

**LOK SABHA SECRETARIAT**  
(JOINT RECRUITMENT CELL)

Parliament House Annexe,  
New Delhi-110001

**NOTICE**

**Subject : Issue of Admit Cards for Typing Test and Personal Interview for filling up of *ex-cadre* post of Welfare Officer on Direct Recruitment basis in Lok Sabha Secretariat. [Advt. No. 1/2018]**

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The selection process for filling up of *ex-cadre* post of Welfare Officer in Lok Sabha Secretariat which was earlier scheduled to be held on 11<sup>th</sup> February, 2019 and subsequently postponed **will now be held on Thursday, 28 February, 2019 in Parliament House Complex, New Delhi.**

2. Admit Cards have been issued (by speed post) on 19.02.2019 to the 28 candidates (whose names were mentioned in the Joint Recruitment Cell notice dated 04.01.2019) who have been called for the selection process. E-mails and SMSs have also been sent to them.

3. Those candidates, out of the above said 28 candidates, who do not receive call letter due to postal delay or for any other reason(s) for the above-said selection process may report at 08.00 A.M. (Sharp) at Reception Office, Parliament Library Building (PLB), Near Central Secretariat, Opposite to Gurudwara Rakab Ganj, New Delhi-110001 alongwith their photo identity proof.

4. The candidates are required to type at the minimum speed of 8000 key depressions per hour (*26.7 word per minute*) [in the stream(s) indicated in their applications and as mentioned against their names in a statement under para no. 2 of notice dated 04.01.2019 uploaded on Lok Sabha Website] from the Test passage for 10 minutes to qualify the Typing Test. The candidates who have indicated their typing proficiency in both English and Hindi Streams, may appear in the typing test in either English or Hindi or both the streams. Not more than 5% errors are allowed for passing the test. No marks have been prescribed for the Typing Test. The candidate will be informed whether she/he has 'Qualified' or 'Not Qualified' the Typing Test, as the case may be.

5. The Typing Test will be held on Computer. The following facilities in the Computer will be disabled : (i) Spell Check; (ii) Auto correct of spelling; and (iii) Copy/Paste/Insert file. For Hindi Typing, 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 + ि'.

6. **Only those candidates who qualify the Typing Test at the requisite speed will be allowed to appear in the Personal Interview (100 marks) which will be held on the same day/date i.e. 28.02.2019.**

7. The candidates are again requested to carry all the original certificates of educational qualifications (both Degree/certificate and marks sheets), requisite experience, proficiency (as prescribed in Advt. No. 1/2018), proof of age, Discharge Book (in case of ex-Servicemen), No Objection Certificate in case of Servicemen in the last year of Service, etc. alongwith 03 sets of copies of these documents/certificates.

8. It may also be noted that those candidates who are working in a Government Department/Undertaking, etc. as a regular employee and have not sent the application through proper channel or have not furnished 'No Objection Certificate' from their employer/office are required to bring 'NOC' at the time of Typing Test, failing which they will not be allowed to appear in the Typing Test.

**BY ORDER**  
**20.02.2019**