

**PARLIAMENT OF INDIA**  
**(JOINT RECRUITMENT CELL)**

**FILLING UP OF THE EX-CADRE POST OF WELFARE OFFICER ON**  
**DIRECT RECRUITMENT BASIS IN LOK SABHA SECRETARIAT**

Applications are invited from eligible Indian citizens for 01 UR vacancy for the *ex-cadre* post of Welfare Officer (Group 'A' Gazetted) in the pay band of Rs. 15600-39100 (PB-3) + Grade Pay Rs. 5400 (Pre-revised) [a level 10 post in the Pay Matrix] (provisional) to be filled up on Direct Recruitment basis in Lok Sabha Secretariat.

**1. METHOD OF RECRUITMENT AND ELIGIBILITY**

By selection through Personal Interview (*to be held at Delhi/New Delhi only*) from amongst the candidates possessing -

- (a) Bachelor's degree in any discipline
- (b) knowledge of CGHS, CS (MA) Rules, 1944, Financial Rules
- (c) knowledge of location of Government hospitals and hospitals recognised under CGHS/CS(MA) Rules, 1944
- (d) ability to recognise Members of Lok Sabha
- (e) Proficiency in computer
- (f) Proficiency in English and/or Hindi typing
- (g) exposure of organising events, and
- (h) at least 10 years experience of working with dignitaries

Preference will be given to persons possessing Bachelor's degree in Law having good communication skill.

**2. UPPER AGE LIMIT** : 40 years [*as on 09.07.2018*].

**3. AGE RELAXATION** : The upper age limit specified above is for General Category candidates.

(i) The upper age limit is further relaxable upto to 5 years (depending upon the extent of 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 09.07.2018 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.

(ii) *Ex-Servicemen*\* will be entitled to age relaxation of length of military service plus 3 years (upto the maximum of 45 years) [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.]

(iii) There is no age limit for employees of Lok Sabha Secretariat.

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\*\* *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.]*

#### 4. HOW TO APPLY

- I. Eligible candidates have to apply strictly in typewritten format either in English or in Hindi, prescribed in this Advertisement. The applicant(s) may take a print out of the same. The candidates are advised to carefully fill up the various columns in the application form. It is the sole responsibility of the candidate to ensure that she/he fulfills the eligibility criteria.
- II. Applications which are incomplete, 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 working in Government/Public Sector Undertakings should strictly apply **through proper channel**. (Otherwise no age relaxation will be given for the same.) No such application will be accepted 7 days after 09.07.2018.
- IV. Applicants should affix self-attested **recent** passport size photograph on the application form.
- V. Canvassing in any form and/or bringing any influence, political or otherwise at any stage of the recruitment process would lead to summary rejection of application and candidature.
- VI. All particulars (except Residential Address) furnished by the applicant will be treated as **final** and **no change will be allowed therein subsequently. 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 09.07.2018.
- 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,  
LOK SABHA SECRETARIAT,  
ROOM NO. 521, PARLIAMENT HOUSE ANNEXE,  
NEW DELHI-110001.**

- X. **AGE/QUALIFICATIONS/EXPERIENCE:** Age/qualifications/experience will be reckoned as on 09.07.2018.

Applicants should attach self-attested copy of Matriculation or equivalent certificate as proof of date of birth. No other documents will be accepted for this purpose.

XI. **CUT OFF PERCENTAGE OF MARKS:** The Personal Interview will carry 100 marks. The minimum cut off percentage of marks in the Personal Interview is 50% for the candidates belonging to all the categories. From amongst the candidates who secure the minimum qualifying marks, the selection will be made on the basis of overall performance of the candidate (s) in the Personal Interview.

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. Such candidates will have to give an undertaking indicating that she/he belongs to OBC (Non Creamy Layer) category at the time of the Personal Interview, if called for.

XIII. 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. The candidate will have to produce original certificates/degrees, mark sheets etc. at the time of Personal Interview for verification failing which the candidate may not be allowed to appear in the Personal Interview.

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 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.*

XIV. **NUMBER OF VACANCIES:** The number of vacancy specified in respect of the post is subject to change.

- XV. **RIGHT TO CANCEL THE PROGRAMME OF RECRUITMENT** :  
Lok Sabha Secretariat reserves the right to cancel the programme of recruitment at any stage without any prior notice and without assigning any reason therefor.
- XVI. **RIGHT TO RESTRICT NUMBER OF CANDIDATES FOR PERSONAL INTERVIEW:**  
Mere submission of application by the applicant shall not give them right to be called for Selection Process. 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 Personal Interview. No correspondence will be entertained with applicants who are not called for Personal Interview.
- XVII. **The last date for receipt of applications is 09.07.2018.**
- 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 drop their applications in the drop box kept for the purpose at the Reception Office, Parliament House Annexe, New Delhi. However, no acknowledgement will be issued for the same.
- XX. Candidates shall be held responsible for correctness of all information given by her/him in the application form. 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 the 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 Personal Interview; and  
(iii) Result of the Personal Interview
- XXII. Mobiles, other electronic gadgets and wireless equipments are banned within the premises of personal interview. Their possession by a candidate in switched on or switched off mode is considered by Lok Sabha Secretariat as a manipulative practice and will render cancellation of her/his candidature.
- 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.





(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. Do you possess the required educational qualification as required for the post applied for? Yes / No

17. Please indicate, whether you possess -

Field	Yes	No
knowledge of CGHS, CS (MA) Rules, 1944, Financial Rules		
Knowledge of location of Government Hospitals and hospitals recognised under CGHS/CS(MA) Rules, 1944		
Ability to recognise Members of Lok Sabha		
*Proficiency in Computer		
*Exposure of organising events		
*10 years of experience of working with dignitaries		

\*[if yes, please enclose self attested copy of certificate(s)]

18. **DECLARATION :**

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.

**PLACE:**

**DATE:**

**(SIGNATURE OF APPLICANT)**

**Note: Applications without self-attested copies of necessary certificates as mentioned in column nos. 8, 11, 14 and 17 and recent photograph will be summarily rejected.**



**Form of declaration to be submitted by OBC Candidate**  
**(in addition to the community certificate)**

I, \_\_\_\_\_ son/daughter of Shri \_\_\_\_\_  
resident of village/town/city \_\_\_\_\_ district \_\_\_\_\_  
State \_\_\_\_\_ hereby declare that I belong to the \_\_\_\_\_  
community which is recognized as a backward class by the Government of India for the  
purpose of reservation in services as per Order contained in Department of Personnel  
and Training Office Memorandum No.36012/22/93-Estt.(SCT) dated 08.09.1993. I also  
declare that as on 09.07.2018, I did not belong to persons/sections (Creamy layer)  
mentioned in column 3 of the Schedule to the above referred O.M., O.M.No.36033/3/2004-  
estt.(Res) dated 9th March, 2004, O.M. No.36033/3/2004-Estt.(Res) dated 14th October,  
2008 and O.M. No.36033/1/2013-Estt.(Res.) dated 27th May, 2013.

2. I further declare that I will produce OBC Certificate as per the instructions  
contained in the Advertisement No.1/2018.

Signature of the candidate:.....

Full Name:.....

Roll No. ....

Place:.....

Date:.....

Declaration/undertaking not signed by Candidate will be rejected.