

PARLIAMENT OF INDIA
(JOINT RECRUITMENT CELL)

Applications are invited from eligible Indian citizens for filling up of the following vacancies for the post of **Parliamentary Reporter Grade-II (Group 'A' Post)** in Lok Sabha Secretariat on Direct Recruitment basis:-

SC	ST	OBC	UR	Total
04	02	03	11	20*

** 10 in English stream and 10 in Hindi stream.*

It is a level 10 post in the Pay Matrix (provisional) [in the pay band of Rs. 15600-39100 (PB-3) + Grade Pay : Rs. 5400 (Pre-revised)]

2. The eligibility conditions for appointment to the post of Parliamentary Reporter Grade-II are as under :-

QUALIFICATION & AGE

Bachelor's degree in any discipline from a recognized university and shorthand speed of 160 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.

Note I : 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.

Note II : In case sufficient number of candidates qualifying the written examination at prescribed standards are not available, those who do not qualify the examination, but obtained not less than 50% of the qualifying marks in the written test, may also be considered for appointment, subject to the condition that they should qualify the written examination at the prescribed standards within a year failing which they will not be granted annual increment and their confirmation in the grade deferred.

There shall be no time limit for withholding of increment and deferment of confirmation in the above cases and if there is deferment of confirmation in the grade, the grant of Time Scale Promotion (TSP)/Promotion shall also be deferred.

UPPER AGE LIMIT : 40 years.

3. **SELECTION PROCEDURE :**

3.1 Eligible candidates will have to appear in Stenography Test/Written Test/Personal Interview at Delhi/New Delhi only (exact venue will be indicated in the admit cards which will be issued to the eligible candidates) as per the following scheme : -

I. Stenography Test

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.

Not more than 5% errors will be allowed for passing the Stenography Test.

II. Written Test:

Only those candidates who qualify the Stenography Test will be called for Written Test. The Scheme of Written Test will be as follows:-

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

[Note : Candidates are to qualify in each part at the requisite standard. The minimum cut off percentages of marks in Written Test in an examination is 50%, 45% and 40% for vacancies in UR, OBC and SC/ST categories, respectively, in each part and aggregate.]

The marks secured by the candidates in the Written Test will not be counted while preparing the final selection list.

III. Personal Interview

Only those candidates who secure the minimum prescribed marks in the Written Test* will 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 i.e. 50%, 45% and 40% for vacancies in UR, OBC and SC/ST categories, respectively.

3.2 The SC, ST and OBC candidates availing the benefit of their category for qualifying any stage of examination including Written Test and/or in age will not be entitled to occupy UR vacancy.

3.3 From amongst the candidates, who qualify the Personal Interview, the merit order of the candidates in this examination will be determined as follows :-

- (i) The candidates(s) who qualify the Stenography Test at the speed of 160 w.p.m., Written Test and Personal Interview [In the merit order, the position of SC, ST, OBC and GENERAL candidates will be fixed on the basis of their performance in Stenography Test and Personal Interview.];
- (ii) In case some vacancies remain unfilled, the candidate(s) who qualify the Stenography Test at the speed of 160 w.p.m and Personal Interview, but do not qualify the Written Test.

[In the merit order, the position of : (a) SC, ST, OBC and GENERAL candidates who do not qualify the Written Test; and (b) those SC, ST and OBC candidates qualifying the Written Test at the standard prescribed for their respective category and further vacancies in their respective category are not available, will be fixed on the basis of their performance in the Stenography Test and the Personal Interview. Such candidates and also those SC, ST and OBC candidates who secure minimum 12 marks in each component and 25 marks in aggregate in the Written Test and are declared qualified against UR vacancies, will be required to qualify the Written Test subsequently at 'GENERAL' standards.];

- (iii) In case some vacancies remain unfilled, the candidate(s) who qualify the Stenography Test at the speed of 140 w.p.m., Written Test and Personal Interview [In the merit order, the position of SC, ST, OBC and GENERAL candidates will be fixed on the basis of their performance in Stenography Test and Personal Interview]; and
- (iv) In case some vacancies still remain unfilled, the candidate(s) who qualify the Stenography Test at the speed of 140 w.p.m. and Personal Interview, but do not qualify the Written Test.

[In the merit order, the position of : (a) SC, ST, OBC and GENERAL candidates who do not qualify the Written Test; and (b) those SC, ST and OBC candidates qualifying the Written Test at the standard prescribed for their respective category and further vacancies in their respective category are not available, will be fixed on the basis of their performance in the Stenography Test and the Personal Interview. Such candidates and also those SC, ST and OBC candidates who secure minimum 12 marks in each component and 25 marks in aggregate in the Written Test and are declared qualified against UR vacancies, will be required to qualify the Written Test subsequently at 'GENERAL' standards.

*Minimum 12 marks in each component and 25 marks in aggregate in case of UR vacancies (24 marks will not meet the criterion of 50% of Qualifying marks).

Minimum 11 marks in each component and 23 marks in aggregate in case of OBC vacancies (22 marks will not meet the criterion of 50% of qualifying marks); and

10 marks in each component and 20 marks in aggregate in case of SC/ST vacancies.

4. HOW TO APPLY

- I. Eligible candidates have to apply in typewritten form for the above post, 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 this Advertisement or received after the last date will be summarily rejected.
- III. Candidates in Government service should submit their application(s) **through proper channel only**. (Otherwise no age relaxation will be given for the same.) No such application will be accepted 7 days after 27.02.2017.
- 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 27.02.2017.
- VIII. Candidates should send their application in an envelope superscribing clearly the name of the post 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,
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 27.02.2017.

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.

- XI. **AGE RELAXATION:** The upper AGE LIMIT specified above in each case is for General candidates. Relaxation of five years for SC/ST candidates, and three years for OBC candidates is permissible in upper AGE LIMIT. **Further**, 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 serving in Government Departments/Public Sector Undertakings who have rendered not less than 3 years continuous service on regular basis as on 27.02.2017 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.

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(XI) (i) above.

- (ii) Ex-Servicemen: Length of military service plus 3 years (up to the maximum of 45 years for 'GEN' category candidates) [Please attach a self-attested copy of the Discharge Certificate. Otherwise, the candidate will not be given admissible age relaxation on this account]

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 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 the permission to seek re-employment. Otherwise, the candidate will not be given admissible age relaxation on this account.]

- (iii) Employees of Lok Sabha Secretariat : No AGE LIMIT. However, the candidate must have completed three years' continuous regular service in the Lok Sabha Secretariat.

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) 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 nbc.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 26.02.2014, 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 a 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 27.02.2017. 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 who are able to prove, by documentary evidence, that result of the qualifying examination was declared on or before 27.02.2017 and she/he has been declared passed, will also be considered to have the required qualification. 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) 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 a candidate, she/he may submit attested photocopy of the certificate of her/his any other higher educational qualification containing the required information alongwith attested photocopy of Matriculation or equivalent examination certificate and also an 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.

The name 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, 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)}, an 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)}, an 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, an 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 post 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. The last date for receipt of applications is 27.02.2017.

XVIII. 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.

XIX. 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.

XX. 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 this post.

XXI. 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 Examination (about 30 days prior to the date of Examination); and
- (iii) Result of the Examination(s).

XXII. 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.

Roll No. _____

PARLIAMENT OF INDIA
(JOINT RECRUITMENT CELL)

(To be filled in by JRC)

APPLICATION FORMAT

Affix recent self-attested passport size Photograph

Advt. No. 1/2017

Name of the Post applied for: **Parliamentary Reporter Grade-II** _____
 (Please indicate Language/Stream)

1. FULL NAME *(In Capital Letters)*:

Signature of Candidate

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First Name Middle Name Surname
(As mentioned in matriculation or equivalent examination certificate. Please leave one box blank between each part of name.)

2. FATHER'S NAME *(In Capital Letters)*: _____
(As mentioned in matriculation or equivalent examination certificate of the applicant.)

3. MOTHER'S NAME *(In Capital Letters)*: _____
(As mentioned in matriculation or equivalent examination certificate of the applicant.)

4. NATIONALITY: _____

5. ADDRESS FOR COMMUNICATION: _____
 _____ PIN _____

Tel./Mobile No(s) _____ Email address _____

6. DETAILS OF RESIDENCE DURING LAST 5 YEARS WHERE THE APPLICANT HAS RESIDED FOR MORE THAN ONE YEAR:

ADDRESS	PERIOD OF STAY

7. PERMANENT ADDRESS: _____
 _____ PIN _____

8. DATE OF BIRTH: D D M M Y E A R
(Please enclose self-attested copy of the certificate)

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9. PLACE OF BIRTH (Village/Town/City/District/State): _____

10. AGE AS ON 27.02.2017: Years _____ Months _____ Days _____

11. CATEGORY *(Gen/SC/ST/OBC)*: _____
(The candidates belonging to SC/ ST/OBC category must enclose self-attested copy of the certificate as proof)

12. GROUNDS FOR CLAIMING AGE RELAXATION: _____

13. SHORTHAND SPEED (ENG.)_____ (HINDI)_____ (Wherever applicable)

14. DETAILS OF EDUCATIONAL & 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

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

15. DETAILS OF EXPERIENCE

(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.

16. Please specify clearly whether the experience mentioned in column 15 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	

17. Do you possess the essential educational qualifications as required for the post applied for? Yes/No

18. Do you possess any of the desirable qualifications? Yes/No

19. Please specify the language/stream for which you want to be considered. _____

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 as mentioned in column nos. 8, 11, 14 and also recent identical photographs affixed at the prescribed spaces in the application and attendance sheet will be summarily rejected.

PARLIAMENT OF INDIA
(JOINT RECRUITMENT CELL)

ATTENDANCE SHEET

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

1. Advt. No. 1/2017

2. Name of the Post: Parliamentary Reporter Grade-II: _____
(Please indicate Language/Stream)

**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)

