

**LOK SABHA SECRETARIAT**  
**(ADMINISTRATION BRANCH-I)**

PARLIAMENT HOUSE ANNEXE,  
NEW DELHI-110001.

No. 33546

Dated the 3<sup>rd</sup> February, 2023  
Magha 14, 1944 (Saka)

**CIRCULAR**

**Subject: Filling up of one (01) post of Deputy Secretary on deputation basis.**

\*\*\*

It is proposed to fill up one (01) post of Deputy Secretary in Level-12 in the Pay Matrix in Lok Sabha Secretariat on deputation basis. The appointment of incumbent to the post of Deputy Secretary will be for a period of 3 years and the terms and conditions shall be governed by relevant orders on the subject.

2. The eligibility conditions for appointment to the post of Deputy Secretary on deputation basis are as under:

**"By selection from persons from Central/State Governments or Legislature Secretariats holding analogous post or the post in Level 11 in the Pay Matrix with a minimum of 05 years experience in the field of Legislation/ Protocol/ Law/ Administration and Establishment/ Accounts/ Finance/ Audit".**

3. The applications of suitable and willing officers may be forwarded **through proper channel** for filling up of the aforesaid post along with the Cadre Clearance, Vigilance Clearance, Integrity Certificate and their Annual Confidential Reports/Annual Performance Appraisal Reports for the last 05 years for consideration by Hon'ble Speaker, Lok Sabha.

4. The duly completed applications alongwith all the requisite documents may be sent to the undersigned through e-mail at [deputation-lss@sansad.nic.in](mailto:deputation-lss@sansad.nic.in) within a period of 3 weeks from the date of issue of this Circular i.e upto 24<sup>th</sup> February, 2023. No action shall be taken on advance copy.

  
(SAVDHA KALIA)

DEPUTY SECRETARY

Room No.613, Parliament House Annexe,  
New Delhi-110001

PH: 011-23034891/4088