

PARLIAMENT OF INDIA
(JOINT RECRUITMENT CELL)

Online applications are invited from eligible Indian citizens for filling up **35 vacancies (08 SC, 01 ST, 13 OBC and 13 UR)** for the post of **Executive/Legislative/Committee/Protocol Assistant** on Direct Recruitment basis in Lok Sabha Secretariat which is a level 7 post in the Pay Matrix (Provisional) [in the Pay Band of Rs. 9300-34800 (PB-2) + Grade Pay : Rs. 4600/- (pre-revised)].

2. RESERVATION FOR PHYSICALLY CHALLENGED PERSONS

The reservation of vacancies for physically challenged persons is as under :

No. of vacancies reserved		Category for which identified	Functional Classification	Physical Requirements*	
02	01	Hearing Impairment	PD - (Partially deaf)	F S SE H RW C	Work performed by manipulating (with fingers)
					Work performed by sitting (on bench or chair)
					Work performed by seeing
					Work performed by hearing/speaking
	01	Visual Impairment	LV - (Low Vision)		Work performed by reading and writing
					Communication

3. QUALIFICATION & AGE

Bachelor's degree in any discipline from a recognized university.

Desirable : Certificate in computer course recognized by All India Council for Technical Education (AICTE)/Department of Electronics Accreditation of Computer Courses (DOEACC) or courses equivalent to 'O' Level in terms of syllabus and duration of course as prescribed by DOEACC.

UPPER AGE LIMIT : 27 years.

**The post is also suitable for physically challenged persons with Locomotor Disability as per details given below :*

Functional classification

- I. *Both Legs affected but not arms [BL]*
- II. *One leg affected (Right or Left) [OL]*
 - (i) *Impaired reach*
 - (ii) *Weakness of grip*
 - (iii) *at axic*
- III. *One arm affected (Right or Left) [OA]*
 - (i) *Impaired reach*
 - (ii) *Weakness of grip*
 - (iii) *at axic*

However, physically challenged persons with Locomotor Disability will not be entitled to avail relaxation in age and/or qualifying marks prescribed in this advertisement.

4. **SELECTION PROCEDURE**

Eligible candidates will be required to appear in the examination as per the following scheme :

I. Preliminary Examination :

	Subject	Marks	Time
Part-A	General Knowledge & Current Affairs	50	50 Minutes
Part-B	General English (50 Multiple Choice Objective Type Questions in each part)	50	

The Preliminary Examination will be a qualifying examination. Only those candidates who obtain the minimum qualifying marks in each component and aggregate in the Preliminary Examination will be called for the Main Examination. The marks secured by the candidates in the Preliminary Examination will not be counted while preparing the final selection list.

II. Main Examination :

Paper	Subject	Marks	Time
I	English Essay, Precis, Comprehension and Grammar	150	3 hours
II	Constitution of India	100	3 hours

In paper-I, English Essay, Precis, Comprehension and Grammar will be of 60 marks, 40 marks, 25 marks and 25 marks, respectively. The Paper-II on 'Constitution of India' will be descriptive type. Though the Question Paper-II will be in English, the candidates will have the option of answering the same either in English or in Hindi. All the answers of this paper must be written in one medium i.e. English or Hindi. Candidates will have to obtain the minimum qualifying marks in each of the papers of the Main Examination.

From amongst the candidates who obtain the minimum qualifying marks in each of the above two papers of the Main Examination, selection will be made on the basis of the overall performance of candidates in the Main Examination, subject to the availability of vacancies. The candidates belonging to OBC, SC and ST categories who will be availing the benefit of their category in marks obtained for qualifying the Preliminary Examination and/or Main Examination and/or in age, will not be entitled to occupy UR vacancy.

5. **GENERAL CONDITIONS**

I. **AGE AND QUALIFICATIONS** : Age and qualifications will be reckoned as on 01.12.2016.

II. **AGE RELAXATION**: The UPPER AGE LIMIT specified above is for General candidates. Relaxation of 03 years for OBC candidates and 05 years for SC/ST candidates is permissible in UPPER AGE LIMIT.

Further relaxation in UPPER AGE LIMIT to Physically Challenged Persons, Government Employees and ex-Servicemen will be as indicated hereunder:

- (i) Physically Challenged Persons: The upper age limit will be relaxable up to a maximum of 10 years in the case of physically challenged persons having disability mentioned in this advertisement. (The physically challenged persons with Locomotor Disability will not be entitled to avail this age relaxation.)

- (ii) Government/Public Sector Undertaking employees: The upper age limit is further relaxable up to 5 years (depending upon the extent of their continuous service) to the candidates in Government Service/Public Sector Undertakings who have rendered not less than 3 years continuous service on regular basis as on 01.12.2016 and they should continue in their service till their final selection. Persons who are appointed on *ad-hoc*/daily wages/hourly paid/ contract basis are not eligible for age relaxation.

NOTE: Applicants in Government Service or in service in Lok Sabha and Rajya Sabha Secretariats should have completed 3 years of continuous regular service in Government and/or in Lok Sabha and Rajya Sabha Secretariats, for claiming age relaxation as Government servants as per provisions in para 5 II(ii) above.

- (iii) Ex-Servicemen: Length of military service plus 3 years (upto the maximum of 45 years).

Ex-serviceman means a person who has served in any rank whether as a combatant or non-combatant in the regular Army, Navy, Air Force of the Indian Union, and:

- (a) who retired from such service after earning her/his pension. This would also include persons who are released/retired at their own request after having earned their pension; or
- (b) who has been released, otherwise than on her/his own request from such service as a result of reduction in establishment; or
- (c) who has been released from such service after completing the specific period of engagement, otherwise than at her/his own request or by way of dismissal or discharge on account of misconduct or inefficiency, and has been given a gratuity.

Armed Forces Personnel in the last year of service in the force who have been permitted to seek re-employment are eligible to apply.

Employees of Lok Sabha Secretariat : No AGE LIMIT. However, the candidate must have completed three years' continuous regular service in the Lok Sabha Secretariat.

III. SUBMISSION OF DOCUMENTS/CERTIFICATES

- (a) All the candidates who are declared qualified in the Preliminary Examination will be required to furnish copies of her/his certificates, degrees, mark sheets etc., duly attested by a Gazetted Officer or First Class Magistrate at the time of Main Examination failing which the candidature of such candidate(s) will be cancelled by Joint Recruitment Cell. The candidates who are able to prove, by documentary evidence, that result of the qualifying examination was declared on or before 01.12.2016 and she/he has been declared passed, will also be considered to have the required qualification. The candidates will be required to submit both certificate/degree as well as marks sheet(s) in respect of each educational qualification mentioned in the application.

(b) Only the Matriculation or equivalent examination certificate will be accepted as proof of date of birth. No other document will be accepted for this purpose. In case, the date of birth is not mentioned in the Matriculation or equivalent examination certificate of a candidate, she/he may submit attested photocopy of the certificate of her/his any other higher educational qualification containing the required information alongwith attested photocopy of Matriculation or equivalent examination certificate and also an attested photocopy of an affidavit to the effect that the date of birth is not mentioned in the Matriculation or equivalent examination certificate issued by the concerned Education Board.

The name of the candidate and her/his parents filled up in the application form by the candidates shall be the same as mentioned in the Matriculation Certificate. In case, there is a discrepancy between the name as recorded in the Matriculation Certificate and as entered in Degree and/or PG Degree and/or other certificates, the following steps must be taken :

- (i) In case of minor discrepancy in the name due to a spelling error i.e. {(Mohan and Mohun) or (R. Mathur and Ramesh Mathur)}, an attested photocopy of an affidavit to the effect that both the names belong to the same person, shall be furnished.
 - (ii) In case of a major discrepancy related to the addition or deletion of part/parts of any name i.e. {(Ram Kumar and Ram Kumar Singh) or (Ajay Kumar and Ajay Kumar Singh Rana)}, an attested photocopy of Gazette Notification to the effect that the person has changed her/his name henceforth, shall be furnished.
 - (iii) In case of certificates issued by the State of Maharashtra, the name of the candidate is sometimes inclusive of the name of the father and/or name of the mother. In such cases, an attested photocopy of an affidavit to the effect that the names on both certificates belong to the same person, shall be furnished.
- (c) The applicant availing age relaxation on the basis of her/his service in a Government Department/Public Sector Undertaking/Lok Sabha Secretariat will be required to furnish a certificate from her/his office in respect of length of her/his service as on the last date for receipt of applications.
- (d) The physically challenged persons shall submit the 'Disability Certificate' in the prescribed format (ANNEXURE). Otherwise, these candidates will not be allowed any benefits available to persons with disabilities.
- (e) The ex-Servicemen should submit a copy of Discharge Certificate and the Armed Forces Personnel in the last year of Service in the Force shall submit a copy of the permission to seek re-employment.
- (f) In the event of any information furnished by a candidate being found false or incorrect at any stage or not satisfying the eligibility conditions according to the requirements mentioned in this advertisement, her/his candidature/appointment is liable to be cancelled/terminated. The applicants are also cautioned that they may be permanently debarred from the examinations conducted/to be conducted by Lok Sabha Secretariat and/or their appointment may be cancelled, in case they fraudulently claim eligibility for a post.

IV. CASTE/CATEGORY CERTIFICATE(S)

Candidates claiming to be SC/ST/OBC must ensure the following conditions :

- (i) The name of the candidate and her/his father in the certificate should be strictly as recorded in the Matriculation Certificate.
- (ii) The caste and/or sub caste name should be strictly according to the Central List as is available on the website i.e. socialjustice.nic.in in respect of SCs, on tribal.nic.in in respect of STs and on ncbc.nic.in in respect of OBCs.
- (iii) The residential clause in SC/ST/OBC certificate should be duly filled up.
- (iv) In case, SC/ST/OBC certificate is issued to a candidate residing in a State on the basis of the relevant certificate issued to her/his parent in another State, relevant migration clause should have been duly filled up.
- (v) The certificate should have been signed by a competent authority not less than Tehsildar with legible stamp of her/his designation either in Hindi or in English.
- (vi) The certificate must contain a round seal of the concerned issuing authority/office. In case of a round seal in regional language, another seal in either English or Hindi may also be affixed.
- (vii) In case of an OBC certificate issued prior to 02.12.2013, a fresh certificate incorporating therein the relevant provisions of DoPT OM Nos. 36033/3/2004 - Estt. (Res.) dated 14.10.2008 and 36033/1/2013- Estt.(Res.) dated 27.05.2013 pertaining to Creamy Layer must be got prepared inter-alia satisfying the above mentioned conditions at (i) to (vi).
- (viii) If the SC/ST/OBC/Disability certificate is/are in language other than English/Hindi, the candidates should submit a attested translated version of the same either in English or Hindi.

The candidates submitting caste/category certificate not satisfying the above conditions will be treated as 'General' category candidates and will not be provided any benefit available to the caste/category mentioned/claimed by her/him in the application.

In case, in the OBC certificate furnished by a candidate it has been mentioned that the caste the candidate belongs to is recognized as OBC under the Resolution(s) of the concerned State Government, however, actually the said caste is also recognized as OBC under various Resolutions of the Ministry of Welfare, Government of India, the candidate may submit revised certificate up to 180 days after 01.12.2016. However, the result for any stage(s) of examination declared prior to the submission of the revised certificate will not be revised by JRC

- V. **CUT OFF PERCENTAGE OF MARKS:** The minimum cut off percentages of marks in Written Test in an examination is 50%, 45% and 40% for vacancies in General, OBC and SC/ST categories, respectively. The above percentages are relaxable by 5% in case of physically challenged persons of relevant disability and category for appointment against the vacancies reserved for physically challenged persons. (The physically challenged persons with Locomotor Disability will not be entitled to avail this relaxation in marks.) These percentages are the minimum marks which a candidate is required to secure in each paper/component and aggregate in the written test. However, the cut-off percentages may be raised in individual component/paper/aggregate to arrive at reasonable vacancy : candidate ratio.

VI. CENTRE(S) OF EXAMINATION

In case sufficient number of eligible candidates prefer to take examination in Chennai, Kolkata and Mumbai, Joint Recruitment Cell may hold the preliminary examination in these cities also besides Delhi. In the eventuality of insufficient number of eligible candidates for the post opting for taking examination in any of these three cities, those candidates will have to take examination in Delhi. The choice once made by the applicant with regard to the examination centre shall be final. No request for change in date, time and centre of examination will be accepted under any circumstances. Joint Recruitment Cell will, however, have final discretion in the allotment of examination centre to the applicants on the basis of number of applications received for a particular centre.

- VII. **NUMBER OF VACANCIES:** The number of vacancies specified in respect of the post is subject to change.
- VIII. In case, the number of eligible candidates for the said post are less than or equal to the approved norm for calling the candidates for the Main Examination, the Preliminary Examination may not be held.
- IX. **RIGHT TO CANCEL THE PROGRAMME OF RECRUITMENT:** Mere submission of application online by the applicants shall not give them the right to be called for Selection Process. Lok Sabha Secretariat reserves the right to cancel the programme of recruitment to the said post at any stage without any prior notice and without assigning any reason therefor. Lok Sabha Secretariat also reserves the right to modify the advertisement or part of it at any stage, if considered necessary.
- X. Canvassing in any manner would lead to summary rejection of application and candidature at any stage.
- XI. The Hon'ble High Court of Delhi at New Delhi will have the jurisdiction to settle and decide all matters and disputes related to this recruitment process.

6. **SCRUTINY OF APPLICATIONS AND VERIFICATION OF DOCUMENTS**

The scrutiny of applications with regard to eligibility criteria i.e. age, educational qualification, category, etc., will be undertaken by Lok Sabha Secretariat at the time of preparation of final result. At that time, if any claim made by a candidate in the application is not found substantiated or supported by relevant documents/ certificates then her/his candidature will be cancelled and the decision of Lok Sabha Secretariat in this regard shall be final. No correspondence will be entertained with the candidates who are found ineligible.

The candidates who are declared qualified for appointment shall be required to produce original documents/certificates/mark-sheets/degree(s), etc. before the appointment for verification of the correctness of the attested copies submitted by her/him and also to verify the correctness of the information furnished by her/him in the application for the said post. In case any discrepancy is found, her/his candidature shall be cancelled.

Further, the appointment of the selected candidates will be subject to being found medically fit as per the prescribed procedure in this regard. They will be required to undergo medical examination, prior to being appointed after due selection.

7. **HOW TO APPLY ONLINE**

- I. **Eligible applicants are required to apply online only** under the link Recruitment → Apply Online. No other means/mode of application will be accepted. Before applying, the applicants are advised to thoroughly go through this advertisement to ensure that she/he fulfils all the eligibility conditions for the post. The admission of candidates at all stages of examination will be purely provisional subject to satisfying the prescribed eligibility conditions.
- II. The applicant shall upload her/his latest photograph and signature in the space provided in the application form. Before uploading, the applicants are advised to go through the guidelines in this regard.

- III. **Applicants are required to have a valid and active personal email id and Mobile Number** for filling in the application. Applicant will receive registration confirmation by SMS/email. Therefore, the candidates are advised to furnish correct Mobile number/e-mail address to receive the registration confirmation. This email id and Mobile Number should be valid for the duration of this recruitment process. The Lok Sabha Secretariat may send intimation regarding date of examination, etc., through the email id/Mobile Number filled in the application. Under no circumstances, the candidate should share/mention email id/Mobile Number to or of any other person.

In case the applicant does not have a valid and active email id, she/he shall create the same before applying online.

- IV. Candidate may click '**Submit**' box after 'Declaration' in the online application format only after ensuring that the information filled in by her/him is in order and no correction is required. After submission of application, no correction/modification in the information filled in the application shall be allowed. No request in this regard shall be entertained under any circumstances. The Lok Sabha Secretariat will not be responsible for any consequences arising out of furnishing of incorrect and incomplete details in the application form or omission to provide the required details in the application form.
- V. An applicant should submit only one application. If due to unavoidable circumstances any applicant submits multiple applications, her/his only that application with higher 'Registration Number' shall be entertained by Lok Sabha Secretariat. Her/his earlier application(s) shall stand rejected.
- VI. The online application can be filled up from 02.11.2016 to 01.12.2016 till 05:00 p.m. after which the link will be disabled. To avoid last days' rush, which may result in thwarting attempt to fill online application due to heavy traffic on server, candidates are advised to submit application well before the last date. No request for extension of time after the last prescribed date shall be entertained.

8. **GUIDELINES FOR SCANNING THE PHOTOGRAPH & SIGNATURE**

Before applying online a candidate will be required to have a scanned (digital) image of his/her photograph and signature as per the specifications given below.

(I) PHOTOGRAPH IMAGE :

- _ Photograph must be a recent passport size colour picture.
- _ The picture should be in colour, against a light-coloured, preferably with white background.
- _ Look straight at the camera with a relaxed face
- _ If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows
- _ If you have to use flash, ensure there's no "red-eye"
- _ If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- _ Photograph with cap, hat and dark glasses are not acceptable. Though religious head wear is allowed but it must not cover your face.
- _ Resolution 200 x 230 pixels (preferred)
- _ Size of file should be between 20KB–50KB
- _ Ensure that the size of the scanned image is not more than 50KB. If the size of the file is more than 50 KB, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.

(II) SIGNATURE IMAGE:

- _ The applicant has to sign on white paper with black ball point pen.
- _ The signature must be signed only by the applicant and not by any other person on his/her behalf.
- _ The signature will be used by Lok Sabha Secretariat to put on the Admission Letter/Card and wherever required for examination purposes.
- _ Resolution 140 x 60 pixels (preferred)
- _ Size of file should be between 10KB – 20KB
- _ Ensure that the size of the scanned image is not more than 20KB

(III) SCANNING THE PHOTOGRAPH & SIGNATURE:

- _ Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- _ Set Color to True Color
- _ File Size as specified above
- _ Crop the image in the scanner to the edge of the photograph/signature, then use the upload editor to crop the image to the final size (as specified above).

_ The image file should be JPG or JPEG format. An example file name is : image01.jpg or image01.jpeg Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon.

Candidates using MS Windows/MS Office can easily obtain photo and signature in .jpeg format not exceeding 50KB & 20KB respectively by using MS Paint or MS Office Picture Manager. Scanned photograph and signature in any format can be saved in .jpg format by using 'Save As' option in the File menu and size can be reduced below 50KB (photograph) & 20KB (signature) by using crop and then resize option [Please see points (I) & (II) above for the pixel size] in the 'Image' menu. Similar options are available in other photo editor also.

If the file size and format are not as prescribed, an error message will be displayed.

The candidate should fill in all the details correctly and also upload photograph and signature as prescribed.

(IV) PROCEDURE FOR UPLOADING THE PHOTOGRAPH AND SIGNATURE

- (i) There will be two separate links for uploading Photograph and Signature
- (ii) Click on the respective link "Upload Photograph / Signature"
- (iii) Browse & Select the location where the Scanned Photo / Signature file has been saved.
- (iv) Select the file by clicking on it
- (v) Click the 'Upload' button

Your Online Application will not be registered/submitted unless you upload your photo and signature as specified.

Note :

- (a) In case the face in the photograph or signature is unclear the candidate's application will be rejected.
- (b) In case the photograph or signature is unclear, the candidate may edit his/her application and re upload his/her photograph or signature.

9. In case of any difficulty experienced in submission of On-line application, candidates may contact the helpline telephone no. 011-23034521.
10. Candidates are advised to take a printout of their system generated online application form after registering. But the printout of the application should not be sent to the Lok Sabha Secretariat.

11. The information in respect of provisionally eligible candidates as well as the rejected applications will be uploaded on the website <http://www.loksabha.nic.in> under the link Recruitment → Advertisements and Notices.
12. The provisionally eligible candidates shall be issued e-Admission/Call Letter only. No hard copy of Admission/Call Letter shall be sent by post. The provisionally eligible candidates will have to download their respective e-Admission/Call Letter from the website <http://www.loksabha.nic.in> under the link Recruitment → Online Admission/Call Letter. The candidates must bring the same [affixing their self-attested/attested recent passport size photograph (in original) which they have uploaded in their On-Line Application at the time of applying to the LSS] and hand over to the invigilator on the day of examination(s), without which no candidate shall be admitted for the examination. The candidate must carry a valid photo ID proof such as PAN Card/Passport/Voter ID Card/Driving Licence/Aadhaar Card/Permanent Identity Card issued by a University/College or any other valid proof of identification having a latest photograph of the candidate, at the time of examination.

The applicants/candidates will be solely responsible for receiving, downloading and printing of Call Letters/Admit Cards for selection process/any other information. Joint Recruitment Cell will not be responsible for any loss of email sent due to invalid/wrong email ID provided by the candidate or delivery of email to spam/bulk mail folder or for delay/non receipt of information if the candidate fails to access her/his mail/LSS website in time.

13. The applicants are advised to keep on visiting the website <http://www.loksabha.nic.in> → Recruitment from time to time for information relating to :
 - (i) Cancellation or *addendum* or *corrigendum* to this Advertisement, if any;
 - (ii) Dates of Preliminary and Main Examinations (about 30 days prior to the date of Examination); and
 - (iii) Result of the Examination.

FORMAT OF DISABILITY CERTIFICATE

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

Recent PP size
Attested
Photograph (Showing
face only)
of the person
with disability

Certificate No. _____

Date : _____

This is to certify that I have carefully examined Shri/Smt./Kum. _____

Son/wife/daughter of Shri _____

Date of Birth _____ Age _____ years, male/female _____
(DD/MM/YY)

Registration No. _____ permanent resident of House No. _____ Ward/Village _____

Street _____ Post Office _____ District _____ State _____,

whose photograph is affixed above, and am satisfied that he/she is a case of _____ disability. His/her extent of permanent physical impairment /disability has been evaluated as per guidelines and shown against the relevant disability in the table below:

Sl. No.	Disability	Affected Part of Body	Diagnosis	Permanent physical impairment/mental disability (in %)
1.	Locomotor disability	@		
2.	Low vision	#		
3.	Blindness	Both Eyes		
4.	Hearing Impairment	\$		
5.	Mental retardation	X		
6.	Mental-illness	X		

(Please strike out the disabilities which are not applicable)

2. This condition is progressive/non-progressive/likely to improve/not likely to improve.

3. Reassessment of disability is :

(i) not necessary,

Or

(ii) is recommended/after _____ years _____ months, and therefore this certificate shall be valid till

(DD)

(MM)

(YY)

continued.....

@ e.g. Left/Right/both arms/legs

Single eye/both eyes

\$ Left/Right/both ears

4. The applicant has submitted the following document as proof of residence:-

Nature of Document	Date of Issue	Details of authority issuing certificate

5. Sh./Smt./Kumari _____ meets the following physical requirements for discharge of his/her duties :-

- | | |
|--|--------|
| (i) F-can perform work by manipulating with fingers. | Yes/No |
| (ii) PP-can perform work by pulling and pushing. | Yes/No |
| (iii) L-can perform work by lifting. | Yes/No |
| (iv) KC-can perform work by kneeling and crouching. | Yes/No |
| (v) B-can perform work by bending. | Yes/No |
| (vi) S-can perform work by sitting(on bench or chair). | Yes/No |
| (vii) ST-can perform work by standing. | Yes/No |
| (viii) W-can perform work by walking. | Yes/No |
| (ix) SE-can perform work by seeing. | Yes/No |
| (x) H-can perform work by hearing/speaking. | Yes/No |
| (xi) RW-can perform work by reading and writing. | Yes/No |
| (xii) C- can communicate | Yes/No |

(Please strike out which is not applicable)

(Authorised Signatory of notified Medical Authority)
(Name and Seal)

Countersigned

{Countersignature and seal of the CMO/Medical Superintendent/Head of Government Hospital, in case the certificate is issued by a medical authority who is not a government servant (with seal)}

Signature/Thumb impression of the person in whose favour disability certificate is issued.

Note : In case this certificate is issued by a medical authority who is not a government servant, it shall be valid only if countersigned by the Chief Medical Officer of the District.

Note : The principal rules were published in the Gazette of India vide notification number S.O. 908(E), dated 31st December, 1996.