

**STATEMENT SHOWING THE SANCTIONED STRENGTH AND IN POSITION STRENGTH OF THE  
RAJYA SABHA SECRETARIAT (AS ON 01.04.2012)**

<i>Sl.No.</i>	<i>Designation</i>	<i>Pay Scale</i>	<i>Sanctioned Strength</i>	<i>In Position Strength</i>	<i>Group</i>
1	Secretary-General	Rs. 90000 p.m (Fixed)	1	1	A
2	Secretary	Rs. 80000 p.m. (Fixed)	1	1	A
3	Additional Secretary	HAG Scale (Rs. 67000-79000)	2	2	A
<b><u>LEGISLATIVE, FINANCIAL, EXECUTIVE &amp; ADMINISTRATIVE SERVICE</u></b>					
4	Joint Secretary	Rs. 37400-67000+ 10000	8	8	A
5	Director	Rs. 37400-67000+ 8700	15	15	A
6	Director (Finance)	Rs. 37400-67000+ 8700	1	0	A
7	Joint Director and Deputy Director	Rs. 15600-39100+ 8000 Rs. 15600-39100+ 7600	38	35 +2 (Ad-hoc)	A A
8	Assistant Director and Executive Officer	Rs. 15600-39100+ 6600 Rs. 15600-39100+ 5400	56	52 +23 (In situ)	A A
9	Senior Legislative/Executive/Committee/ Protocol Assistant and Legislative/Executive/Committee/Protocol Assistant	Rs. 9300-34800+ 4800 Rs. 9300-34800+ 4600	156	112 +35 (In situ)	B B
10	Senior Clerk and Junior Clerk	Rs. 9300-34800+ 4200 Rs. 5200-20200+ 2400	188	122	B C
<b><u>LIBRARY, REFERENCE, RESEARCH, DOCUMENTATION &amp; INFORMATION SERVICE</u></b>					
11	Joint Secretary	Rs. 37400-67000+ 10000	1	1	A
12	Director (R & L)	Rs. 37400-67000+ 8700	3	3	A
13	Joint Director and Deputy Director	Rs. 15600-39100+ 8000 Rs. 15600-39100+ 7600	9	8	A A
14	Assistant Director and Research Officer	Rs. 15600-39100+ 6600 Rs. 15600-39100+ 5400	8	5	A A
15	Research Assistant	Rs. 9300-34800+ 4800	14	9	B
16	Junior Library Assistant	Rs. 9300-34800+ 4200	2	2	B
17	Cameraman	Rs. 9300-34800+ 4200	1	0	B
18	Light Assistant	Rs. 5200-20200+ 2400	1	0	C

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<b><u>VERBATIM REPORTING SERVICE</u></b>					
19	Joint Secretary	Rs. 37400-67000+ 10000	1	1	A
20	Director (Reporting)	Rs. 37400-67000+ 8700	2	2	A
21	Joint Director (Reporting) and Deputy Director (Reporting)	Rs. 15600-39100+ 8000 Rs. 15600-39100+ 7600	31	31	A A
22	Parliamentary Reporter and Junior Parliamentary Reporter	Rs. 15600-39100+ 6600 Rs. 15600-39100+ 5400	14	3	A A
<b><u>PRIVATE SECRETARIES AND STENOGRAPHIC SERVICE</u></b>					
23	Director (PSS)	Rs. 37400-67000+ 8700	1	0	A
24	Joint Director (PSS) and Deputy Director (PSS)	Rs. 15600-39100+ 8000 Rs. 15600-39100+ 7600	14	12 +1 (Ad-hoc)	A A
25	Senior Private Secretary and Private Secretary	Rs. 15600-39100+ 6600 Rs. 15600-39100+ 5400	27	25 +13 (In situ)	A A
26	Personal Assistant	Rs. 9300-34800+ 4600	34	14 +5 (In situ)	B
27	Stenographer	Rs. 9300-34800+ 4200	36	22	B
<b><u>SIMULTANEOUS INTERPRETATION SERVICE</u></b>					
28	Joint Secretary	Rs. 37400-67000+ 10000	1	1	A
29	Director (Interpretation)	Rs. 37400-67000+ 8700	2	2	A
30	Joint Director (Interpretation) and Deputy Director (Interpretation)	Rs. 15600-39100+ 8000 Rs. 15600-39100+ 7600	19	15	A A
31	Parliamentary Interpreter and Junior Parliamentary Interpreter	Rs. 15600-39100+ 6600 Rs. 15600-39100+ 5400	9	6	A A
<b><u>PRINTING &amp; PUBLICATIONS SERVICE</u></b>					
32	Director (P&P)	Rs. 37400-67000+ 8700	1	0	A
33	Joint Director (P&P) and Deputy Director (P&P)	Rs. 15600-39100+ 8000 Rs. 15600-39100+ 7600	3	3	A A
34	Assistant Director (P&P) and Printing Officer	Rs. 15600-39100+ 6600 Rs. 15600-39100+ 5400	5	5 +2 (In situ)	A A
35	Senior Printing Assistant and Printing Assistant	Rs. 9300-34800+ 4800 Rs. 9300-34800+ 4600	24	22 +5(In situ)	B B
36	Proof Reader and Junior Proof Reader	Rs. 9300-34800+ 4200 Rs. 5200-20200+ 2800	20	4	B C

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37	IBM Operator	Rs. 9300-34800+ 4200	2	0	B
38	Reprographer Grade-I	Rs. 5200-20200+ 2800	9	9	C
39	Binder Grade-I	Rs. 5200-20200+ 2800	1	1	C
40	Reprographer Grade-II	Rs. 5200-20200+ 2400	9	9	C
41	Binder Grade-II	Rs. 5200-20200+ 2400	1	0	C

**EDITORIAL AND TRANSLATION SERVICE**

42	Joint Secretary	Rs. 37400-67000+10000	1	0	A
43	Director (E & T)	Rs. 37400-67000+ 8700	2	2	A
44	Joint Director (E&T) and Deputy Director (E&T)	Rs. 15600-39100+ 8000 Rs. 15600-39100+ 7600	11	11 +1(Ad hoc)	A A
45	Assistant Director (E&T) and Editor	Rs. 15600-39100+ 6600 Rs. 15600-39100+ 5400	52	48	A A
46	Translator	Rs. 9300-34800+ 4800	45	31	B

**PARLIAMENT SECURITY SERVICE**

**Non-Technical Wing**

47	Director (S)	Rs. 37400-6700+8900	1	0	A
48	Joint Director (S) and Deputy Director (S)	Rs. 15600-39100+ 8000 Rs. 15600-39100+ 7600	12	12	A A
49	Assistant Director (S) and Security Officer	Rs. 15600-39100+ 6600 Rs. 15600-39100+ 5400	23	21 +2(Ad hoc)	A A
50	Senior Security Assistant, Security Assistant Grade-I and Security Assistant Grade-II	Rs. 9300-34800+ 4800 Rs. 9300-34800+ 4600 Rs. 9300-34800+ 4200	146	127	B B B
51	Sanitary Attendant Grade-I, Sanitary Attendant Grade-II, Farash and Sanitary Attendant Grade-III	Rs. 5200-20200+ 2200 Rs. 5200-20200+ 2000 Rs. 5200-20200+ 1900 Rs. 5200-20200+ 1900	51	51 +1(Ad hoc)	C C C C

**Technical Wing**

52	Deputy Director (Technical)	Rs. 15600-39100+ 7600	1	1	A
53	Security Officer (Technical)	Rs. 15600-39100+ 5400	1	1	A
54	Senior Security Assistant (Technical)	Rs. 9300-34800+ 4800	7	0	B
55	Security Assistant Grade-I (Technical)	Rs. 9300-34800+ 4600	7	0	B

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<b><u>DRIVERS &amp; DESPATCH RIDERS SERVICE</u></b>					
56	Staff Car Driver (Special Grade)	Rs. 9300-34800+4600	3	1	B
57	Staff Car Driver Grade-I, Staff Car Driver Grade-II and Staff Car Driver (Ordinary Grade)	Rs. 9300-34800+4200 Rs. 5200-20200+ 2800 Rs. 5200-20200+ 2400	31	29	B C C
58	Despatch Rider	Rs. 5200-20200+ 2400	9	9	C
59	Cleaner-cum-Helper	Rs. 5200-20200+ 1900	4	4	C
<b><u>MESSENGER SERVICE</u></b>					
60	Personal Attendant to Chairman/Sr. Chamber Attendant	Rs. 5200-20200+ 2400	9	7	C
61	Attendant Grade-I/Chamber Attendant, Attendant Grade-II and Attendant Grade-III	Rs. 5200-20200+ 2200 Rs. 5200-20200+ 2000 Rs. 5200-20200+ 1900	286	276	C C C
62	Attendant Grade-III (ex-cadre)	Rs. 5200-20200+ 1900	1	1	C
63	Bearer	Rs. 5200-20200+ 1900	3	3	C
<b><u>NEWLY CREATED POST</u></b>					
64	Joint Director (Media)	Rs. 15600-39100+8000	1	1	A
<b><u>RSTV UNIT</u></b>					
65	Director (Finance & Accounts)	Rs. 37400-67000+ 8700	1	1	A
66	Director (Co-ordination)	Rs. 37400-67000+ 8700	1	0	A
67	Joint Director (Administration)	Rs. 15600-39100+ 8000	1	1	A
68	Deputy Director (Finance & Accounts)	Rs. 15600-39100+ 7600	1	1	A
69	Deputy Director (Co-ordination)	Rs. 15600-39100+ 7600	1	0	A
70	Assistant Director (Administration)	Rs. 15600-39100+ 6600	1	0	A
71	Executive Officer (Finance & Accounts)	Rs.15600-39100+5400	1	1	A
72	Executive Officer	Rs.15600-39100+5400	2	1	A
73	Accounts Officer	Rs.15600-39100+5400	1	1	A
74	Assistant (Finance & Accounts)	Rs. 9300-34800+4600	1	1	B

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75 Assistant (Administration)	Rs. 9300-34800+4600	2	2	B
76 Assistant (RSTV)	Rs. 9300-34800+4600	1	0	B
77 Cashier	Rs. 5200-20200+2400	1	0	C
78 Junior Clerk (Finance & Accounts)	Rs. 5200-20200+2400	1	1	C
79 Junior Clerk (Administration)	Rs. 5200-20200+2400	1	0	C
<b>TOTAL</b>		<b>1495</b>	<b>1281</b>	

**TENURE POSTS**

**LEGISLATIVE, FINANCIAL, EXECUTIVE AND ADMINISTRATIVE SERVICE**

80 Legislative/Executive/Committee/Protocol Assistant	Rs. 9300-34800+ 4600	1	2	B
81 Senior Clerk	Rs. 9300-34800+ 4200	1	1	B
82 Junior Clerk	Rs. 5200-20200+ 2400	3	3	C

**PRIVATE SECRETARIES AND STENOGRAPHIC SERVICE**

83 Officer on Special Duty-I	Rs. 37400-67000+ 8700	1	1	A
84 Secretary to Leader of Opposition	Rs. 37400-67000+ 8700	1	1	A
85 Officer on Special Duty-II	Rs. 15600-39100+ 8700	1	1	A
86 Director	Rs. 15600-39100+ 8700	1	1	A
87 Additional Private Secretary	Rs. 15600-39100+ 6600	1	1	A
88 Senior Private Secretary	Rs. 15600-39100+ 6600	21	21	A
89 Private Secretary	Rs. 15600-39100+ 5400	8	7	A
90 Personal Assistant	Rs. 9300-34800+ 4600	5	5	B

**DRIVERS AND DESPATCH RIDERS SERVICE**

91 Staff Car Driver Grade-I	Rs. 5200-20200+ 4200	1	1	B
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**MESSENGER SERVICE**

92 Personal Attendant to Chairman	Rs. 5200-20200+ 2400	1	1	C
93 Attendant Grade-II	Rs. 5200-20200+ 2000	1	1	C
94 Attendant Grade-III	Rs. 5200-20200+ 1900	27	25	C
<b>TOTAL</b>		<b>74</b>	<b>72</b>	