

PARLIAMENT OF INDIA
(JOINT RECRUITMENT CELL)

Subject : **Sealed Quotations** - Services of Institute/Centre equipped with Computer Labs/terminals/Printer , etc. required for conducting the Stenography Test (on 13.09.2015) for filling up the vacancies to the post of Stenographer in Lok Sabha Secretariat.

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Joint Recruitment Cell (JRC), Parliament of India, is scheduled to hold Stenography Test (Shorthand and transcription) on **13th September, 2015** for filling up the vacancies for the post of Stenographer (Hindi and English) in Lok Sabha Secretariat.

2. The Scheme of examination is as under:-

Stenography test at 80 w.p.m. in English/Hindi	10 minutes
To be transcribed in 50 minutes (including 10 minutes for reading of notes) in case of English Stenography Test and in 65 minutes (including 10 minutes for reading of notes) in case of Hindi Stenography Test.	

3. The total number of candidates for the abovesaid examination is 433. (400 in English and 33 in Hindi).

4. JRC requires the services of the authorised/approved Institute/Centre which has relevant experience/equipments/infrastructure for holding the abovesaid examination on the appointed date **i.e. on 13th September, 2015** as detailed below:-

- (i) One Room equipped with sufficient number of comfortable Tables/benches-chairs for sitting of the candidates for dictation of the stenography passage;
- (ii) Computer labs equipped with sufficient number of computer terminals [with the requisite technical support in each lab to attend to the complaints from the candidate(s)] for use by the candidates for typing the transcriptions/dictated passage;
- (iii) Sufficient number of high speed laser printers in LAN in working conditions for taking out hardcopy/print out of passage typed by the candidates. [A-4 size papers required for this purpose will be provided by JRC];
- (iv) Centre Supervisor, Invigilators for invigilation duty etc. would be provided by JRC;
- (v) Availability of clean toilets for males and females and drinking water facility for the candidates and officers of JRC at the centre/institute;
- (vi) Intimation to the local police station, if required, at the Institute/Centre shall be done by the Centre/Institute.

6. It may please be noted that the JRC will make the payment only in respect of actual number of candidates who will appear in the examination on the appointed date.
7. Sealed quotations are accordingly invited from authorized centre(s)/Institute(s) for holding the abovesaid examination.
8. It has been experienced by JRC in the past that the candidates raise complaints about the key boards being provided by Institutes/Centres during such examination which take unduly long time to complete the examination/stenography test. It may, therefore, be indicated in the quotation whether it may be feasible to allow the candidates to bring their own key boards while coming to your institute for use/appearing in the abovesaid examination.
9. Quotation(s) should be submitted in a sealed cover/envelope addressed to the **Additional Director, Room No. 148, Parliament House Annexe, New Delhi-110001** latest by **03.00 P.M. on 3rd August, 2015.**

BY ORDER
29.07.2015