

PARLIAMENT OF INDIA
(JOINT RECRUITMENT CELL)

ENGAGEMENT/HIRING OF 'LIBRARY PROFESSIONALS' ON CONTRACT BASIS IN LOK SABHA SECRETARIAT AS CONSULTANTS

Applications are invited from eligible Indian citizens for engagement/hiring of Twelve (12) (subject to change) '**Library Professionals**' on contract basis as Consultants in Lok Sabha Secretariat as per details given below: -

1. Educational Qualifications

Bachelor of Library Science (B.Lib. Sc.) or Bachelor of Library and Information Science (B.L.I.Sc.) from a recognized University with Hindi and English as subjects at Matriculation or Intermediate (Class XII) level.

Desirable

Post Graduate Diploma in Library Automation Network (PGDLAN)/Post Graduate Diploma in Computer Applications (PGDCA) from a recognized University/Board.

2. Upper Age Limit : 27 years [as on the last date for receipt of applications].

3. Selection Procedure :

Eligible candidates will have to appear for Written Tests (Preliminary and Main Examinations) and Typing Test at Delhi/New Delhi as per the following scheme :-

A. Preliminary Examination			
	Subject	Marks	Time
Part A	General knowledge & Current Affairs	50	75 Minutes
Part B	General English	50	
Part C	General Hindi <i>(50 Multiple Choice Objective Type Questions in each part)</i>	50	
B. Main Examination			
Paper	Subject	Marks	Time
I	Written Test : Library Science & Library Automation <i>(50 Multiple Choice Objective Type Questions)</i>	100	30 minutes
II	English Typing Test at a minimum typing speed of 26.7 w.p.m. *	100	10 minutes
Total		200	

**The Typing Test will be held on Computer. Not more than 5% errors are allowed for passing the typing test.*

Note : The candidates will be required to qualify the typing test at the requisite speed. There will not be negative marking in the written papers. The Preliminary Examination will serve only as a screening test for candidates and the marks obtained in this examination will not be counted while preparing the final selection list.

The cut off percentage of marks in the Written Tests (both Preliminary and Main Examinations) is 50% in each part and in aggregate. This percentage may be raised in individual part/paper/aggregate to arrive at reasonable vacancy: candidate ratio. In this regard, OBC and SC/ST candidates securing minimum 45% and 40% marks, respectively, in a written paper or part thereof but securing higher position in the aggregate marks in the :

- (i) Preliminary Examination than a GENERAL category candidate who secures the minimum qualifying marks, will get preference over such a GENERAL category candidate for being called for the Main Examination; and
- (ii) Main Examination than a GENERAL category candidate who secures the minimum qualifying marks in the Written Test of the Main Examination and also qualifies the Typing Test at the requisite speed, will also be eligible for selection.

In case, the Preliminary and Main Examinations are held simultaneously, the paper-I of the Main Examination of only those candidates will be evaluated who attain the minimum requisite standard of 50% marks in each part of the Preliminary Examination. However, the paper-I of those OBC and SC/ST candidates who secure the minimum 45% and 40% marks, respectively, in one part or two parts of the paper for the Preliminary Examination but secure higher position in the aggregate marks in the Preliminary Examination than a GENERAL Category candidate who secures the minimum qualifying marks, will also be got evaluated. The Typing Scripts of only those GENERAL, OBC and SC/ST candidates will be evaluated who secure the minimum 50%, 45% and 40% marks respectively, in Paper-I of the Main Examination.

From amongst the candidates who obtain the above minimum prescribed marks in Paper-I of the Main Examination and also qualify the Typing Test at the requisite speed, selection will be made on the basis of the overall performance of the candidates in the Written Test of the Main Examination and the Typing Test, subject to the availability of vacancies.

4. **AGE RELAXATION:** The UPPER AGE LIMIT specified above is for General category candidates.

Ex-Servicemen** will be entitled to age relaxation of 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 relevant pages of Discharge Book. Otherwise, the candidate will not be given admissible age relaxation on this account.]

Relaxation of 05 years for SC/ST and 03 years for OBC* candidates is permissible in UPPER AGE LIMIT.

* **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 recognized 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 candidates claiming to be belonging to OBC but not submitting OBC certificate which satisfies these two conditions will be treated as General Category Candidates. OBC Certificate should have been issued by the Competent Authority on or after 26.03.2014.

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

5. Terms and Conditions for engagement/hiring as 'Library Professional':

- (i) The engagement/hiring of 'Library Professional' will purely be a temporary arrangement on contract basis as Consultant.
- (ii) The term of engagement/contract will be initially for a period of one year which can be extended depending upon the performance/assessment of the candidate(s) so appointed and the requirement of Lok Sabha Secretariat.
- (iii) The incumbent will be given a consolidated fee of **Rs. 18,000/-** per *mensem*.
- (iv) The incumbent will not be entitled to any transport facility/transport allowance.
- (v) The incumbent will not be allotted residential accommodation from the Lok Sabha Secretariat Pool of accommodation.
- (vi) The engagement/contract can be terminated by either side after giving one month's notice.
- (vii) The decision of the Lok Sabha Secretariat will be final in respect of all matters not specifically provided for in this advertisement.

6. Job description/responsibilities of the 'Library Professional' engaged/hired on contract basis.

The 'Library Professional' appointed in response to this advertisement shall be responsible to attend to the work relating to preparation of metadata entries of debates of Lok Sabha by manually splitting, processing through splitter software and preparing metadata entries by giving inputs in 10 segments as per the module, and also attend to other items of work which will be assigned to her/him during the course of her/his engagement/contract.

7. HOW TO APPLY

- (i) Eligible candidates have to apply on a form typed in English or in Hindi, strictly in the format prescribed alongwith this advertisement. The candidates may take a print out of the same.
- (ii) Applications which are incomplete, 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) Applicant should affix two self-attested identical recent passport size photographs, one on the application form and the other on the attendance sheet.
- (iv) Applicant 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.

The name of the candidate and her/his parents and also the date of birth of the candidate mentioned in the application submitted by her/him should be exactly the same as reflected in the Matriculation certificate.

In case, the date of birth is not mentioned in the Matriculation or equivalent examination certificate of 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, 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 :

- (a) 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 attached.
- (b) 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 attached.
- (c) 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 attached.
- (v) 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/engagement on contract basis in Lok Sabha Secretariat is liable to be cancelled/terminated.
- (vi) Canvassing in any manner would lead to summary rejection of application and candidature at any stage.
- (vii) All particulars (except Residential Address) furnished by the applicant will be treated as final and **no change will be allowed therein later on.**
- (viii) All eligibility conditions will be reckoned as on 27.03.2017.

- (ix) 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.**

- (x) 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 prescribed last date.
- (xi) 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.
- (xii) **The last date for receipt of applications is 27.03.2017.** 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 i.e. upto 03.04.2017.
- (xiii) **RIGHT TO CANCEL THE PROGRAMME OF ENGAGEMENT/HIRING :** Lok Sabha Secretariat reserves the right to cancel this programme of engagement/hiring at any stage without any prior notice and without assigning any reason therefor.
- (xiv) The applicants are advised to keep on visiting the website <http://www.loksabha.nic.in> Recruitment → from time to time for information relating to :
- Cancellation or *addendum* or *corrigendum* to this Advertisement, if any;
 - Date(s) of the examination; and
 - Result(s) of the examination.
- (xv) 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 engagement/hiring process.

Roll No.

(To be filled in by JRC)

PARLIAMENT OF INDIA
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**APPLICATION FOR ENGAGEMENT/HIRING OF 'LIBRARY PROFESSIONALS' ON
CONTRACT BASIS IN LOK SABHA SECRETARIAT**

(Reference : Advertisement No. 4/2017)

Affix recent
self-attested
passport size
photograph

signature of candidate

1. Name (In Capital Letters): _____ Mobile No. (s) _____
(As mentioned in the Matriculation Certificate)
2. Father's Name (in Capital Letters): _____
(As mentioned in the Matriculation Certificate of the candidate)
3. Mother's Name (in Capital Letters): _____
(As mentioned in the Matriculation Certificate of the candidate)
4. Nationality : _____
5. (i) Educational qualifications:
(Please enclose self-attested copies of marks sheets and also Certificates/Degrees)

Exam passed	Institution/ University	Subjects studied*	Duration of study	Year of passing	Percentage of marks

*please clearly mention in case Hindi and English were subjects.

(ii) Professional/Technical Qualification, if any

Exam passed	Institution/ University	Subjects studied	Duration of study	Year of passing	Percentage of marks

6. Typing Speed : _____ w.p.m. (English)

7. Date of Birth: _____
(As mentioned in the Matriculation Certificate) (Please enclose a self-attested copy of Matriculation Certificate)

8. Age as on 27.03.2017: _____ years _____ Months _____ days

9. Grounds for claiming age relaxation: _____

10. Place of Birth: _____

11. Please state the category (Gen, SC, ST or OBC) you belong to: _____
(SC/ST/OBC candidates must enclose self-attested copy of caste/category certificate)

12. Whether you are a physically handicapped person : _____ Yes/No
(If yes, please mention the nature of disability) _____
(Please enclose a self-attested copy of the disability certificate)

13. Address for communication : _____

14. Details of residence during last 5 years where the applicant has resided for more than one year

Address	Period of stay

15. Permanent Address : _____

16. Experience, if any _____

17. Do you possess the essential qualifications as required : _____ Yes/No

18. **DECLARATION**

- (i) I hereby declare that I fulfill the eligibility conditions as per the advertisement and that all 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.

New Delhi :

Dated : _____

Signature of the candidate _____

Note : Applications without self-attested copies of necessary marks sheets and certificates mentioned in Column nos. 5, 7, 11 (wherever applicable) and 12 (wherever applicable) and also recent identical photographs affixed at the prescribed spaces in the application and attendance sheet 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)

1. **Advt. No. 4/2017** : [Engagement/Hiring of 'Library Professionals'
in Lok Sabha Secretariat on contract basis]

Affix recent self-
attested passport
size photograph

Signature of Candidate

2. NAME (In block letters) : _____
3. CATEGORY : _____
4. FATHER'S NAME (In block letters) : _____
5. MOTHER'S NAME (in block letters) : _____
6. ADDRESS FOR COMMUNICATION : _____
- _____ PIN _____

(TO BE FILLED IN BY THE CANDIDATE AT THE EXAMINATION VENUE)

7.

Subject	Date of Examination	Signature

8.

Roll No.

(To be allotted by Joint Recruitment Cell)