

No. A. 12034/1/94- Admn.I (LD)  
Government of India  
Ministry of Law & Justice  
Legislative Department  
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New Delhi, 6<sup>th</sup> November, 2015.

OFFICE MEMORANDUM

Subject:- Filling up one post of Parliament Assistant in the M/o Law & Justice.

The undersigned is directed to say that it is proposed to appoint a Parliament Assistant in the Legislative Department of the Ministry of Law & Justice. He will attend the duties of Parliament Assistant concerning the Ministry of Law & Justice consisting of three Departments, viz. Department of Legal Affairs, legislative Department and Department of Justice. The duties of the post are given in **Annexure-I**.

2. The Upper Division Clerk or Assistant on selection and appointment as Parliament Assistant will draw his/her pay and special allowance as admissible under the relevant instructions of the Government which is at present at the rate of Rs.800/- for UDCs and Rs.1000/- for Assistant respectively for every calendar month in which the Parliament is in the session for at least 15 days in that month. For months with shorter periods of session the special 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. The period of appointment shall ordinarily not exceed three years.

3. D/o Legal Affairs/VSP/OL Wing are requested that the application of interested Assistant (CSS)/UDC (CSCS), may be forwarded to the undersigned along with the CR Dossier of the candidates for the last five years as well as vigilance clearance and Integrity Certificate on or before 15<sup>th</sup> December, 2015 in the proforma attached (**Annexure-II**). Names once considered will not be allowed to be withdrawn.

(B.M. Sharma)  
Deputy Secretary to the Government of India  
Ph. No.-011-23389014.

To

1. NIC Cell, M/o Law & Justice with the request to upload the above O.M. alongwith the Annexure at website of the Legislative Department.
2. D/o Legal Affairs.
3. DS, OLW/US, VSP.
4. PS to MLJ.

## ANNEXURE - I

### Duties of Parliament Assistant

- (a) Receipt and registration of advance copies of Questions, Resolutions, Motions, Bills etc. meant for Legislative Department, Department of Legal Affairs and Department of Justice of this Ministry 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 of State Law and Justice/Deputy Minister, 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/Deputy Minister 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 Legislative Department / Department of Legal Affairs / Department of Justice in connection with Parliamentary work.
- (f) Maintenance of Registers (one for each House) of Assurances given by the Minister/Minister of State/Deputy Minister in the course of replies to questions, discussion of Bills, resolutions and special Mentions.
- (g) Distribution of Parliamentary papers to all concerned in time and keeping the Minister, Minister of State and the Deputy Minister through their private Secretaries/Pas informed of the items of business in the Houses with which the Minister of Law 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.

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- (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 Leg II Section.
- (m) Matter relating to co-ordinating for finalization of legislative business of Legislative department for ensuing session of Parliament.
- (n) Matters relating to finalization of legislative business of Leg II Section and Parliament Section & sending notices etc. in respect of Parliamentary business of Leg II Section.
- (o) Any other item of work assigned to him by Section Officer/ Branch Officer or higher officers.

**ANNEXURE - I**

1. Name of Applicant:
2. Date of Birth:
3. Educational Qualification:
4. Date of regular appointment as 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**