

RAJYA SABHA SECRETARIAT

**PARLIAMENT HOUSE ANNEXE
NEW DELHI**

Dated the 11th April, 2019

OFFICE ORDER PART-II No. 62/2019-PERSONNEL

On being relieved from the post of Hindi Assistant in the Lok Sabha Secretariat, Ms. Jyoti Sharma has been appointed as temporary Translator in the Rajya Sabha Secretariat in Level-8 in the Pay Matrix plus usual allowances as admissible under the rules, with effect from the forenoon of 08th April, 2019 and until further orders.

2. She shall continue to remain on probation and will not earn her increments till such time she qualifies in a typing test on Computer at the speed of 26.7 words per minute (8000 key depressions per hour) in English/Hindi typewriting. If she is unable to qualify in such typing test within 5 years from the date of her appointment, she shall be discharged from the service of the Secretariat.

Sd/-
(RAKESH PRASAD)
DIRECTOR

No. RS.4/7/2018/Vol. III-Perl.

Copy to :-

1. Office of the Hon'ble Chairman, Rajya Sabha
2. Office of the Secretary General
3. Office of Secretary
4. Office of Joint Secretary (E&T)
5. Ms. Swati Parwal, Under Secretary, Lok Sabha Secretariat, Parliament House Annexe, New Delhi-110001- *w.r.t. Office Order Part-II No. 24931 dated 08.04.2019, it is requested that the LPC and Service Book in respect of Ms. Jyoti Sharma may be forwarded to this Secretariat at the earliest.*
6. Ms. Jyoti Sharma
7. Office Order Book
8. Gradation List File
9. Estt. (G) Section
10. Estt. (A/Cs) & Budget Section
11. G.A. Section
12. Notice Office
13. Stores Section
14. Nodal Officer, AeBAS *-for information and necessary updation.*
15. CPIC, Parliament House
16. All Officers/ Sections/ P.S.s/ P.A.s etc. and
Pay & Accounts Office, Rajya Sabha