

No.A.42012/56/2014-Ad.II
Government of India / Bharat Sarkar
Ministry of Home Affairs / Grih Mantralaya

North Block, New Delhi
Dated the 11th May, 2016

OFFICE MEMORANDUM

Subject:- Filling up the post of Parliament Assistant in the Ministry of Home Affairs.

One post of Parliament Assistant in the Ministry of Home Affairs are required to be filled up from the ASOs/SSAs of the CSS/CSCS Cadres of the Ministry of Home Affairs working in various Cadre Units. The selected candidate will be entitled to usual allowances in accordance with the orders issued in this regard from time to time.

2. The duties of the Parliament Assistant are given in the enclosed Annexure-I. The tenure of the post is initially for a period of three years. The official, who volunteer for the post should be able to correspond in Hindi/English and should possess good speed in English Typewriting as well as knowledge of Computer and Parliamentary Procedures. They should also be prepared to come early and sit late as and when required, especially during the Parliament Session. A residential telephone will be provided.

3. It is requested that the post may be circulated amongst the ASOs/SSAs in various Cadre Units and the applications, in the prescribed proforma (Annexure-II) of those who are eligible, willing and can be relieved at short notice, may be sent so as to reach the undersigned latest by **03.06.2016 (FN)** along with their up-to-date ACR Dossiers and vigilance Clearance. ASOs/SSAs working in MHA (P) may also send their applications through proper channel so as to reach the undersigned by the date indicated above. Candidate once selected, will not be allowed to withdraw his name later.

4. Hindi version will follow.


[S.SAMANTA]

Under Secretary to the Govt. of India
Tel.No.2309 2085

(P.T.O.)

File No.A-42012/56/2014-Ad.II

New Delhi, dated 17th May, 2016.

Copy to :-

1. Prime Minister's Office, South Block, New Delhi
2. Cabinet Secretariat, Rashtrapati Bhawan, New Delhi-110004
3. Ministry of Statistics & Programme Implementation, Sardar Patel Bhawan, Sansad Marg, New Delhi
4. National Crime Records Bureau, East Block-7, R. K. Puram, New Delhi-110066.
5. Computer Centre, Department of Statistics, East Block-10, R. K. Puram, New Delhi.
6. Cabinet Secretariat (Security), Bikaner House Annexe, Shahjahan Road, New Delhi
7. National Security Council Secretariat, 3rd Floor, Sardar Patel Bhawan, Sansad Marg, New Delhi
8. Directorate of Co-ordination (Police Wireless), Block No.9, CGO Complex, Lodhi Road, New Delhi
9. Office of the Registrar General of India, Ad-II Section, Room No.114, 1st Floor, Sewa Bhawan, R.K. Puram, New Delhi
10. Inter-State Council Secretariat, Vigyan Bhawan Annexe, Maulana Azad Road, New Delhi
11. Ministry of Development of North Eastern Region (DONER), Vighyan Bhawan Annexe, Maulana Azad Road, New Delhi
12. Directorate General Civil Defence (DGCD), East Block-VII, R. K. Puram, New Delhi
13. National Disaster Management Authority, NDMA Bhawan, A-1, Safdarjung Enclave, New Delhi-110029.
14. All Assistants/UDCs in MHA (P)
15. All Assistants/UDCs in Department of Official Language/Department of Justice.
16. Members of Office Council, MHA (By name)
17. Notice Board, MHA, North Block, New Delhi
18. SO (IT) – for uploading the OM on MHA Website.



S.SAMANTA]

Under Secretary to the Govt. of India
Tel.No.2309 2085

ANNEXURE -1

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|----|--------------------------------|--|
| 1. | Name of Post | Parliament Assistant |
| 2. | Eligibility | ASOs/SSAs of the CSS/CSCS Cadres working in various Ministries/Departments of Central Government. |
| 3. | Duties of Parliament Assistant | <ul style="list-style-type: none">(i) Preparation of Parliament pads for Ministries and Senior Officers.(ii) Attending Lok Sabha/Rajya Sabha during question hour, zero hour and when business relating to the Ministry is being transacted.(iii) Keeping a track of business in the House and informing all concerned about items with which they are concerned.(iv) Such other work as may be assigned.(v) The officials who volunteer for the post should be able to correspond in Hindi/English Typewriting as well as knowledge of Computers and Parliamentary Procedures.(vi) They should also be prepared to come early and sit late as and when required, especially during the Parliament Session. A residential telephone will be provided. |

P R O F O R M A

1. NAME :
2. Designation with present Posting :
3. Date of Birth & Age :
4. Educational qualifications :
5. Whether SC/ST :
6. Details of experience

S.NO.	Post held	From	To	Nature of duties
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7. Residential Address

Date:
Countersigned
(Employer)

Signature (with Name, designation)

C E R T I F I C A T E

Certified that particulars furnished by Shri/Smt./Km. _____ have been verified and found correct from his/her service records.

2. No vigilance case is either pending or contemplated against Shri/Smt/Km. _____. His/Her integrity is certified. No major/minor penalties have been imposed on him/her during the period of his/her service.

Place:
Date:

Signature of Head of Office/Deptt.
with stamp