

PARLIAMENT OF INDIA
(JOINT RECRUITMENT CELL)

Applications are invited from eligible Indian citizens for filling up of vacancies for the posts of **Housekeeper Grade-III and Farrash** [in the Pay Band of Rs.5200-20200 (PB-1) + Grade Pay : Rs. 1900 (pre-revised)] on Direct Recruitment basis in Lok Sabha Secretariat as under :-

ST	OBC	UR	Total
02	09	17	28 (27 Housekeeper Grade-III and 01 Farrash)

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 Requirement*	
01	Hearing Impairment	PD - (Partially deaf)	F	Work performed by manipulating (with Fingers)
			PP	Worked performed by pulling & pushing
			L	Worked performed by Lifting
			KC	Worked performed by Kneeling and Crouching
			B	Worked performed by bending
			ST	Worked performed by standing
			W	Worked performed by walking
			SE	Worked performed by seeing
			RW	Worked performed by reading and writing
			H	Worked performed by hearing/speaking
C	Communication			

The physically challenged persons should submit the 'Disability Certificate' in the prescribed format (ANNEXURE). Otherwise, the candidates will not be given any benefits available to PH persons.

Disability Certificate:

In case of Disability Certificate, the following must be ensured:

- The certificate should strictly be in the format prescribed in this advertisement.
- The complete name of the applicant should be given as recorded in the matriculation certificate (in case a candidate is Matriculate or having higher qualification).
- All entries must be duly filled up and the extent of disability clearly indicated.

3. Eligibility:

The applicant should have working knowledge of Hindi and/or English and well-versed with the handling and operation of sanitary-related mechanical aids.

**The posts are also suitable for physically challenged persons having Visual Impairment [Functional Classification- LV (Low Vision)].*

4. Age Limit:

The applicant should not be less than 18 years of age and not more than 27 years of age as on the closing date for receipt of applications.

Age Relaxation

The upper AGE LIMIT specified above is for General candidates. Relaxation in upper AGE LIMIT to various categories, ex-Servicemen and in-house candidates of Lok Sabha Secretariat will be as indicated hereunder :

Sl. No.	Category	If in service in Government/ Public Sector Undertaking*	If not in service in Government/ Public Sector Undertaking
(i)	SC & ST	Upto 10 years	5 years
(ii)	OBC	Upto 8 years	3 years
(iii)	GEN	Upto 5 years	Nil
(iv)	Ex-Servicemen	Length of Military Service plus 3 years up-to the maximum of 45 years, 48 years and 50 years for the candidates belonging to GEN, OBC and SC/ST categories, respectively.	
(v)	Employees of Lok Sabha Secretariat	No age Limit Provided that three years continuous regular service has been completed in Lok Sabha Secretariat.	

The age relaxation limit prescribed above for GEN, OBC and SC/ST candidates [Sl. Nos. (i), (ii) and (iii)] will be further relaxable up-to a maximum of 10 years in the case of Physically Challenged Persons for whom the posts have been identified suitable.

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 or in Rajya Sabha Secretariat or in Government, Lok Sabha and Rajya Sabha Secretariats put together or in Lok Sabha and Rajya Sabha Secretariats put together, for claiming age relaxation as Government Servant as per provisions in para 4 above.

**The upper age limit is 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 27.03.2017 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.*

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 also eligible to apply.[Such applicant shall attach a copy of permission to seek re-employment. Otherwise, the candidate will not be given admissible age relaxation on this account.]

5. ORDER OF PREFERENCE

The candidates may fill up their order of preference (First/Second) to the post i.e. Housekeeper Grade-III and /or Farrash in the respective column in the application form. It may be noted that the order of preference indicated by the applicant(s) in the application form will not be allowed to be changed at a later date.

6. SELECTION PROCEDURE

The eligible candidates will have to appear for Screening Test (carrying 50 marks) before a Selection Committee(s) to be constituted for the purpose.

7. VENUE OF SCREENING TEST

The venue of the Screening Test will be Delhi/New Delhi only.

8. 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 format prescribed in this Advertisement. The applicant may take a print out of the same. **An applicant should submit only one application.**
- II. 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.
- III. Candidates in Government service should submit their application **through proper channel only.** (Otherwise no age relaxation will be given for the same.) No such application will be accepted 7 days after 27.03.2017.
- IV. Applicants should affix two self-attested **identical recent** passport size photographs, one on the application form and the other on the Attendance Sheet.
- V. Canvassing in any manner would lead to summary rejection of application and candidature at any stage.
- VI. 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 column no.11 of the application, will be rejected.**
- VII. 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 27.03.2017.
- VIII. Candidates should send their application in an envelope superscribing clearly the name(s) of the post(s) applied for on the cover of the envelope.
- IX. Applicants must fill up all the columns of application form properly. Applications complete in all respects should be sent to:-

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

Incomplete applications shall be summarily rejected.

X. **AGE/QUALIFICATIONS/EXPERIENCE:** Age/qualifications/experience will be reckoned as on 27.03.2017.

Applicants should attach self-attested copy of proof of date of birth. [In case a candidate is matriculate or having higher qualification, she/he should attach self-attested copy of the matriculation or equivalent examination certificate as proof of date of birth. In their case, no other document will be accepted for this purpose.]

XI. **CUT OFF PERCENTAGE OF MARKS:** The minimum cut off percentages of marks in the Screening Test is 50% for the candidates belonging to all the categories. However, the cut-off percentages may be raised to arrive at reasonable vacancy : candidate ratio.

XII. **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 candidate claiming to be belonging to OBC but not submitting OBC certificate which satisfies these two conditions shall be treated as a 'GENERAL' category candidate and will not be allowed/provided any benefit available to OBC candidates.

XIII. **CASTE/CATEGORY CERTIFICATE(S)**

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

- (i) In case a candidate is Matriculate or having higher qualification, 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 26.03.2014, 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 certificate is in language other than English/Hindi, the candidates should submit an 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 recognised as OBC under the Resolution(s) of the concerned State Government, however, actually the said caste is also recognised as OBC under various Resolutions of the Ministry of Welfare, Government of India, the candidate may submit revised certificate upto 180 days after 27.03.2017. However, the result for any stage(s) of examination declared prior to the submission of the revised certificate will not be revised by JRC.

XIV. (a) The candidates are required to furnish self-attested copies of her/his certificates, degrees, mark sheets etc. The candidates are required to submit both certificate/degree as well as marks sheet(s) in respect of each educational qualification mentioned in the application.

(b) In case of those candidates who are matriculate or having higher qualification, 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 such a candidate, she/he may submit self-attested photocopy of the certificate of her/his any other higher educational qualification containing the required information alongwith self-attested photocopy of Matriculation or equivalent examination certificate and also a self-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.

In case of those candidates who are matriculate, the names 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 **[In the names of the candidate and her/his parents as mentioned in the application and certificates/documents attached by the candidate (who is not matriculate) with the application]**, 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)}, a self-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)}, a self-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, a self-attested photocopy of an affidavit to the effect that the names on both certificates belong to the same person, shall be furnished.

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

- XVI. RIGHT TO CANCEL THE PROGRAMME OF RECRUITMENT FOR A VACANCY OR VACANCIES:** Lok Sabha Secretariat reserves the right to cancel the programme of recruitment against any vacancy(ies) at any stage without any prior notice and without assigning any reason therefor.
- XVII. RIGHT TO RESTRICT NUMBER OF CANDIDATES FOR SCREENING TEST :** Lok Sabha Secretariat reserves the right to restrict the number of applicants, on the basis of information furnished by them in their applications, who may be called for the Screening Test.
- XVIII. The last date for receipt of applications is 27.03.2017.**
- XIX.** 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 for submission of applications.
- XX.** 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.
- XXI.** 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.
- XXII.** 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) Date(s) of Screening Test; and
 - (iii) Result of Screening Test.
- XXIII.** 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.

12. Whether you are physically challenged Yes/No

(If yes, please enclose a self-attested copy of the certificate in the prescribed format.)

13. Whether you are an ex-Serviceman Yes/No

(If yes, please enclose a self-attested copy of the relevant pages of the Discharge Book showing dates of joining and discharge from service.)

14. GROUNDS FOR CLAIMING AGE RELAXATION: _____

15. DETAILS OF EDUCATIONAL & TECHNICAL QLFNS.

(Please enclose self-attested copies of the Marks Sheets as well as certificates/degrees)

(a) Educational:

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

(Candidates should clearly indicate the medium of instruction.)

(b) Professional/Technical

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

16. DETAILS OF EXPERIENCE

(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

(Please enclose self-attested copies of the certificates)

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	

18. Do you possess the working knowledge of Hindi : Yes/No
English : Yes/No

19. Are you well-versed with the handling and operation of sanitary related mechanical aids. Yes/No

20. 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/documents as mentioned in column nos. 8, 11 (if applicable), 12 (if applicable), 13 (if applicable), 15 & 16 and also recent identical photographs affixed at the prescribed spaces in the application and attendance sheet will be summarily rejected.

In case of discrepancy in the information/particulars mentioned in the application and enclosed supporting certificates/documents, the application will be summarily rejected. The candidates shall also be required to show original documents/certificates at the time of Personal Interaction (if prescribed for a post) or before appointment after declaration of the final result. In case, there is any discrepancy in the photocopies submitted by a candidate and original thereof, her/his candidature shall be cancelled.

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(JOINT RECRUITMENT CELL)**

ATTENDANCE SHEET

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

1. Advt. No. 5/2017

2. Name of the Post: (i) Housekeeper Grade-III _____
(ii) Farrash _____

(Please indicate your preference as First/Second as mentioned in the Application form.)

Affix recent self-attested passport size Photograph

Signature of Candidate

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 _____

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

8.

Subject	Date of Exam.	Signature

9.

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

Disability Certificate

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

RECENT PASSPORT 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,
(DD) (MM) (YY)
male/female _____
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 percentage physical impairment/disability has been evaluated as per
guidelines and is 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	E		
5.	Mental retardation	X		
6.	Mental-illness	X		

(Please strike out the disabilities which are not applicable.)

2. The above 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)

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

* e.g. Single eye/both eyes

E e. g. 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

{Counter signature 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 the 31st December, 1996.