

PARLIAMENT OF INDIA
(JOINT RECRUITMENT CELL)

ENGAGEMENT OF CASUAL LABOURERS IN LOK SABHA SECRETARIAT

Applications are invited from eligible Indian citizens for short term need based engagement against 20 (02 SC, 10 ST, 05 OBC and 03 UR) positions of Casual Labourers in Lok Sabha Secretariat.

Educational Qualification:

The applicant should have minimum educational qualification as 10th Pass from a Government recognized School/Institute.

Age Limit:

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

Applicant should attach a 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.

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 along with 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.

Age relaxation:

Relaxation in upper age limit is permissible up to 5 years for candidates belonging to SC & ST categories and up to 3 years for candidates belonging to OBC category.

OBC Candidates:

Other Backward Class (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.

A candidate claiming to be belonging to OBC but not submitting OBC certificate which satisfies these two conditions will be treated as General Category candidate and will not be provided any benefit available to OBC candidates.

In case, in the OBC certificate furnished by a candidate it has been mentioned that the caste the candidate belongs to is recognized as OBC under the Resolution(s) of the concerned State Government, however, actually the said caste is also recognized as OBC under various Resolutions of the Ministry of Welfare, Government of India, the candidate may submit revised certificate up to 180 days after 31.10.2016. However, the result for any stage(s) of examination/Personal Interview declared prior to the submission of the revised certificate will not be revised by JRC.

Remuneration:

Daily wages at the rate of 1/30th of the pay of Rs. 7730 [5830+1900] plus dearness allowance thereon, as payable as on date.

Right to restrict admission of applicants:

Lok Sabha Secretariat has the right to restrict the number of applicants who may be called for Personal Interview. In case, it is decided to allow all the candidates to participate in the examination process, the candidates may be required to appear before an Interview Board for 1st stage screening of candidates. However, the marks secured by the candidates in the 1st stage screening will not be counted while preparing the final selection list.

Selection Procedure:

The shortlisted candidates who fulfil the prescribed conditions of eligibility shall be interviewed by the Selection Committee(s) to judge their suitability for empanelment for engagement as Casual Labourers. Personal Interview will be held in Delhi only.

The Personal Interview will be of 25 marks. The minimum cut off percentage of marks is 50%, 45% and 40% for positions in GENERAL, OBC and SC/ST categories, respectively.

From amongst the candidates who obtain the minimum qualifying marks in the Personal Interview, selection will be made subject to the availability of positions. The candidates belonging to OBC, SC and ST categories who will be availing the benefit of their category in marks obtained for qualifying the 1st stage screening (if held) and/or (Final) Personal Interview and/or in age, will not be entitled to occupy UR vacancy.

Right to cancel the programme of engagement of Casual Labourers:

Lok Sabha Secretariat reserves the right to cancel the programme of engagement of Casual Labourers at any stage without any prior notice and without assigning any reason therefor. Lok Sabha Secretariat also reserves the right to modify this advertisement or part of it at any stage, if considered necessary.

Number of Positions:

The number of positions mentioned in this advertisement is subject to change.

Scrutiny of applications and verification of documents:

The scrutiny of applications with regard to eligibility criteria *i.e.* age, educational qualification, category, etc., may be undertaken by Lok Sabha Secretariat at the time of preparation of final result. At that time, if any claim made by a candidate in the application is not found substantiated or supported by relevant documents/certificates then her/his candidature will be cancelled and the decision of Lok Sabha Secretariat in this regard shall be final. No correspondence will be entertained with the candidates who are found ineligible.

The candidates shall be required to produce original documents/certificates/mark-sheets/degree(s), etc. at the time of Final Personal Interview for verification of the correctness of the attested copies submitted by her/him and also to verify the correctness of the information furnished by her/him in the application for the said position. In case, any discrepancy is found, her/his candidature shall be cancelled.

Further, the short term need based engagement of the candidates shortlisted after the Final Interview will be subject to being found medically fit as per the prescribed procedure in this regard. They will be required to undergo medical examination, prior to their short term need based engagement.

Other instructions/guidelines/directions/conditions:

- (i) Eligible candidates have to apply in typewritten form, either in English or Hindi, strictly in the prescribed format. The format of the application can be downloaded from the Website <http://www.loksabha.nic.in> under the link 'Recruitment'.

- (ii) Applicant must fill up all the columns of application form properly. Application complete in all respects should be sent to:-

Joint Recruitment Cell,
Room No. 521,
Parliament House Annexe,
New Delhi-110001.

- (iii) 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 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.

- (iv) Caste/Category Certificate:

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

(a) The name of the candidate and her/his father in the certificate should be strictly as recorded in the Matriculation certificate.

(b) 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 censusofindia.gov.in in respect of STs and on ncbc.nic.in in respect of OBCs.

(c) The residential clause in SC/ST/OBC certificate should be duly filled up.

(d) 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 dully filled up.

(e) The certificate should have been signed by a competent authority not less than Tehsildar with legible stamp of his designation either in Hindi or in English.

(f) 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.

(g) In case of an OBC certificate issued prior to 1st October, 2013, 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 (a) to (f).

(h) If the SC/ST/OBC certificate is in language other than English/Hindi, the candidate should submit an attested translated version of the same either in English or Hindi.

SC/ST/OBC 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.

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- (v) **The last date for receipt of Application is 31st October, 2016. Age/qualifications/experience will be reckoned as on 31.10.2016.** 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 31.10.2016 i.e. up to 07.11.2016.
- (vi) 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 receipt of applications.
- (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) Applications which are illegible, incomplete, not conforming to the prescribed application format and the instructions given in this advertisement or received after the last date will be summarily rejected.
- (ix) 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 empanelment/appointment may be cancelled, in case they fraudulently claim eligibility for the position notified *vide* this advertisement.
- (x) 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.
- (xi) **Attempts to influence or pressurise the selection process including canvassing in any manner would lead to summary rejection of the candidature.**
- (xii) At the time of 1st stage screening (if held) and Personal Interview, the candidate must carry a valid photo ID proof such as PAN Card/Passport/Voter ID Card/Driving Licence/Aadhaar Card/Permanent Identity Card issued by a University/College or any other valid proof of identification having a latest photograph of the candidate.
- (xiii) The engagement as Casual Labourer shall neither bestow any right for regular appointment in Lok Sabha Secretariat nor will it give any claim for any benefit available to the regular employees.
- (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:
- (a) Cancellation or *addendum* or *corrigendum* to this Advertisement, if any;
 - (b) Date of 1st stage screening/Final Personal Interview [about 30 days prior to the scheduled date(s)]; and
 - (c) Result(s) of the 1st stage screening/Final Personal Interview
- (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 empanelment/recruitment process.

Roll No. _____

(To be filled in by JRC)

**PARLIAMENT OF INDIA
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Application Form

(To be filled by the candidate with Ball Point Pen in his/her own handwriting. Applications which are incomplete/without signature will be rejected.)

Advt. No. 3/2016

**Application for Short Term Need Based Engagement
as Casual Labourer**

PLEASE PASTE A RECENT GOOD
QUALITY PASSPORT SIZE
PHOTOGRAPH HERE

(DO NOT STAPLE)

Signature of Candidate

1. Full Name of the candidate (in capital letters) (As mentioned in Matriculation or equivalent examination certificate. Please leave a blank space between each part of name.):

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2. Father's Name (in capital letters) (As mentioned in Matriculation or equivalent examination certificate of the candidate. Please leave a blank space between each part of name.):

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3. Mother's Name (in capital letters) (As mentioned in Matriculation or equivalent examination certificate of the candidate. Please leave a blank space between each part of name.):

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4. Gender (write 'M' for Male & 'F' for Female) :

5. (a) Date of Birth : D D M M Y Y Y Y
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(b) in Words _____

(Please attach a self-attested copy of Matriculation or equivalent examination certificate)

6. Address for correspondence *(Please write clearly in capital letters) (First write your name, then father's/husband's name and thereafter address):*

PIN CODE _____

7. Permanent address: _____

8. Telephone and/or Mobile Nos.: _____

9. Educational Qualifications (Please attach self-attested copies of marks sheets and also certificates):

10. Whether you know Cycling (Please write 'Yes' or 'No'):

11. Whether you can drive a four wheeler vehicle (Please write 'Yes' or 'No'):

12. Whether you possess a valid Commercial Driving Licence for a four wheeler vehicle (Please write 'Yes' or 'No'):
(If yes, Please attach a self-attested copy of Driving Licence)

13. Category (Please write 'SC', 'ST', 'OBC' or 'UR'):
(SC, ST and OBC candidates must attach a self-attested photocopy of caste/category certificate)

14. Is any age relaxation being claimed (Please write 'Yes' or 'No'):

15. Any other skills like typing, shorthand, IT etc. possessed by you (In case of typing/shorthand, please mention speed and also stream/language):

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/empanelment is liable to be cancelled/terminated.

Place :
Date :

Signature of Candidate

Note: Applications without self-attested copies of the following certificates and also recent passport size photograph will be summarily rejected:

- (i) Educational Qualifications (Both marks sheets and certificates)
- (ii) Matriculation or equivalent examination certificate as proof of date of birth
- (iii) Category/Caste Certificate (in case of SC, ST and OBC candidates)