

PARLIAMENT OF INDIA
(JOINT RECRUITMENT CELL)

Joint Recruitment Cell, has recently notified the vacancies for the following posts in Lok Sabha Secretariat

1. **Executive/Legislative/Committee/Protocol Assistant**
2. **Security Assistant Grade-II (Technical)**
3. Security Assistant Grade-II (to be filled from amongst Ex-Servicemen)
4. Junior Library Assistant
5. **Junior Clerk**

The detailed advertisement with all instructions for appointment is available on the website of Lok Sabha, namely <http://loksabha.nic.in/> ---> Recruitment ---> Advt. No. 1/2013.

Sealed Quotations are accordingly invited from authorized information (data) processing companies, for processing of the applications received for the posts of Sl. No. 1, 2 and 5 above i.e. **Executive/Legislative/Committee/Protocol Assistant, Security Assistant Grade-II (Technical) and Junior Clerk**

The applications received are being broadly segregated according to the posts written on the envelopes. The following items of work are to be done as part of pre-examination work:-

1. Date-stamping, Counting and Numbering of applications received for the each of the post of **Executive/Legislative/Committee/Protocol Assistant, Security Assistant Grade-II (Technical) and Junior Clerk**. (The applications have not been counted, it is estimated that nearly 70 - 80,000 applications would have been received for these three posts till the closing date on 15.3.2013.)
2. Scrutiny of applications in accordance with the contents/instructions/guidelines etc. enumerated in the advertisement. The broad details of the same are as follows:

Post	Qualifications (Essential)	Age	Age relaxation
Executive/ Legislative/ Committee/ Protocol Assistant	Bachelor's degree in any discipline from a recognised university.	27	AGE RELAXATION: The prescribed upper AGE LIMIT is for General candidates. Relaxation in upper AGE LIMIT to various categories, Physically handicapped persons, Government Employees, ex-Servicemen and in-house candidates of Lok Sabha Secretariat will be as indicated hereunder: <u>Sl. No. Category Permissible age relaxation</u> 1. SC & ST 5 years 2. OBC 3 years 3. Physically Handicapped Persons: The upper age limit will be relaxable up to a maximum of 10 years in the case of physically handicapped persons having disability mentioned in this advertisement in respect of those grades in which posts have been reserved for them. 4. Government/Public Sector Undertaking employees: The upper age limit is further relaxable <u>up to</u> 5 years (depending upon the extent of their 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
Security Assistant Grade-II (Technical)	Bachelor's degree in Science from a recognised university OR Bachelor's degree in Engineering with specialisation in Electronics or Communication or Computer Science from a recognised university OR Three year diploma in Computer Science/Computer Engineering/Electronics & Communication recognised by a university/AICTE.	27	
Junior Clerk	Bachelor's degree in any discipline from a recognised university and a minimum typing speed of 40 words per minute in English/Hindi stream. Preference will be given to persons having typing speed of 40 words per minute both in English and Hindi.	27	

		<p>15.03.2013 and they should continue in their service till their final selection. Persons who are appointed on <i>ad-hoc</i>/daily wages/hourly paid/contract basis are not eligible for age relaxation.</p> <p>NOTE: Applicants in Government Service or in service in Lok Sabha and Rajya Sabha Secretariats should have completed 3 years of continuous regular service in Government and/or in Lok Sabha and Rajya Sabha Secretariats, for claiming age relaxation as Government servants</p> <p>5. Ex-Servicemen: Length of military service plus 3 years (up to the maximum of 45 years)</p> <p>6. Employees of Lok Sabha Sectt : No AGE LIMIT. However, the candidate must have completed three years' continuous regular service in the Lok Sabha Secretariat.</p>
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The applicant should satisfy the requirements of age, qualification and experience as on the last date of receipt of applications i.e., 15.03.2013. Applications which are illegible, not conforming to the prescribed application format, without self-attested copies of necessary certificates as mentioned in column nos. 9, 12,13 (wherever applicable) and 16 of the application and also recent photograph shall be summarily rejected. However, the applications with documents/photographs attested by First Class Magistrates,Notary, Private Doctors, MPs and MLAs, may not be rejected.

3. The result of the scrutiny will be provided to Joint Recruitment Cell both in hard copy as well as in soft format (CD etc.).
4. The report generation shall normally be in following format:
 - (i) List of rejected candidates, with reasons of rejection (to be uploaded on the website).
 - (ii) List of eligible candidates category-wise (UR, SC, ST, OBC, PH, EXSM, Employees of Lok Sabha Secretariat).The examination is proposed to be held in Chennai, Kolkata and Mumbai besides Delhi. Therefore, separate record is required to be maintained in regard to the preferred city indicated by each applicant for taking examination. After scrutiny of applications, roll numbers to the candidates may be allotted City/Centre-wise in consultation with Joint Recruitment Cell (JRC).
 - (iii) The applications of eligible candidates duly arranged roll number-wise (also indicating roll number in **BOLD LETTER** on each of the application) shall be returned to JRC. The Roll No. shall also be indicated on the Attendance Sheet enclosed by the applicant with the application.
5. The call letter (with photograph of the candidate) to all eligible candidates will have to be printed in the format to be provided by Joint Recruitment Cell (separate format for each post). Subsequently, the call letters are to be inserted in the window type envelopes provided by Joint Recruitment Cell in such a way that the address of candidate is visible from the window of envelope. The call letters thus prepared, shall have to be supplied to Joint Recruitment Cell for sending them by post (separately).

6. The transport arrangements for shifting of applications from Parliament House Annexe to the premises of the firm/company/agency etc. and bringing the same back to Parliament House Annexe, after scrutiny, shall be made by the firm/company/agency etc. to which the work is entrusted and the expenditure incurred on this account may be factored in the quotation to be submitted (in terms of amount per application).
7. In addition to the above, all possible help to Joint Recruitment Cell will have to be extended from time to time in smooth processing of pre-examination work related to recruitment.
8. However, an undertaking to the effect of not receiving any application, directly, is to be given on award of contract/tender/work. The concerned firm/agency who is awarded the said work shall also undertake to deliver back each and every application taken from Parliament House Annexe to Joint Recruitment Cell

No particular format/ form has been prescribed for submission of quotations. However, previous experience of handling examination related work of other Government Organisations may be listed, in support of claim of bonafide agency/firm/company in the line of similar work. It may also be noted that the payment will be made in cheque/demand draft after proper evaluation of the bill raised, after completion of work. The service tax at prescribed rates will be paid by Lok Sabha Secretariat.

The interested parties may, therefore, submit the quotations on their letter head along with the brief in words and figures and other terms and conditions. The quotations, may, preferably state the rate in expenditure (in INR) per application in respect of both eligible applicants and also rejected applications.

All applications will be the sole property of JRC.

Quotations should be submitted in a sealed envelope addressed to **Additional Director (JRC), Room No. 010, Lok Sabha Secretariat, Parliament House Annexe, New Delhi-110001 latest by Monday, the 01st April, 2013. Quotation(s) received after due date will not be considered.**