

**PARLIAMENT OF INDIA
(JOINT RECRUITMENT CELL)**

Applications are invited from eligible Indian citizens to fill up the vacancies for the following posts in Lok Sabha Secretariat:

Sl. No.	Name of post and pay scale	Vacancies				
		UR	OBC	SC	ST	Total
1.	Parliamentary Interpreter Grade-II Rs. 15600-39100 (PB-3)+Grade Pay:Rs. 5400	07	00	01	01	9 (02 English/ Hindi, 01 Bodo; 01 Dogri; 01 Gujarati; 01 Kashmiri; 01 Konkani; 01 Santhali; 01 Sindhi)
2.	Printer Rs. 5200-20200 (PB-1)+Grade Pay:Rs. 2800	04	01	00	00	05
3.	Warehouseman Rs. 5200-20200 (PB-1)+Grade Pay:Rs. 2200	01	00	01	00	02*

*01 vacancy reserved for physically handicapped persons(Hearing Impairment).

2. QUALIFICATIONS, EXPERIENCE & UPPER AGE LIMIT:

POST No.1: Parliamentary Interpreter Grade-II

For English/Hindi Interpreters: QLFNS: Master's degree in English from a recognised university with medium of Hindi language up to Degree Level **OR** Master's degree in Hindi from a recognised university with medium of English language up to Degree Level.

Desirable: (1) Experience in translation or interpretation work; (2) Certificate in computer course recognised 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.

For Regional Language Interpreters: QLFNS: Master's degree in English or any other discipline (with English as a medium of instruction) from a recognised university with regional language concerned up to Degree Level. **Desirable:** (1) Experience in translation or interpretation work. (2) Certificate in computer course recognised by AICTE/DOEACC or courses equivalent to 'O' Level in terms of syllabus and duration of course as prescribed by DOEACC.

UPPER AGE LIMIT: 35 years.

Note:

(i) The candidates so selected for appointment will have to undergo training in interpretation for such period as may be specified by the Lok Sabha Secretariat. They will also have to qualify two departmental interpretation tests i.e., one after two years of service and the other after three years of service with such standard of proficiency in interpretation as may be prescribed. Unless the incumbents qualify the said departmental interpretation tests, they will not be considered for promotion to the grade of Parliamentary Interpreter Grade-I which will also be subject to availability of vacant post(s).

(ii) They may also be required to perform non-interpretation duties as may be assigned to them from time to time.

POST No. 2: Printer

QLFNS.:

- (i) Diploma in Printing Technology of 03 years duration recognized by AICTE
or
(ii) Bachelor's degree in any discipline from a recognised University with 03 years' experience in hand composing in English & Hindi, Operation of Letterpress, Offset and Screen Printing Machines in Central/State Government/ State Legislature Secretariats/Central/State Public Sector Undertakings/ Autonomous bodies/ Industries /Establishment coming under the purview of Factories Act, 1948, as amended/ Employees' Provident Fund and Miscellaneous Provisions Act, 1952, as amended.
or
(iii) Intermediate (Class XII) from a recognized Board with 05 years' experience in hand composing in English & Hindi, operation of Letterpress, Offset and Screen Printing Machines in Central/State Government/ State Legislature Secretariats/Central/State Public Sector Undertakings/ Autonomous bodies/ Industries /Establishment coming under the purview of Factories Act, 1948, as amended/ Employees' Provident Fund and Miscellaneous Provisions Act, 1952, as amended.

Note: The candidates having qualification prescribed in (i) above shall be considered in the first round of selection from those who have secured the prescribed minimum cut off marks. If sufficient number of candidates could not be selected in the first round, the candidates with qualification as prescribed in (ii) above shall be considered for selection in the second round. If still sufficient number of candidates could not be selected in the second round, the candidates with qualification as prescribed in (iii) above shall be considered for selection in the third round.

UPPER AGE LIMIT: 27 years [30 years for the candidates having the qualification/experience prescribed in (ii) above and 32 years for the candidates having the qualification/experience mentioned in (iii) above.]

POST NO. 3: Warehouseman

QLFNS.:

- (i) Secondary School Certificate or Matriculation;
(ii) Diploma in Printing Technology from any Institute approved by AICTE **(OR)** 5 years experience on cutting, stitching and perforating machines in a Printing Press coming under the purview of Factories Act, 1948 as amended and ability to do folding, pasting, counting and sewing work.

Desirable: Certificate in computer course recognised by AICTE/ DOEACC or courses equivalent to 'O' Level in terms of syllabus and duration of course as prescribed by DOEACC.

UPPER AGE LIMIT: 27 years (32 years for the candidates having the prescribed work experience of 5 years).

3. SELECTION PROCEDURE:

Eligible candidates will have to appear in written examination/trade test/personal interview as follows:

3. A. POST No.1: Parliamentary Interpreter Grade-II

I. Oration Test: Candidates will be subjected to an Oration test which will be of **200 marks**. During the Oration test, a candidate for the post of Regional Language Interpreter will be required to speak *ex-tempore* in English for 3 minutes on any one of the 7 given topics. A candidate for the post of English/Hindi Interpreter will, however, be required to speak for 3 minutes in English and 3 minutes in Hindi on

any one of the 7 topics in English and 7 topics in Hindi that will be placed before the candidate. The objective is to assess fluency; language content; style, pronunciation and accent; material content; and voice of the candidates.

II. Written Test: Only those candidates who qualify the Oration Test at the requisite standards will be allowed to appear in a Written test comprising the following papers:

a) **For Regional Language Interpreters** - (i) Translation from concerned language to English which will be of **200 Marks** (1 Hour); and (ii) 50 Multiple choice objective type questions each on General Knowledge & Current Affairs; General English; and General regional language concerned - **150 Marks** (75 Minutes).

b) **For English/Hindi Interpreters** – (i) Translation from English to Hindi of **100 Marks** and from Hindi to English of **100 Marks** (2 Hours); and (ii) 50 Multiple choice objective type questions each on General Knowledge & Current Affairs; General English; and General Hindi - **150 Marks** (75 Minutes).

Candidates will have to qualify both papers of the Written Test and components thereof at the requisite standards. Only those candidates who qualify the Written Test will be allowed to appear in the Simultaneous Interpretation Test. Prior to that they would be provided one or two-day training in simultaneous interpretation. The actual period of training will be intimated to the candidates *vide* call letter.

III. Simultaneous Interpretation Test for: (i) Regional Language Interpreters - from concerned language to English (10 Minutes) which will be of **200 Marks**; and (ii) English/ Hindi Interpreters - from English to Hindi (5 Minutes) of **100 Marks** and from Hindi to English (5 Minutes) of **100 Marks**. The performance of the candidates will be assessed under five specific parameters, *i.e.* Coverage; Accuracy; Style and Diction; Continuity of Interpretation; and Voice, Pronunciation and Accent.

Only those candidates who qualify the Simultaneous Interpretation Test at the requisite standards will be allowed to appear in the Personal Interview.

IV. Personal Interview: The personal interview will carry **50 Marks**. Candidates will have to qualify the Personal Interview at the requisite standards.

From amongst the candidates who qualify Personal Interview, selection will be made on the basis of the overall performance of the candidates in the Oration Test, Written Test, Simultaneous Interpretation Test and Personal Interview, subject to availability of vacancies.

3. B. Post No. 2: Printer

Paper	Subject	Marks	Time
Preliminary Examination			
Part - A	General Knowledge and Current Affairs	25	1 hour
Part - B	General English	25	
Part - C	General Hindi	25	
Part - D	Proof Reading <i>(25 multiple choice objective type questions in each part)</i>	25	
Trade Test			
I : Part -A	Hand Composing in English	100	
Part -B	Hand Composing in Hindi	100	
II :	Operation of Letterpress Machine, Offset Machine and Screen Printing Machine	200	

The candidates will have to secure the Minimum qualifying marks in each component and aggregate in the Preliminary Examination. The marks secured by the candidates in the Preliminary Examination will not be accounted for while preparing the final selection list. Only those candidates who secure the minimum qualifying marks in the preliminary examination will be allowed to appear in the Trade Test.

From amongst the candidates who obtain the minimum qualifying marks in each component of Paper I and also in Paper II of the Trade Test, selection will be made on the basis of the overall performance of candidates in the Trade Test, subject to the availability of vacancies.

3. C. POST NO. 3: Warehouseman

Subject	Marks
Trade test on: (a) Making of Scribbling pad; (b) Making of simple register; (c) Gathering; (d) Folding; (e) Creasing; (f) Numbering and Setting of machine; (g) Booklet Trimming; (h) Counting; (i) Splitting of the pads to the size from 2 UP Printing; (j) Cover Folding/Pasting; (k) Setting of Wire Stitching Machine; (l) Gauge adjustment and perforating; etc.	100

Selection will be made from amongst the candidates who secure the minimum qualifying marks in the Trade Test, subject to the availability of vacancies.

4. HOW TO APPLY

- I. Eligible candidates have to apply in typewritten form for the above posts, either in English or in Hindi, strictly in the prescribed format. The format of the application can be downloaded from the website <http://www.loksabha.nic.in> under the link 'Recruitment'.
- II. Candidates desirous of applying for more than one post should submit separate application form for each post.
- III. Applications which are illegible, not conforming to the prescribed application format and the instructions given in the Advertisement or received after the last date will be summarily rejected.
- IV. Candidates in Government service should submit their application(s) **through proper channel only**. No such application will be accepted 7 days after 30.06.2014
- V. Applicants should affix two self-attested **identical recent** passport size photographs, one on the application form and the other on the attendance sheet.
- VI. In case sufficient number of eligible candidates prefer to take examination in Chennai, Kolkata and Mumbai, Joint Recruitment Cell may hold the preliminary examination for the posts contained in this advertisement in these cities also besides Delhi. In the eventuality of insufficient number of eligible candidates for a 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. 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 in respect of a particular post for a particular centre.
- VII. Canvassing in any manner would lead to summary rejection of application and candidature at any stage.
- VIII. All particulars (except Residential Address) furnished by the applicant will be treated as final and **no change will be allowed therein later on. The applications of the candidates who do not specify their category in sl. no.12 of the application, will be rejected.**
- IX. For candidates staying abroad and for those posting applications from Andaman & Nicobar Islands/ Lakshadweep/ Assam/ Meghalaya/ Arunachal Pradesh/ Mizoram/ Manipur/Nagaland/ Tripura/Sikkim/Jammu & Kashmir/Lahaul and Spiti districts and Pangi Sub-division of Chamba District of Himachal Pradesh, the last date for

receipt of application by post only (**not by Hand or by Courier**) will be 7 days after 30.06.2014.

- X. Candidates should send their application in an envelope superscribing clearly the name of the post applied for on the cover of the envelope.
- XI. Applicants must fill up all the columns of application form properly. Applications complete in all respects should be sent to:-

THE JOINT RECRUITMENT CELL
ROOM NO. 521, PARLIAMENT HOUSE ANNEXE,
NEW DELHI-110001.

Incomplete applications shall be summarily rejected.

- XII. **AGE/QUALIFICATIONS/EXPERIENCE:** Age/qualifications/experience will be reckoned as on 30.06.2014.

Applicants should attach self-attested copy of the matriculation or equivalent examination certificate as proof of date of birth. No other document will be accepted for this purpose.

- XIII. **CUT OFF PERCENTAGE OF MARKS:** The minimum cut off percentages of marks in Written Test and Personal Interview in an examination is 50%, 45% and 40% for vacancies in Gen, OBC and SC/ST categories, respectively. The above percentages are relaxable by 5% in case of physically handicapped persons of relevant disability and category for appointment against the vacancies reserved for physically handicapped persons. These percentages are the minimum marks which a candidate is required to secure in each paper/component and aggregate in the written test and in aggregate in the personal interview. However, the cut-off percentages may be raised in individual component/paper/aggregate to arrive at reasonable vacancy : candidate ratio.

For the post of Parliamentary Interpreter Grade-II, in Oration Test and Simultaneous Interpretation Test, the candidates will be required to secure minimum 50% marks in each component /parameter.

In Trade Test(s) for the posts of Printer and Warehouseman, the candidates will be required to secure minimum 50% marks.

- XIV. **EXPERIENCE:** Wherever experience is prescribed for eligibility to a post, the term 'experience' means requisite experience gained/obtained from recognised institutions of the Central or State Government or State Legislature Secretariats or Central/State Public Sector Undertakings/Autonomous Bodies or Supreme Court of India or High Courts of States, Statutory Corporations of the Centre/States, Commissions, Tribunals and other institutions established by Law/Notifications of the Centre or State Governments. Experience certificates obtained from private institutions, etc., shall not be taken into consideration for grant of eligibility unless experience in private organization has been specifically permitted in the qualification and experience prescribed for the post.

Candidates having the required experience, applying for post nos. 2 and 3 should have continuous service in the prescribed trade on regular basis as on 30.06.2014 and the candidate should be in service doing the relevant work at the time of applying for the post. **The experience certificate issued by the employer should clearly bring out that the Printing Press comes under the purview of 'Factories Act, 1948' or wherever permitted in this advertisement under "Employees' Provident Fund and Miscellaneous Provisions Act, 1952".**

XV. **AGE RELAXATION:** The upper AGE LIMIT specified above in each case is for General candidates. Relaxation in upper AGE LIMIT of five years for SC/ST candidates, and three years for OBC candidates is permissible. Relaxation in upper AGE LIMIT to Physically Handicapped Persons, Government Employees, ex-Servicemen and in-house candidates of Lok Sabha Secretariat will be as indicated hereunder:

- (i) **Physically Handicapped Persons:** The upper age limit will be relaxable up to a maximum of 10 years in the case of physically handicapped persons having disabilities mentioned in this advertisement in respect of those grades in which posts have been reserved for them.
- (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 30.06.2014 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 4(XV) above.

Applicants in Government Service who are eligible for a post owing to their experience in relevant trade/skills of prescribed duration during the said service, will not be given further age-relaxation on account of rendering Government Service as noted above. However, in case of post no. 2 (in those cases in which experience of 3 years has been prescribed), the applicants in Government Service (who gained the required experience during that service), will be eligible for age relaxation (on account of their Government Service) of up to 2 years depending on the length of their service.

- (iii) **Ex-Servicemen:** Length of military service plus 3 years (up to 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.
- (iv) **Employees of Lok Sabha Sectt.:** No AGE LIMIT. However, the candidate must have completed three years' continuous regular service in the Lok Sabha Secretariat.

XVI. **OBC candidates:** Other Backward Classes (OBC) means those communities as included and specified in the Central Government list of the backward classes. OBC certificate of a candidate must show that the caste the candidate belongs to is recognised as OBC **under various Resolutions of the Ministry of Welfare,**

Government of India, and that the person does not belong to creamy layer section. The application of a candidate claiming to be belonging to OBC but not submitting OBC certificate which satisfies these two conditions shall be summarily rejected.

- XVII. **NUMBER OF VACANCIES:** The number of vacancies specified in respect of the posts is subject to change.
- XVIII. In case, the number of eligible candidates for a post are less than or equal to the approved norm for calling the candidates for the Main Examination, the Preliminary Examination for that post may not be held.
- XIX. **RIGHT TO CANCEL THE PROGRAMME OF RECRUITMENT FOR A POST OR POSTS:** Lok Sabha Secretariat reserves the right to cancel the programme of recruitment to any post(s) at any stage without any prior notice and without assigning any reason therefor.
- XX. **The last date for receipt of applications is 30.06.2014.**
- XXI. Candidates should clearly note that the Joint Recruitment Cell will in no case be responsible for non-receipt of their applications or any delay in receipt thereof on any account whatsoever. They should, therefore, ensure that their applications reach the Joint Recruitment Cell on or before the expiry date.
- XXII. Candidates can put their applications in the box kept for the purpose at the Reception Office, Parliament House Annexe, New Delhi. However, no acknowledgement will be issued for the same.
- XXIII. The advertisement can also be accessed through Lok Sabha website <http://www.loksabha.nic.in> under the link 'Recruitment'. The candidates should visit this website regularly for information regarding date of examination for the post applied for and subsequently for result of the examination.

14. GROUNDS FOR CLAIMING AGE RELAXATION: _____

15. DETAILS OF EDUCATIONAL, PROFESSIONAL & TECHNICAL QLFNS.

(Please enclose self-attested copies of the certificates)

(a) Educational:

Exam Passed	Institution/ University	Subjects studied	Medium of Instruction	Duration of study	Year of passing	% of marks

(Candidates particularly those applying for post no. 1 should clearly indicate the medium of instruction.)

(b) Professional/Technical *(Candidates are advised to fill-up this column carefully and in terms of conditions stipulated in the Advertisement to avoid rejection)*

Exam Passed	Institution/ University	Subjects studied	Duration of study	Year of passing	% of marks	Division obtained

16. DETAILS OF EXPERIENCE *(Candidates are advised to fill-up this column carefully and in terms of conditions stipulated in the Advertisement to avoid rejection)*

(a) GOVERNMENT SERVICE

Name of Govt. Orgn.	Post held	Pay Scale*	Duration of service (<i>Exact dates to be given</i>) (From - To)	Whether regular or not	Nature of duties performed

** Please indicate Grade Pay also, wherever applicable.*

(b) SERVICE IN OTHER ORGANISATIONS

Name of Orgn.	Status of organisation [Government/PSU/Private, etc.]	Post held	Pay Scale*	Duration of service (From – To)	Whether regular or not	Nature of duties performed

* Please indicate Grade Pay also, wherever applicable.

17. Please specify clearly whether the experience mentioned in column 16 above has been obtained from:

Sl. No.	Category	Tick (✓) in appropriate Column
1.	Offices under Central/State Government	
2.	Union/State Legislature Secretariats	
3.	Supreme Court/High Courts/Subordinate Courts	
4.	Central/State Public Sector Undertakings	
5.	Statutory Corporations of Centre/States	
6.	Commissions/Tribunals and other institutions established by law/notifications of the Union/State Governments	
7.	Private Organisations/Any other institution	
8.	Printing Press/Establishment coming under the purview of Factories Act, 1948, as amended or Employees Provident Fund and Miscellaneous Provisions Act, 1952, as amended.	

18. (a) Are you eligible and have you applied for any other post(s) in response to this advertisement? Yes / No
(b) If yes, please indicate the Post No(s) _____ and name(s) of the post(s) _____
19. Please specify the language/stream for which you want to be considered: _____
(Only for the candidates applying for Post No. 1.)
20. Do you possess the essential educational qualifications as required for the post applied for? Yes/No
21. Do you possess relevant experience if prescribed for the post applied for? Yes/No/N.A.
22. Do you possess any of the desirable qualifications? Yes/No

23. DECLARATION

(i) I declare that I fulfil the eligibility conditions as per the advertisement and that all the statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage or not satisfying the eligibility conditions according to the requirements mentioned in the advertisement, my candidature/appointment is liable to be cancelled/terminated.

(ii) I have enclosed the typed Attendance Sheet duly completed and affixed self-attested recent passport size photograph thereon.

PLACE:
DATE:

(SIGNATURE OF CANDIDATE)

Note: Applications without self-attested copies of necessary certificates as mentioned in column nos. 9, 12, 13 (in case of persons having hearing impairment) & 15 and experience certificate (in case of Printing Press/Establishment coming under the purview of Factories Act, 1948, as amended or Employees Provident Fund and Miscellaneous Provisions Act, 1952, as amended, containing the required declaration by the employer) and also recent identical photographs will be summarily rejected.

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ATTENDANCE SHEET

(To be filled in on a separate sheet by the candidate when submitting Application Form)

1. Advt. No. 2/2014

2. Post No. _____

3. Name of the Post: _____

**Affix recent self-
attested passport
size Photograph**

Signature of Candidate

4. NAME *(In block letters)*: _____

5. CATEGORY _____

6. FATHER'S NAME *(In block letters)*: _____

7. MOTHER'S NAME *(In block letters)*: _____

8. ADDRESS FOR COMMUNICATION: _____

_____ PIN _____

(To be filled in by the candidate at the Examination Venue)

9.

Subject	Date of E xam.	Signature

10.

ROLL NO.	
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(To be allotted by Joint Recruitment Cell)

NAME & ADDRESS OF THE INSTITUTE / HOSPITAL -----

Certificate No. _____ Date _____

DISABILITY CERTIFICATE

**Recent
Photograph of
the candidate
showing the
disability duly
attested by the
Medical
Authority.**

This is certified that Shri/Smt/Kum _____ son/wife/daughter of
Shri _____ age _____ sex _____
identification mark(s) _____ is suffering from permanent disability of
following category:

A. Locomotor:

(i) BL-Both legs affected but not arms.

**(ii) OL-One leg affected (right or left) (a) Impaired reach
(b) Weakness of grip
(c) Ataxic**

**(iii) OA-One arm affected (a) Impaired reach
(b) Weakness of grip
(c) Ataxic**

B. Low Vision:

C. Hearing impairment:

PD-Partially Deaf

(Delete the category whichever is not applicable)

2. This condition is progressive / non-progressive / likely to improve / not likely to improve. Re-assessment of this case is not recommended / is recommended after a period of _____ years _____ months.*

3. **Percentage of disability in his/her case is percent.**

4. Sh./Smt./Kum.....meets the following physical requirements for discharge of her/his 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. | 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 |

Medical Authority
(with seal)

**Strike out which is not applicable.*

NOTE: For 'multiple disability' the medical authority will comprise of doctors of relevant specialities.