

PARLIAMENT OF INDIA
(JOINT RECRUITMENT CELL)

Parliament House Annexe,
New Delhi-110001

NOTICE

F.No.7/7/JC/JRC/2017

Dated: 29 September, 2017

SUBJECT: Preliminary Examination for recruitment to the post of Junior Clerk on direct recruitment basis in Lok Sabha Secretariat. [Advt. No. 7/2017].

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Preliminary Examination for recruitment to the post of Junior Clerk on direct recruitment basis in Lok Sabha Secretariat (*vacancies notified vide Advertisement No. 7/2017*) is scheduled to be held on 08 October, 2017 **at Chennai, Kolkata and Mumbai (in two shifts i.e first and second shifts) and Delhi (in three shifts)** as follows :-

Sl.No.	Shift	Duration of the examination	Time
(i)	First Shift	50 minutes	10.00 A.M. to 10.50 A.M.
(ii)	Second Shift		12.30 P.M. to 01.20 P.M.
(iii)	Third Shift		03.10 P.M. to 04.00 P.M.

2. The provisionally eligible candidates are required to download their e-admission/call letter from the website <http://www.loksabha.nic.in> under the link Recruitment → Download admit card. **The applicant must have correct e-mail and password for the purpose of downloading of the admit card.** The applicant/candidate will be solely responsible for receiving, downloading and printing of Call Letter/Admit Card.

3. The applicant should bring a print out of the admit card with her/him at the examination venue without fail **The admit card should be submitted to the Invigilator/Supervisor at the venue of the examination.**

4. In case, due to certain technical difficulties, the admit card downloaded by the applicant does not bear her/his photograph/signatures, such candidate(s) should **affix at the space provided [paste (please do not staple/pin)] the same passport size photograph (in original) which had been uploaded by her/him while applying for the above said post and put her/his signature in the presence of invigilator at the space provided/earmarked in the admit card. Such candidates will be allowed to appear in the examination strictly on production of photo identity card as detailed in para 11 hereinbelow. A self-attested copy of this photo identity card should also be attached by candidate with the Admit Card which she/he would be handing over to the Invigilator.**

5. The candidates who belong to OBC category must submit to the Invigilator a self-attested copy of OBC certificate. OBC certificate of the 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 no 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. The OBC certificate should have been issued on or after 08.08.2014.

6. Multiple Choice Objective Type Questions in Preliminary Examination will be in one booklet. In the answer sheet (OMR Sheet), four alternatives will be shown as A, B, C, and D against each question. You have to select the correct answer and indicate it on the answer sheet by blackening the relevant circle with a blue or black ball point pen only.

In the OMR sheet, the candidates shall furnish correct information regarding their category, date of birth, etc. as mentioned in the online application form. In case of any discrepancy, the information/particulars mentioned in the Application Form shall be treated as final.

7. **The answer once marked in pen, cannot be changed. For one question, only one answer should be marked.** The answer in which more than one option is exercised by the candidate will not be evaluated/assessed by the machine and 'zero' mark will be awarded for that answer.

It may please be noted that there will be no negative marking for wrong answer(s).

8. The minimum cut off percentage of marks in the Preliminary examination is 50%, 45% and 40% for vacancies in GENERAL, OBC and SC/ST categories, respectively. These percentage(s) are relaxable by 5% in case of physically challenged persons of relevant disability and category for appointment against the vacancies reserved for physically challenged persons. (The physically challenged persons of the category other than for which the vacancy(ies) have been reserved but who were eligible to apply, will not be entitled to avail this relaxation in marks.) These percentages are the minimum marks which a candidate is required to secure in the Preliminary Examination. However, the cut-off percentages may be raised in individual component/aggregate to arrive at reasonable vacancy : candidate ratio.

9. The marks secured by the candidate(s) in this paper will not be counted while preparing the final selection list. Only those candidates who obtain the minimum qualifying marks in the Preliminary Examination will be called for the Main Examination to be held subsequently.

10. It may also be noted that the candidates belonging to OBC, SC and ST categories, availing the benefit of that category in marks obtained for qualifying the Preliminary Examination and/or Main Examination and/or in age, will not be entitled to occupy UR vacancy.

The candidate's caste; the Act/Order under which the caste is recognised as SC/ST/OBC; and the village/town the candidate is ordinarily a resident of, should be clearly indicated in the caste/category certificate.

11. Besides, the applicant should also bring valid ID proof such as PAN card/Passport/Voter ID card/Driving Licence / Aadhaar Card/Permanent identity Card issued by present employer or any other valid poof of identification with her/his photograph failing which she/he will not be allowed to appear in the examination.

12. **Facility of Scribe**

- (i) *Visually Handicapped (VH) candidates with visual disabilities of forty per cent and above may avail the assistance of a SCRIBE in the examination subject to such request being made in the application form. VH candidates will have to bring their own scribe. Such candidate(s) should apply in the prescribed format (Annexure-I) well in time (latest by 03.00 P.M. on 03.10.2017) to consider her/his request by JRC. It may please be noted that Question Paper and Answer Sheets will not be provided in BRAILLE.*
- (ii) *No attendant of VH candidate except Scribe, where permissible, will be allowed inside the examination premises.*
- (iii) *The Visually Handicapped candidates with visual disability of forty per cent and above will be allowed compensatory time of twenty minutes per hour in the Preliminary Examination.*

- (iv) The candidate will have to arrange his/her own Scribe at her/his own cost. Lok Sabha Secretariat shall not bear any expenses towards or have any liability in respect of the Scribe.

The scribe arranged by a candidate should not be a candidate for the examination under Advertisement No. 07/2017 issued by the Joint Recruitment Cell of Lok Sabha Secretariat. If violation in this regard is detected at any stage, the candidature/appointment of both the candidate and the scribe will be cancelled.

- (v) Candidate shall be responsible for ensuring the veracity and accuracy of the particulars of the Scribe furnished by her/him.
- (vi) In case, any information given in the application form for engagement of Scribe, is found to be false or incorrect at any time, her/his candidature is liable to cancelled and in case she/he has been appointed, her/his appointment shall be terminated forthwith.

13. The candidates are required to scrupulously abide by the instructions given above and also in the admit card/call letter and those that may be given at the Examination Hall failing which candidature of a candidate may be cancelled.

14. Your candidature is provisional and it can be cancelled at any time in case any declaration in your application does not match with the requirements advertised for the post. You are, therefore, required to satisfy yourself that you fulfil the eligibility conditions for the post(s) as advertised, before attending the examination.

15. Carrying of Electronic Devices including Bluetooth devices, Mobile Phones, Laptops, Tablets, Stopwatch, Calculator etc. into the Examination venue is strictly prohibited. The candidature of any candidate found in possession of any communication device in switched on or switched off mode during the examination will be cancelled.

16. Multiple attendance/appearance by a candidate in this Preliminary Examination will be summarily rejected/candidature cancelled.

17. In case of any query, please contact Joint Recruitment Cell on Telephone Numbers 23034521 or 23035564.

BY ORDER
29.09.2017

PARLIAMENT OF INDIA
(JOINT RECRUITMENT CELL)

PRELIMINARY EXAMINATION FOR THE POST OF JUNIOR CLERK (Advt. No. 07/2017)

Application form for availing the facility of SCRIBE by candidates who are visually handicapped with visual disability of 40% and above.

I.	DETAILS OF CANDIDATE	
1.	Name of the candidate :	
2.	Nature of Physical disability	
3.	Are you Visually handicapped with visual disability of 40% and above	
4.	Online Registration ID	
5.	Roll No.	
6.	Centre of Examination	
7.	Venue of Examination	
II.	DETAILS OF SCRIBE	
1.	Name of the Scribe	
2.	Date of Birth	
3.	Identification Mark	
4.	Highest educational qualification obtained by SCRIBE	
5.	Whether a candidate for the above said examination	
6.	Address of the SCRIBE	
7.	Signature of the SCRIBE	

2. A self-attested copy of the Disability Certificate in the format prescribed in Advertisement No. 07/2017 is enclosed.

DECLARATION

I hereby declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that the Lok Sabha Secretariat may cancel/terminate my candidature/appointment in case any information given in this application form is found to be false or incorrect at any time. I further declare that the Scribe whose particulars are given above fulfils the criteria of engagement of Scribe prescribed by the Lok Sabha Secretariat. I further declare that I have not submitted more than one application for availing the facility of a scribe. I also understand that Joint Recruitment shall not bear any expenses or have any liability towards engagement of the aforesaid Scribe by me.

Signature of the candidate