

**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	a	a	a	a	2 (01 Marathi; 01 Tamil)
2.	Parliamentary Reporter Grade-II (English/ Hindi) Rs. 15600-39100 (PB-3)+Grade Pay: Rs. 5400	09	05	01	01	16 [#] (English-13, Hindi-03)
3.	DTP Operator Rs. 9300-34800 (PB-2)+Grade Pay:Rs. 4200	03	01	00	00	04
4.	Junior Proof Reader Rs. 5200-20200 (PB-1)+Grade Pay:Rs. 2800	08	00	00	00	08 [^]
5.	Printer Rs. 5200-20200 (PB-1)+Grade Pay:Rs. 2800	05	01	01	00	07
6.	Binder Grade-II Rs. 5200-20200 (PB-1)+Grade Pay:Rs. 2400	04	01	00	00	05
7.	Warehouseman Rs. 5200-20200 (PB-1)+Grade Pay:Rs. 2200	02	00	00	00	02 [*]

^a The category-wise break-up would be finalised later.

[#] The stream-wise break-up is not final and is likely to change.

[^]01 vacancy reserved for physically handicapped persons(Locomotor Disability).

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

2. QUALIFICATIONS, EXPERIENCE & UPPER AGE LIMIT:

POST No.1: Parliamentary Interpreter Grade-II

QLFNS: Master's degree in English or any other discipline [with English as a medium of instruction] with regional language concerned upto 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.

Note:

- (i) The candidates selected for appointment as Parliamentary Interpreter Grade – II 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 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).

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

UPPER AGE LIMIT: 35 years.

POST NO.2: Parliamentary Reporter Grade-II (English/ Hindi)

QLFNS.: Bachelor's degree in any discipline and shorthand speed of 160 words per minute in English/ Hindi.

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.

Note: In case sufficient number of candidates with requisite shorthand speed are not available, those with shorthand speed of 140 words per minute may be considered for appointment on the condition that they should qualify shorthand test at the speed of 160 words per minute within a year, failing which they will not be granted annual increment and their confirmation in the grade deferred.

UPPER AGE LIMIT: 27 years.

POST No. 3: DTP Operator

QLFNS.: (i) Bachelor's degree in any discipline from a recognized University.

(ii) Certificate in computer course recognized by AICTE/DOEACC or courses equivalent to 'O' level in terms of syllabus and duration of course as prescribed by DOEACC.

(iii) Typing speed of 40 wpm either in English or Hindi. Preference will be given to those candidates who qualify the typing test both in English and Hindi.

(iv) 03 years' experience in Desk Top Publishing work 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.

UPPER AGE LIMIT: 30 years

POST NO. 4: Junior Proof Reader

QLFNS.: (i) Bachelor's degree in any discipline.

(ii) Diploma in Printing Technology or P.G. Diploma in Book Publishing from any Institute approved by AICTE **OR** 5 years experience as Copy Holder in English and Hindi in a Printing Press coming under the purview of Factories Act, 1948 as amended.

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).

POST No. 5: 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 qualifications/experience mentioned in (iii) above.]

POST NO. 6: Binder Grade-II

QLFNS.: (i) Bachelor's degree in any discipline.
(ii) Diploma in Printing Technology from any Institute approved by AICTE **OR** 5 years experience of quarter, half or full binding, stationery binding, library binding, gold block binding etc., in a Printing Press coming under the purview of Factories Act, 1948 as amended.

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).

POST NO. 7: 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).

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3. **SELECTION PROCEDURE:**

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

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 will be required to speak *ex-tempore* in English for 3 minutes on any one of the 7 given topics. 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:

(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).

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 period of training may be extended for a few more days and will be intimated to the candidates *vide* call letter.

Only those candidates who qualify the Written Test may be allowed to appear in the simultaneous Interpretation Test.

III. Simultaneous Interpretation Test from concerned language to English (10 Minutes) which will be of **200 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.

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: Parliamentary Reporter Grade-II**

I Preliminary Examination:

Paper	Subject	Marks	Time
Part A	General Knowledge and Current Affairs	50	50 minutes
Part B	General English (100 multiple choice objective type questions consisting of 50 questions in each part.)	50	

The marks secured by the candidates in this paper will not be counted while preparing the final selection list. Only those candidates who obtain the minimum qualifying marks in each component and aggregate in the Preliminary Examination will be called for the Stenography Test and Personal Interview.

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II Stenography Test and Personal Interview:

Stenography Test will be of 100 marks. Dictation in English/Hindi will be at the speed of:

(i) 160 w.p.m. of 10 minutes duration to be transcribed within 1 hour 30 minutes (which includes 10 minutes for reading of notes) in case of English Stenography Test and 1 hour 55 minutes (which includes 10 minutes for reading of notes) in case of Hindi Stenography Test.

(ii) 140 w.p.m. of 10 minutes duration to be transcribed within 1 hour 20 minutes (which includes 10 minutes for reading of notes) in case of English Stenography Test and 1 hour 45 minutes (which includes 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 the Stenography Test.

Only those candidates who qualify the stenography test at the requisite speed of 160 w.p.m. will be called for personal interview. In case, sufficient number of candidates do not qualify the stenography test at the speed of 160 w.p.m., the candidates who qualify the stenography test at the speed of 140 w.p.m. may also be called for the personal interview.

The Personal Interview will carry 10 marks. Candidates will have to secure the minimum qualifying marks in the Personal Interview.

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

3. C. Post No. 3: DTP Operator

Paper	Subject	Marks	Time
Preliminary Examination			
Part - A	General Knowledge and Current Affairs	25	65 minutes
Part - B	General English	25	
Part - C	General Hindi	25	
Part - D	Questions relating to DTP	25	
Part - E	Proof Reading (25 multiple choice objective type questions in each part)	25	
Main Examination			
I*	Typing test at 40 w.p.m. in English and /or	100	10 minutes
	Typing test at 40 w.p.m. in Hindi	100	10 minutes
II (Trade Test)	Page Making test on DTP	100	

*Keeping in view the requirements of the post, only those candidates qualifying at the typing speed of 40 w.p.m. in either stream will be deemed to have passed the typing test. Both the typing papers will be of 100 marks each. If a candidate qualifies the typing test at 40 w.p.m. only in one stream, his marks in that stream will be taken into account while preparing the merit list. In case, a candidate qualifies the typing test at 40 w.p.m. in both the streams, his marks in the stream in which he secures higher marks will be taken into account while preparing the merit list. However, preference will be given to such candidates, over those candidates who qualify typing test in one stream only.

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The candidates will be required to secure 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.

Candidates will have to qualify the typing test (Paper-I) of Main Examination at the requisite speed of 40 w.p.m. They will have to obtain the minimum qualifying marks in Paper II (Page Making test on DTP). The typing scripts (Paper-I) of only those candidates will be got evaluated who secure minimum qualifying marks in Preliminary Examination as well as Paper-II.

Selection will be made on the basis of the overall performance of candidates in the Main Examination [(Typing Test and Page Making Test) – 200 Marks], subject to the availability of vacancies. However, preference will be given to candidates qualifying both English and Hindi typing tests at 40 w.p.m.

3. D. POST No. 4: Junior Proof Reader

I Preliminary Examination:

Paper	Subject	Marks	Time
Part A	General Knowledge and Current Affairs	50	75 minutes
Part B	General English	50	
Part C	General Hindi (150 multiple choice objective type questions consisting of 50 questions in each part.)	50	

The candidates will have to secure the minimum qualifying marks in each component and aggregate. The marks secured by the candidates in this paper will not be counted while preparing the final selection list. The answer scripts of Main Examination of only those candidates who obtain the minimum qualifying marks in each component and aggregate in the Preliminary Examination will be got evaluated.

II Main Examination:

Paper	Subject	Marks	Time
I : Part - A	Proof Reading in English	50	90
Part - B	Proof Reading in Hindi	50	minutes
II : Part -A	English Essay and Grammar*	50	2 hours
Part - B	Hindi Essay and Grammar*	50	

* Essay (40 Marks) and Grammar (10 Marks)

From amongst the candidates who secure the minimum qualifying marks in each component of Papers I and II above, selection will be made on the basis of the overall performance of candidates in the Main Examination, subject to the availability of vacancies.

3. E. Post No. 5: 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 (25 multiple choice objective type questions in each part)	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.

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. F. Post No. 6: Binder Grade-II

Paper	Subject	Marks	Time
Preliminary Examination	Printing, Proof Reading and Binding <i>(30 multiple choice objective type questions)</i>	30	30 minutes
Trade Test	Binding Techniques	100	

The candidates will have to secure the minimum qualifying marks 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.

From amongst the candidates who obtain the minimum qualifying marks in the Trade Test, selection will be made on the basis of the performance of candidates in Trade Test, subject to the availability of vacancies.

3. G. POST NO. 7: 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. RESERVATION FOR PHYSICALLY HANDICAPPED PERSONS

The reservation of posts for physically handicapped persons, will be as under:

Name of the post	No. of vacancies reserved	Category for which identified	Functional Classification	Physical Requirement
Junior Proof Reader	01	Locomotor disability	OL [one leg affected (R or L) a. impaired reach b. weakness of grip c. ataxic]	Work performed by manipulating (with Fingers) (F) Work performed by sitting (on bench or chair) (S) Work performed by seeing (SE) Work performed by hearing/speaking (H) Work performed by bending (B) Work performed by standing (ST) Work performed by reading and writing (RW) Communication (C)
Wareh-useman	01	Hearing impairment	PD (partially deaf)	

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. 7/2012 (ANNEXURE-I). Otherwise, the candidates will not be given any benefits available to PH persons.

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 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 11.02.2013.
- 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 11.02.2013.
- 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.

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XII. **AGE/QUALIFICATIONS/EXPERIENCE:** Age/qualifications/experience will be reckoned as on 11.02.2013.

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 DTP Operator, Printer, Binder Grade-II and warehouseman, the candidates will be required to secure minimum 50% marks.

XIV. The candidates for the posts of Parliamentary Reporter Grade-II/Junior Proof Reader will be required to qualify the Stenography/typing Test at the requisite speed. Not more than 5% errors will be allowed for passing the Stenography/Typing Test. These tests will be held on computer. For Hindi Typing/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. **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. 3 to 7, should have continuous service in the prescribed trade on regular basis as on 11.02.2013 and he 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".**

XVI. **AGE RELAXATION:** 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

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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 11.02.2013 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(XVI) 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 nos. 3 and 5 (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 his/her 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 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 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.

XVII. **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.

XVIII. **NUMBER OF VACANCIES:** The number of vacancies specified in respect of the posts is subject to change.

Where specific category has been prescribed for vacancies in any post, there are chances of vacancies occurring in other categories also. Candidates belonging to other categories are also advised to apply.

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- XIX. 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.
- XX. **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.
- XXI. **The last date for receipt of applications is 11.02.2013.**
- XXII. 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.
- XXIII. 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.
- XXIV. The advertisement can also be accessed through Lok Sabha website <http://www.loksabha.nic.in> under the link 'Recruitment'.

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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.

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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.

day 31201/11/0034/1213