

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-1404/2019

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) Ninth Amendment Order, 2019.
- (ii) It shall come into force with effect from 14.06.2019.

2. Amendment to the Schedule-VIII

The entries against Director (Security) and against the heading Non-Technical Wing and Technical Wing in Schedule VIII shall be substituted as mentioned in the Annexure.

**SNEHLATA SHRIVASTAVA
SECRETARY GENERAL**

F. No.34/09/2019/AN-I

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

Copy to:-

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**(ABHA SINGH YADUVANSHI)
JOINT SECRETARY**

SCHEDULE - VIII

Parliament Security Service (PSS)

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	Deputation	
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1.	Director (Security)	'A' Gazetted	13A	--	100%	By selection from amongst IPS officers of the rank of Deputy Inspector General of Police or IPS officers who have been approved for appointment as Deputy Inspector General of Police by the cadre controlling authority or officers holding analogous post in Para-Military Forces.

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Parliament Security Service (PSS)

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)
Non-Technical Wing						
1.	Additional Director (Security)	'A' Gazetted	--	--	--	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 (Security) and such post(s) shall be deemed as abolished. However, in lieu of abolition of posts in the grade of Additional Director (Security), equal number of posts shall be created in the grade of Joint Director (Security). The abolition of post(s) in the grade of Additional Director (Security) and creation of posts in the grade of Joint Director (Security), shall take place simultaneously with effect from the same date.
2.	Joint Director (Security)	'A' Gazetted	12	100%	--	By selection from persons in the grade of Deputy Director (Security) [erstwhile grade of Assistant Director (Security)] with a minimum of 03 years service in the grade or 06 years combined service in the grade(s) of Deputy Director (Security) [erstwhile grade of Assistant Director (Security)] and Security Officer. <u>Note-I:</u> The Joint Directors (Security) in position as on 31.12.2018 and granted TSP attached to the post of Additional Director (Security) will be eligible for grant of Time Scale placement to Level 13 in the Pay Matrix on 31.12.2022. <u>Note-II:</u> The Joint Directors (Security) in position as on 31.12.2018, becoming eligible for Time Scale Placement attached to the post of Additional Director (Security) on or before 31.12.2022 and retiring before becoming eligible for Time Scale Placement to Level 13 in the Pay Matrix, will be granted Time Scale Placement to Level 13 in the Pay Matrix 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 (Security) appointed during 2015 will be eligible for grant of Time Scale Placement to Level 13 in the Pay Matrix on 01.01.2023.
3.	Deputy Director (Security)	'A' Gazetted	11	100%	--	By selection from persons in the grade of Security Officer with a minimum of 03 years service in the grade or 08 years combined service in the grade(s) of Security Officer and Assistant Security Officer [erstwhile grade of Senior Security Assistant].
4.	Security Officer	'A' Gazetted	10	100%	--	By selection from persons in the grade of Assistant Security Officer [erstwhile grade of Senior Security Assistant] with a minimum of 05 years service in the grade or 10 years combined service in the grade(s) of Assistant Security Officer [erstwhile grade of Senior Security Assistant] and Security Assistant Grade-I.
5.	Assistant Security Officer	'B' Non-Gazetted	8	100%	--	By selection from persons in the grade of Security Assistant Grade-I with a minimum of 05 years service in the grade or 10 years combined service in the grade(s) of

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Parliament Security Service (PSS)

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)
Non-Technical Wing						
						<p>Security Assistant Grade-I and Security Assistant Grade-II.</p> <p>Provided that the unfilled vacancy(ies) reserved for Scheduled Castes or Scheduled Tribes as stipulated in R&CS Order No. PDA-1249/2011 dated 28.09.2011 shall be filled up temporarily from outside the Secretariat by deputation by selection of persons belonging to Scheduled Castes or Scheduled Tribes working in Central/State Police Organisations/Cabinet Secretariat/Intelligence Bureau:</p> <p>I. (a) Holding analogous posts. <u>or</u></p> <p>(b) in Level 7 in the Pay Matrix with 05 years regular service in the grade.</p> <p>II. A minimum experience of 10 years in security related matters.</p> <p>III. Bachelor's Degree in any discipline.</p>
6.	Security Assistant Grade - I	'B' Non-Gazetted	7	100%	--	By selection from persons in the grade of Security Assistant Grade-II with a minimum of 5 years service in the grade.
7.	Security Assistant Grade - II	'B' Non-Gazetted	6	--	100%	<p>(a) 75% by selection through Open Competitive Examination from amongst the candidates possessing Bachelor's degree in any discipline and physical standards, skills as under:-</p> <p><u>Physical Standards:</u></p> <p>Male: Height 167.5 cm. (Minimum) [relaxable by 2.4 cm. in case of Hill area residents], Chest 76.5 cm (Minimum) [with expansion of minimum 4.5 cm.]</p> <p>Female: Height 154.6 cm.(Minimum) (relaxable by 2.4 cm. in case of Hill area residents).</p> <p><u>Vision:</u></p> <p>6/12 in both eyes without glasses. The candidates must not have squint in eyes and should possess high colour vision. They should also be free from physical defect, deformity and diseases.</p> <p><u>Desirable:</u></p> <p>'C' Certificate in NCC or sportspersons of distinction who have represented a State or the Country at the National or international level or who have represented a University in recognized inter-university tournament.</p>

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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)
Non-Technical Wing						
						<p>(b) 25% by selection through Personal Interview from amongst Ex-servicemen possessing qualification of Intermediate (Class XII) from a recognized Board and possessing experience/training in handling and operation of Arms and also well versed in all types of chores concerned with area sanitization and other security related ground duties.</p> <p>Preference will be given to persons possessing Bachelor's degree in any discipline.</p> <p>For the purpose of this rule, an Ex-serviceman means a person who has served in any rank whether as a combatant or non-combatant in the regular Army, Navy, Air Force of the Indian Union and</p> <p>(i) who retired from such service after earning her/his pension. This would also include persons who are released/ retired at their own request after having earned their pension;</p> <p align="center">or</p> <p>(ii) who has been released, otherwise than on her/his own request from such service as a result of reduction in establishment;</p> <p align="center">or</p> <p>(iii) who has been released from such service after completing the specific period of engagement, otherwise than at her/his own request or by way of dismissal or discharge on account of misconduct or inefficiency and has been given a gratuity.</p>
8.	Joint Director (Marshal)	'A' Gazetted	12	100%	--	By selection from person(s) in the grade of Deputy Director (Marshal) [erstwhile grade of Assistant Director (Marshal)] with a minimum of 06 years service in the grade.
9.	Deputy Director (Marshal)	'A' Gazetted	11	100%	--	By selection from person(s) in the grade of Marshal with a minimum of 06 years of service in the grade.
10.	Marshal	'A' Gazetted	10	--	100%	By selection through Competitive Departmental Examination limited to persons possessing minimum educational qualification of Bachelor's degree in any discipline and at least 7 years experience in the field of Security with requisite aptitude for the job of Marshal and well-versed with the provisions of Constitution of India and Rules of Procedure and Conduct of Business in Lok Sabha.

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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	Deputation	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
Technical Wing							
1.	Additional Director (Technical)	'A' Gazetted	--	--	--	--	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 (Technical) and such post(s) shall be deemed as abolished. However, in lieu of abolition of posts in the grade of Additional Director (Technical), equal number of posts shall be created in the grade of Joint Director (Technical). The abolition of post(s) in the grade of Additional Director (Technical) and creation of posts in the grade of Joint Director (Technical) shall take place simultaneously with effect from the same date.
2.	Joint Director (Technical)	'A' Gazetted	12	100%	--	--	<p>As and when the persons in the grade of Deputy Director (Technical) [erstwhile grade of Assistant Director (Technical)] will become eligible for promotion, the post of Joint Director (Technical) will be filled up by promotion by selection. Accordingly, one post of Joint Director (Technical) will be created. The eligibility conditions for the post will be similar to the corresponding post in the Non - Technical Wing.</p> <p>Note-I: The Joint Directors (Technical) in position as on 31.12.2018 and granted Time Scale Placement attached to the post of Additional Director (Technical) will be eligible for grant of Time Scale Placement to Level 13 in the Pay Matrix on 31.12.2022.</p> <p>Note-II: The Joint Directors (Technical) in position as on 31.12.2018, becoming eligible for Time Scale Placement attached to the post of Additional Director (Technical) on or before 31.12.2022 and retiring before becoming eligible for Time Scale Placement to Level 13 in the Pay Matrix, will be granted Time Scale Placement to Level 13 in the Pay Matrix subject to fitness on the date of their superannuation, which may not be treated as anomaly in pay.</p> <p>Note-III: The Joint Directors (Technical) appointed during 2015 will be eligible for grant of Time Scale Placement to Level 13 in the Pay Matrix on 01.01.2023</p>
3.	Deputy Director (Technical)	'A' Gazetted	11	--	--	100%	<p>By deputation by selection from persons from Central/State Police Organisations/ Cabinet Secretariat/ Intelligence Bureau fulfilling the following conditions:</p> <p>Essential eligibility condition: Officers in Level 11 in the Pay Matrix (OR) In Level 10 in the Pay Matrix with 3 years service in the Level (OR) 6 years combined service in Level 10 and Level 7 of the Pay Matrix.</p>

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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	Deputation	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
Technical Wing							
							<p>Essential experience: Knowledge/ experience of computer/ micro-processor based access control system/ CCTV system/ anti-sabotage equipments and management of large database in ORACLE/ RISC Base Server/ IBM Server.</p> <p>Job Responsibility: 1. Switching over from main server to standby server, Visual Basic, Crystal Reports generation & Query generation through PLSQL. 2. Data maintenance, Data backup, Date recovery etc.</p> <p>As and when the persons in the feeder grade of Security Officer (Technical) will become eligible for promotion, the post of Deputy Director (Technical) [Assistant Director (Technical)] will be filled up 100% by promotion by selection. The eligibility conditions for the post will be similar to the corresponding post in the Non – Technical Wing.</p>
4.	Security Officer (Technical)	'A' Gazetted	10	--	--	100%	<p>By deputation by selection from persons from Central/State Police Organisations/ Cabinet Secretariat/ Intelligence Bureau fulfilling the following conditions:</p> <p>Essential eligibility condition: 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.</p> <p>Essential experience: 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.</p> <p>Job Responsibility: 1. 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. 2. To take regular backups (grandfather-father-son scheme) to schedule the backup programs, to create and administer etc. 3. To update anti-virus software, install application software, Database</p>

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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	Deputation	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

Technical Wing

							administration etc.
							As and when the persons in the grade of Assistant Security Officer (Technical) [erstwhile grade of Senior Security Assistant (Technical)] will become eligible for promotion, the post of Security Officer (Technical) will be filled up 100% by promotion by selection. The eligibility conditions for the post will be similar to the corresponding post to be filled by promotion in the Non – Technical Wing.
5.	Assistant Security Officer (Technical)	'B' Non-Gazetted	8	100%	--	--	<p>By selection from persons in the grade of Security Assistant Grade-I (Technical) with a minimum of 5 years service in the grade or 10 years combined service in the grade(s) of Security Assistant Grade-I (Technical) and Security Assistant Grade-II (Technical).</p> <p>Provided that the unfilled vacancy(ies) reserved for Scheduled Castes or Scheduled Tribes as stipulated in R&CS Order No. PDA-1249/2011 dated 28.09.2011 shall be filled up temporarily from outside the Secretariat by deputation by selection of persons belonging to Scheduled Castes or Scheduled Tribes working in Central/State Police Organisations/Cabinet Secretariat/Intelligence Bureau:</p> <p>I. (a) Holding analogous posts.</p> <p align="center">or</p> <p>(b) in Level 7 in the Pay Matrix with 05 years regular service in the grade.</p> <p>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 Linux/ Windows NT/ Novell and ROBMS in LAN/ WAN environment.</p> <p>Note:</p> <p>The service, if any, rendered by the incumbents in Lok Sabha Secretariat on deputation basis i.e., prior to their appointment on permanent transfer/ deputation basis will not be reckoned for determining the eligibility/ requisite length of service for promotion to the grade.</p>

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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	Deputation	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
Technical Wing							
6.	Security Assistant Grade - I (Technical)	'B' Non-Gazetted	7	100%	--	--	<p>By selection from persons in the grade of Security Assistant Grade-II (Technical) with a minimum of 5 years service in the grade.</p> <p>Provided that the unfilled vacancy(ies) reserved for Scheduled Castes or Scheduled Tribes as stipulated in R&CS Order No.PDA-1249/2011 dated 28.09.2011 shall be filled up temporarily from outside the Secretariat by deputation by selection of persons belonging to Scheduled Castes or Scheduled Tribes working in Central/State Police Organisations/Cabinet Secretariat/Intelligence Bureau:</p> <p>I. (a) Holding analogous posts.</p> <p align="center">or</p> <p>(b) in Level 6 in the Pay Matrix with 05 years regular service in the grade.</p> <p>II. A minimum experience of 05 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.</p> <p>Note: The service, if any, rendered by the incumbents in Lok Sabha Secretariat on deputation basis i.e., prior to their appointment on permanent transfer/ deputation basis will not be reckoned for determining the eligibility/ requisite length of service for promotion to the grade.</p>
7.	Security Assistant Grade - II (Technical)	'B' Non-Gazetted	6	--	75%	25%	<p><u>For Direct Recruitment:</u></p> <p>By selection through Open Competitive Examination from amongst the candidates possessing Bachelor's degree in Science or Bachelor's degree in Engineering [with specialisation in Electronics or Communication or Computer Science] or Three years Diploma in Computer Science/ Computer Engineering/ Electronics & Communication recognised by a University/AICTE*</p>

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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	Deputation	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

Technical Wing

							<p><u>Physical Standards:</u></p> <p>Male: Height 167.5 cm. (Minimum) [relaxable by 2.4 cm. in case of Hill area residents], Chest 76.5 cm (Minimum) [with expansion of minimum 4.5 cm.]</p> <p>Female: Height 154.6 cm.(Minimum) [relaxable by 2.4 cm. in case of Hill area residents].</p> <p>Vision: 6/12 in both eyes without glasses. The candidates must not have squint in eyes and should possess high colour vision. They should also be free from physical defect, deformity and diseases.</p> <p><u>Desirable:</u></p> <p>'C' Certificate in NCC or sportspersons of distinction who have represented a State or the Country at the National or International level or who have represented a University in recognized inter-university tournament.</p> <p><u>For Deputation:</u></p> <p>By selection from persons from Central/State Police Organisations/ Cabinet Secretariat/ Intelligence Bureau fulfilling the following conditions:</p> <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> <p><u>Job Responsibility:</u></p> <p>1. Manage High Bandwidth Wide Area Network, Network Security & Redundancy, day to day maintenance of Windows Server, IBM Server, Back up Strategy,</p>
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Parliament Security Service (PSS)

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	Deputation	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
Technical Wing							
							<p>Disaster recovery etc. To take regular backups, schedule the backup programs, update anti-virus software, install application software, database administration etc.</p> <p>2. Analysis, monitoring and recording of CCTV cameras, retrieving of data for DVR/NVR, setting up triggers for various alarm conditions.</p> <p>3. Monitoring, recording and controlling all communication operations and retrieving data from voice logger and preparing transcripts.</p> <p>4. Handling of equipment including explosive detectors, NLJD, Search Cameras, X-Ray Machines, Bomb Blankets etc., for carrying out anti-sabotage checks.</p> <p>Note:- In the exigencies of administration, the Speaker may at her/his discretion fill up the vacancies under direct recruitment and/or deputation quota through Personal Interview from amongst Ex-servicemen possessing educational qualifications of 10+2 in Physics, Chemistry and Mathematics from a recognised Board or Diploma in Computer Science/ Computer Engineering/ Electrical/ Mechanical/ Electronics and Communication recognised by a University/AICTE* and technical experience as indicated against deputation quota.</p> <p>Preference will be given to persons possessing Bachelor's degree in relevant discipline of science/engineering.</p> <p><u>Definition of Ex-servicemen</u></p> <p>Same as in the case of recruitment rules for the post of Security Assistant Grade-II in the Non-Technical Wing.</p>
8.	Security Assistant Grade-II (Pharmacist)	'B' Non-Gazetted	6	--	--	100%	<p>By selection from persons from Central/ State Police Organisations fulfilling the following conditions:</p> <p><u>Essential eligibility condition:</u> Officers in Level 6 of the Pay Matrix (OR) in Level 4 / Level 3 in the Pay Matrix with 5 years service in the Level.</p> <p><u>Essential experience:</u> Possessing a minimum of one or two year's course of Veterinary Science to perform duties of Pharmacist.</p>

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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	Deputation	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
Technical Wing							
							[Present incumbent shall be appointed on transfer basis after completion of term of deputation of 3 years].
9.	Security Guard (Dog Handler)	'C' Non-Gazetted	4	--	--	100%	By selection from persons from Central/ State Police Organisations fulfilling the following conditions: <u>Essential eligibility condition:</u> Officers in Level 4 of the Pay Matrix (OR) In Level 3 / Level 2 in the Pay Matrix with 5 years service in the Level. <u>Essential experience/training:</u> Possessing experience/ training in handling of dogs for anti-sabotage checks, area sanitization and also well versed with all types of chores concerned with kennel management, health, cleanliness and feeding of dogs.
10.	Security Guard (Kennelman/ Cook)	'C' Non-Gazetted	4	--	--	100%	By selection from persons from Central/ State Police Organisations fulfilling the following conditions: <u>Essential eligibility condition:</u> Officers in Level 4 of the Pay Matrix (OR) In Level 3 / Level 2 in the Pay Matrix with 5 years service in the Level. <u>Essential experience/training:</u> Possessing experience in Kennel management viz., cooking of food for dogs, maintaining the required standard of cleanliness, feeding of dogs and maintaining day-to-day inventory of ration and other supplies for Dog Squad etc.

*All India Council for Technical Education.

Note-I: Both the Non-Technical & Technical Wings of Parliament Security Service will be integrated at the level of Director (Security) in Level-13A of the Pay Matrix.

Note-II: 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-III: 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.