> <p>Exposure in handling/installation/maintenance of microprocessor based access control system / CCTV system / anti-sabotage equipment / computer controlled radio communication system/electronics instruments / latest computer operating system in LAN/WAN environment / handling of UNIX/AIX etc. based main frame server with wide area network / visual basic and crystal reports.</p>

2. **The upper age limit is 56 years for the said post/grade.** The age, educational qualifications and experience will be reckoned as on **30 January, 2020.**

3. The initial period of deputation shall be for three years extendable for maximum period of 7 years as per 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, as amended. The terms and conditions of deputation will be governed by the aforementioned O.M. of 17.6.2010 and subsequent O.M. of DoPT, if any.

4. Duties and job responsibilities of the post are as follows :

- (i) Manage High Bandwidth Wide Area Network, Network Security & Redundancy, day to day maintenance of Windows Server, IBM Server, Back up Strategy, Disaster recovery etc. To take regular backups, schedule the backup programs, update anti-virus software, install application software, database administration etc.
- (ii) Analysis, monitoring and recording of CCTV cameras, retrieving of data for DVR/NVR, setting up triggers for various alarm conditions.
- (iii) Monitoring, recording and controlling all communication operations and retrieving data from voice logger and preparing transcripts.
- (iv) Handling of equipment including explosive detectors, NLJD, Search Cameras, X-Ray Machines, Bomb Blankets etc., for carrying out anti sabotage checks.

5. No residential accommodation will be provided to the incumbent from Lok Sabha Secretariat Pool till she/he is on deputation in this Secretariat.

6. 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 50% for all categories of candidates in the Personal Interview and also subject to the number of vacancies available.

7. Applications of the eligible candidates may be forwarded in the prescribed format, given in Annexure alongwith 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 30 January, 2020. The applicant once selected will not be allowed to withdraw his candidature subsequently.

8. 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.

9. 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 30 January, 2020.**

10. Canvassing in any manner would lead to summary rejection of application and candidature at any stage.

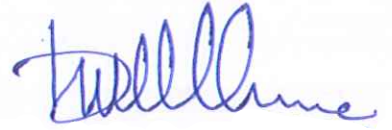
11. All particulars (except Residential Address) furnished by the applicant will be treated as final and no change will be allowed therein later on.

12. The number of vacancies specified is subject to change.

13. Lok Sabha Secretariat reserves the right to cancel the programme of filling up of the said vacancies for the post at any stage without any prior notice and without assigning any reason therefor.

14. **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.

15. 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.



UNDER SECRETARY

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 Security Assistant Grade-II (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 30.01.2020 : _____(years)_____ (months)_____ (days)
8. Date of superannuation : _____(month)_____ (year)
9. Category (SC/ST/OBC/EWS/GEN) : _____

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 01.01.2016 or thereafter.

During the eligibility period:

Post held	Basic pay	Grade Pay	Level in Pay Matrix	Served From _____ To _____

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. RB011/19/2019-R.B dated 31.12.2019 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

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 in handling/installation/maintenance of :-

Field		Yes*	No*
(i)	Microprocessor based access control system		
(ii)	CCTV system		
(iii)	Anti-sabotage equipment		
(iv)	Computer controlled radio communication system		
(v)	Electronics instruments		
(vi)	Latest computer operating system in LAN/WAN environment		
(vii)	Handling of UNIX/AIX etc. based main frame server with wide area network		
(viii)	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: _____
