

LOK SABHA SECRETARIAT

PARLIAMENT HOUSE ANNEXE,
NEW DELHI-110001.

Dated the 17th June, 2019.
Jyaistha 27, 1941 (Saka).

RECRUITMENT AND CONDITIONS OF SERVICE ORDERS

Order No. PDA-1400/2019

Subject: Methods of Recruitment and Eligibility conditions for appointment to various posts in the Lok Sabha Secretariat.

In exercise of powers conferred under Rules 4(2) and 5 of the Lok Sabha Secretariat (Recruitment and Conditions of Service) Rules, 1955, the Speaker is pleased to make the following order amending the R&CS Order No. PDA - 1156/2007 dated 21st February, 2007, as amended from time to time:-

ORDER

1. Short title and commencement

- (i) This Order may be called the Lok Sabha Secretariat (Methods of Recruitment and Qualifications for Appointment) Seventh Amendment Order, 2019.
- (ii) It shall come into force with effect from 13.06.2019.

2. Amendment to the Schedule-VII

The entries in Schedule-VII shall be substituted as mentioned in the Annexure.

**SNEHLATA SHRIVASTAVA
SECRETARY GENERAL**

F. No.34/06/2019/AN-I

Dated the 17th June, 2019.
Jyaistha 27, 1941 (Saka)

Copy to:-

All Officers.
All Branches (AN-I Branch-10 copies)


**(ABHA SINGH YADUVANSHI)
JOINT SECRETARY**

SCHEDULE – VII

Editorial and Translation Service (E&T Service)

Sl. No.	Name of the post	Classification	Level in Pay Matrix	Proportion of posts to be filled by		Methods of recruitment and qualifications for appointment
				Promotion	Direct Recruitment	
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1.	Director (Translation)	'A' Gazetted	13	100 %	--	<p><u>For persons holding the post of Additional Director (Translation)</u></p> <p>By selection from persons in the grade of Additional Director (Translation) with a minimum of 3 years service in the grade or 6 years combined service in the grade(s) of Additional Director (Translation) and Joint Director (Translation).</p> <p><u>For persons holding the post of Joint Director (Translation)</u></p> <p>(a) <u>Appointed on or before 31.12.2015</u></p> <p>By selection from persons in the grade of Joint Director (Translation) with a minimum of 7 years service in the grade or 10 years combined service in the grade(s) of Joint Director (Translation) and Editor.</p> <p>(b) <u>Appointed on or after 01.01.2016</u></p> <p>By selection from persons in the grade of Joint Director (Translation) with a minimum of 6 years service in the grade or 9 years combined service in the grade(s) of Joint Director (Translation) and Editor.</p>
2.	Additional Director (Translation)	'A' Gazetted	---	---	--	<p>It shall be treated as dying cadre w.e.f. 01.01.2019 and vacant posts arising out of retirements or otherwise shall not be filled up at the level of Additional Director (Translation) and such post(s) shall be deemed as abolished. However, in lieu of abolition of posts in the grade of Additional Director (Translation), equal number of posts shall be created in the grade of Joint Director (Translation). The abolition of post(s) in the grade of Additional Director (Translation) and creation of posts in the grade of Joint Director (Translation) shall take place simultaneously with effect from the same date.</p>
3.	Joint Director (Translation)	'A' Gazetted	12	100 %	--	<p>By selection from persons in the grade of Editor with a minimum of 3 years service in the grade or 6 years combined service in the grade(s) of Editor and Assistant Editor.</p> <p><u>Note-I:</u> The Joint Directors (Translation) in position as on 31.12.2018 and granted Time Scale Placement attached to the post of Additional Director (Translation) will be eligible for grant of Time Scale Placement attached to the post of Director (Translation) on 31.12.2022.</p> <p><u>Note-II:</u> The Joint Directors (Translation) in position as on 31.12.2018, becoming eligible for Time Scale Placement attached to the post of Additional Director (Translation) on or before 31.12.2022 and retiring before becoming eligible for Time</p>

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(1)	(2)	(3)	(4)	(5)	(6)	(7)
						Scale Placement attached to the post of Director (Translation), will be granted Time Scale Placement attached to the post of Additional Director (Translation) subject to fitness on the date of their superannuation, which may not be treated as anomaly in pay. <u>Note-III:</u> The Joint Directors (Translation) appointed during 2015 will be eligible for grant of Time Scale Placement attached to the post of Director (Translation) on 01.01.2023.
4.	Editor	'A' Gazetted	11	100 %	--	By selection from persons in the grade of Assistant Editor with a minimum of 3 years service in the grade or 8 years combined service in the grade(s) of Assistant Editor and Translator.
5.	Assistant Editor	'A' Gazetted	10	100 %	--	By selection from persons in the grade of Translator with a minimum of 5 years service in the grade or 10 years combined service in the grade(s) of Translator and Hindi Assistant.
6.	Translator	'B' Non-Gazetted	8	--	100%	By selection through Open Competitive Examination from amongst the candidates possessing the following qualifications:- 1. Master's Degree in Hindi with English as a subject at the Degree level (Or) Master's Degree in English with Hindi as a subject at the Degree level (Or) Master's Degree in any subject with Hindi and English as subjects at the Degree level (Or) Master's Degree in any subject with Hindi medium and English as a subject at the Degree level (Or) Master's Degree in any subject with English medium and Hindi as a subject at the Degree level 2. Diploma/Certificate course in Translation from Hindi to English and vice-versa from any University/Institute recognised by the Government (OR) 02 years experience of Translation work from Hindi to English and vice-versa in Central/State Government Offices or State Legislature Secretariats or Central/State Public Sector Undertaking/Autonomous bodies/Supreme Court of India/High Courts. <u>Note:-</u> Persons to be appointed as Translator in the Secretariat on the basis of Direct

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(1)	(2)	(3)	(4)	(5)	(6)	(7)
						Recruitment examination will be required to qualify a typing test in English/Hindi on computer at the minimum speed of 8000 key depressions per hour within a period of two years from the date of their appointment to the grade for grant/release of second and subsequent annual increment in their scale of pay. In the event of their failure to qualify the test within the specified period, their second and subsequent annual increments, after the expiry of the said period, shall be withheld until they qualify the test or for a maximum period of 05 years whichever is earlier.

NOTE-1: 13 posts in the grade of Hindi Assistant shall be abolished as and when (i) the person(s) appointed/to be appointed to the grade of Hindi Assistant from panel dated 14.03.2016 are promoted to the grade of Translator on satisfactory completion of probation or the post falls vacant due to the person(s) not joining or resigning after joining or for any other reason and (ii) the lien of a person maintained in the grade is terminated. Simultaneously, equal number of posts shall be created in the grade of Translator by upgradation of posts in the grade of Hindi Assistant.

NOTE-2: Persons appointed/to be appointed to the grade of Hindi Assistant from panel dated 14.03.2016 upon successful completion of probation period may be promoted as Translator and enbloc placed below the junior most person in the grade of Translator at that point of time as per their inter-se seniority in the grade of Hindi Assistant. However, if probation period is extended in respect of any candidate, he/she will have to forgo his seniority as fixed in the grade of Hindi Assistant. His/her seniority in the grade of Translator shall be determined with effect from the date of completion of the probation period. R&CS Order No.PDA-1076/2003 dated 20.12.2003 stands modified to this extent.

Note-I: Notwithstanding the methods of recruitment and qualifications for appointment to various categories of posts in the Lok Sabha Secretariat, the effective date of appointment of officers/ staff will be the date of attaining two years of experience in the respective feeder grade.

Note-II: Notwithstanding the methods of recruitment and qualifications for appointment to various categories of posts in the Lok Sabha Secretariat, the minimum educational qualification for appointment to Group 'A' posts shall be Graduation.