

**OFFICE MEMORANDUM**

Subject:- Filling up the post of Parliament Assistant in the Ministry of Culture – regarding

In view of the requirement to fill up a post of Parliament Assistant in the Ministry of Culture, the undersigned is directed to circulate the vacancy of Parliament Assistant in the Ministry of Culture among all the regular Senior Secretariat Assistants/Assistant Section Officers (SSAs/ASOs) of all Ministries/Departments including Ministry of Culture and Archaeological Survey of India. The duties of the post are given in Annexure-I.

2. The Senior Secretariat Assistants/Assistant Section Officers (SSAs/ASOs) on selection and appointment as Parliament Assistant will draw his/ her pay and special allowance as admissible under the relevant instructions of the Government in terms of Ministry of Personnel, P.G & Pensions (Department of Personnel & Training)'s O.M.No.15016/3/91-Estt.(Allowance) dated 28/10/1996. All other conditions laid down in the DoPT O.M No. A-27023/02/2017-Estt.(AL) dated 24.10.2017 (copy enclosed) which is at present at the rate of Rs. 1800/- for SSAs and Rs. 2250/- for ASOs respectively.

3. The allowance will be admissible at full rates for every calendar month in which the Parliament is in Session for at least 15 days in that month. For month with shorter periods, the allowance will be admissible at half the rates prescribed for the full month. No overtime allowance shall be paid to the Parliament Assistant for the calendar months in which the Parliament is in session. All other conditions laid down in the DoPT O.M No. A-27023/02/2017-Estt.(AL) dated 24.10.2017 will remain the same.

4. All Ministries/ Departments are requested that the application of interested Assistants Section Officers (CSS)/ Senior Secretariat Assistants (CSCS) having three years experience, may be forwarded to the undersigned within 30 days of the issue of this Circular along with the CR Dossiers of the candidates for the last three years as well as vigilance clearance and Integrity Certificate on or before the date of this Circular in the proforma attached (Annexure-II). Names once considered will not be allowed to be withdrawn. Interested SSAs/ASOs of Ministry of Culture and Archaeological Survey of India may also send their applications as per Annexure-II through proper channel. It may also be certified that the particulars mentioned in the application have been checked up and found correct.

Encl.: a/a

*Manish*  
26/10/21

(Manish Kumar Chourasiya)  
Under Secretary to the Govt. of India  
Tele No. 2338 2312

To

1. All Ministries/ Departments of the Government of India
2. All Sections/Units in the Ministry of Culture
3. Director General, Administrator, Archaeological Survey of India, Janpath, New Delhi
4. Notice Board

Copy to:-

1. ARI&T/ NIC Cell, Ministry of Culture with the request to upload the above O.M., along with the Annexures, at the website of Ministry of Culture.
2. Shri Juglal Singh, Director (Admn.), DoP&T (Room No. 5A, North Block, New Delhi-110001) with the request to upload the above O.M., along with the Annexures, at their website for wide circulation of the vacancy among all the Ministries/Departments of GoI.

### Duties of Parliament Assistant

- (a) Receipt and registration of advance copies of Questions, Resolutions, Motions, Bills etc. meant for Ministry of Culture received from the Lok Sabha Secretariat and Rajya Sabha Secretariat and their distribution to the Sections concerned for preparing the necessary answers/ briefs etc.
- (b) Submission to the Minister/Minister of State of Ministry of Culture, if any, in proper time of the relevant files relating to (a) above, with approved answers prepared by the Sections concerned.
- (c) Supply of the required number of copies of answers approved by the Minister/ Minister of State to the Lok Sabha Secretariat/ Rajya Sabha Secretariat.
- (d) Checking up the entries relating to advance copies of questions in consultation with the Secretariats of Parliament with a view to ensuring that the questions have been either admitted or disallowed or withdrawn or transferred or otherwise disposed of.
- (e) Preparation of pads for officers in the Ministry of Culture in connection with Parliamentary work.
- (f) Maintenance of Registers (one for each House) of Assurances given by the Minister/ Minister of State in the course of replies to questions, discussion of Bills, resolutions and special Mentions.
- (g) Collection and Distribution of Parliamentary papers to all concerned in time and keeping the Minister/ Minister of State through their Private Secretaries/ PAs informed of the items of Business in the Houses with which the Minister/ Minister of State is concerned. Presence in official Gallery during the sessions of the House of Parliament to watch the proceedings and ensure timely presence of the Legislative officer in the official gallery. To attend such work as entrusted by the Minister or senior officers.
- (h) Correction of the sets of the Rules of Procedure and Conduct of Business of the Lok Sabha/ Rajya Sabha, kept with officers.
- (i) Maintenance of the (a) register showing the dates on which the Bills both official and private are discussed in the Lok Sabha/ Rajya Sabha and (b) Bulletins Part I of both Houses which give a brief account of the work done by the Houses on each day of their sittings.
- (j) Arrangements for passes for officers for Lok Sabha/ Rajya Sabha Annex for car passes.
- (k) Co-ordination of all work relating to meetings of Consultative Committees.
- (l) Liason with Lok Sabha/ Rajya Sabha Secretariat & Ministry of Parliamentary Affairs for obtaining information/ documents from them on any matter relating to the concerned Section/Sections.
- (m) Matter relating to co-ordinating for finalization of legislative business of Legislative department for ensuring session of parliament.
- (n) Matters relating to finalization of legislative business of the concerned Section/Sections and Parliament Section & sending notices etc. in respect of parliamentary business of that Section/Sections.
- (o) Any other item of work assigned to him by Section Officer/ Branch Officer or higher officers.

**PROFORMA**

1. Name of Applicant:-
2. Date of Birth:-
3. Education qualifications:-
4. Date of regular Appointment in the grade of Assistant (CSS)/ UDC (CSCS):-
5. Experience:-
6. Whether belongs to SC/ST:-
7. Full address of Office in which presently working:-
8. Full residential address:-

(Signature of Applicant)

Section/Unit/Department

Dated:

Recommendations of Concerned Sections/Units/Department/Ministry