

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

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

Sl. No.	Name of post and pay scale	Vacancies				
		SC	ST	OBC	UR	Total
1.	<b>Stenographer (English/Hindi)</b> Rs. 9300-34800 (PB-2) + <u>GRADE PAY</u> : Rs. 4200	07	04	05	25	41* [Eng. -33, Hindi-08]
2.	<b>Staff Car Driver (Ordinary Grade)</b> Rs. 5200-20200 (PB-1) + <u>GRADE PAY</u> : Rs. 2400	-	-	01	03	04

\*The number of vacancies for the post of Stenographer, if any, reserved for persons with permanent disability and the relevant category of disability will be displayed on the website of Lok Sabha Secretariat, namely, [www.loksabha.nic.in](http://www.loksabha.nic.in), as and when finalised. However, it may be noted that the relaxations admissible to physically handicapped persons are not extended to all categories of physically handicapped (PH) applicants. Only the applicants belonging to that sub-category of physically handicapped persons in respect of whom the vacancies for the post of Stenographer are reserved will be given benefit of the admissible relaxations. Till such time, the candidature of applicants availing such benefits will be purely provisional with no claims to the reserved posts, whatsoever. The physically handicapped persons should submit the 'Disability Certificate' in the prescribed format which is available on our website <http://www.loksabha.nic.in> at the end of Advt. No. 5/2014 (ANNEXURE-I). Otherwise, the candidates will not be given any benefits available to PH persons.

2. **AGE LIMIT**: Upper age limit is 27 years for both the posts.

3. **QUALIFICATIONS & EXPERIENCE**:

(1) **Stenographer**

Bachelor's degree in any discipline from a recognised university and possessing a minimum shorthand speed of 80 words per minute in English/Hindi. 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.

(2) **Staff Car Driver (Ordinary Grade)**

(i) Matriculation or equivalent; (ii) A valid commercial LMV/HMV licence; and (iii) Skill and experience in driving motor vehicles.

4. **SELECTION PROCEDURE**:

Eligible candidates will have to appear in examination/skill test/trade test as per the following scheme:

(1) **Stenographer (English/Hindi)**

**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 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 Descriptive Type Written Paper and Stenography Test.

### Descriptive Type Written Paper and Stenography Test

Paper	Subject	Marks	Time
I	Essay, Letter and Grammar*	100	2 hours
II	Stenography test at 80 w.p.m. in English/Hindi	100	10 minutes**
Total		200	

\* Essay (50 Marks), Letter (35 Marks) and Grammar (15 Marks).

\*\* To be transcribed in 50 minutes (including 10 minutes for reading of notes) in case of English Stenography Test and in 65 minutes (including 10 minutes for reading of notes) in case of Hindi Stenography Test.

A candidate will be considered for appointment against the vacancies in that stream (English/Hindi) only, in which he qualifies Paper-I (Essay, Letter and Grammar) and Paper-II (Stenography Test). The candidates will have to qualify Papers-I & II in the same stream (English/Hindi). A candidate who is eligible for the post of Stenographer in both English and Hindi streams will not be allowed any time break for attempting the Descriptive Type Written Paper in both English and Hindi streams. After attempting the paper in one stream and handing over the answer sheet to invigilator, they will be allowed further 02 hours time for attempting the paper in the other stream. The answer scripts of Paper-I of only those candidates will be evaluated who qualify Paper-II at the requisite speed of 80 w.p.m. Candidates will have to secure the minimum qualifying marks in Paper-I.

Selection will be made on the basis of the overall performance of the candidates in Papers-I and II, subject to the availability of vacancies. The candidates belonging to OBC, SC and ST categories, availing the benefit of their category in marks obtained for qualifying the Preliminary Examination and/or Descriptive Type Written Paper and/or in age will not be entitled to occupy UR vacancy.

## (2) Staff Car Driver (Ordinary Grade)

### A. Written Test

Subject	Marks	Time
Driving Techniques and Motor Car Mechanism <i>(The paper will be descriptive type and bilingual with candidates having the option of answering it either in English or in Hindi)</i>	100	1 hour

Only those who secure the minimum qualifying marks in the Written Test will be called for Trade Test.

## B. Trade Test

Subject	Marks
Traffic Regulations and Motor Vehicles Act; Mechanical Skills; and Practical Test in Driving	100

The candidates will have to secure minimum 50% marks in the Trade Test.

Selection will be made on the basis of the overall performance of candidates in the written and Trade Tests, subject to the availability of vacancies. The candidates belonging to OBC, SC and ST categories, not qualifying the Written Test at 'GEN' standards or having age more than the Maximum Age prescribed for 'GEN' category candidates will not be entitled to occupy 'UR' vacancy.

### 5. 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 this 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 10.11.2014
- 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, wherever prescribed in the scheme of 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 Pangri 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 10.11.2014.
- 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 10.11.2014  
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 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. However, the cut-off percentages may be raised in individual component/paper/aggregate to arrive at reasonable vacancy : candidate ratio.
- XIV. The candidates for the post of Stenographer will be required to qualify the Stenography Test at the requisite speed. Not more than 5% errors will be allowed for passing the Stenography Test. The test will be held on computer. For Hindi Transcription, the candidates will be provided the facility of typing on 'Inscript' or 'Remington' keyboard. It is clarified that in both the keyboards (while operating), the vowel signs (**matras**) will be typed only after typing the consonant as in 'दिन = द + ि + न' and also after typing the full consonant (not after half consonant) as in 'दृष्टि = द + ृ + ष + ट + ि'.
- 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 (in respect of post for which vacancies in those categories are notified.), and three years for OBC candidates is permissible. Relaxation in upper AGE LIMIT to Government Employees, ex-Servicemen and in-house candidates of Lok Sabha Secretariat will be as indicated hereunder:
- (i) 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 10.11.2014 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 5(XV) above.
- (ii) 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.

The persons serving in the Armed Forces of the Indian union, who on retirement from service would come under the category of Ex-serviceman and who would have not more than 01 year service left as on 10.11.2014 may also be allowed the age relaxation available to Ex-Servicemen. Such candidates must attach a self-attested copy of the No Objection Certificate issued by her/his office.

- (iii) Employees of Lok Sabha Sectt.: No AGE LIMIT. However, the candidate must have completed three years' continuous regular service in the Lok Sabha Secretariat.
  - (iv) 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 particular category of disability which will be displayed on LSS website, as and when finalised in respect of the post of Stenographer only.
- 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 10.11.2014.**
- 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 last 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.

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10. PLACE OF BIRTH (Village/Town/City/District/State): .....
11. AGE AS ON 10.11.2014: Years\_\_\_\_\_ Months\_\_\_\_\_ Days\_\_\_\_\_
12. CATEGORY (SC/ST/OBC/GEN): \_\_\_\_\_  
*(The candidates belonging to SC/ ST/OBC category must enclose self-attested copy of the certificate as proof)*
13. WHETHER YOU ARE PHYSICALLY HANDICAPPED YES/NO  
*(Please attach self-attested copy of the certificate in the prescribed format. Applicable for post no. 1 only.)*
14. GROUNDS FOR CLAIMING AGE RELAXATION: \_\_\_\_\_
15. SHORTHAND SPEED (ENG.)\_\_\_\_\_w.p.m (HINDI)\_\_\_\_\_w.p.m. (whichever applicable)
16. 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

(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

17. 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 (Exact dates to be given) (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.

18. Please specify clearly whether the experience mentioned in column 17 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/Any other institution	

19. (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. \_\_\_\_\_ and name of the post \_\_\_\_\_
20. Please specify the language/stream for which you want to be considered: \_\_\_\_\_  
*(Only for the candidates applying for Post No. 1)*
21. Do you possess the essential educational qualifications as required for the post applied for? Yes/No
22. Do you possess relevant experience if prescribed for the post applied for? Yes/No/N.A.
23. Do you possess any of the desirable qualifications? Yes/No
24. **Do you possess a valid commercial LMV/HMV Licence?** Yes/No  
 If yes, please attach a self-attested copy of the same **(only for the candidates applying for post no. 2)**

25. 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 and 24 (if applicable), and 16 and also recent 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)*

Advt. No. 5/2014

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

1. Post No. applied for: \_\_\_\_\_
2. Name of the Post applied for: \_\_\_\_\_
3. NAME *(In block letters)*: \_\_\_\_\_
4. CATEGORY \_\_\_\_\_
5. FATHER'S NAME *(In block letters)*: \_\_\_\_\_
6. MOTHER'S NAME *(In block letters)*: \_\_\_\_\_
7. ADDRESS FOR COMMUNICATION: \_\_\_\_\_  
\_\_\_\_\_ **PIN** \_\_\_\_\_
8. Signature:

Signature of candidate

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

9.

Subject	Date of Exam.	Signature

10.

<b>ROLL NO.</b>	
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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 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.                  | 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.