

PARLIAMENT OF INDIA
(RECRUITMENT BRANCH, LOK SABHA SECRETARIAT)

Applications are invited from eligible Indian citizens for filling up of the following vacancies for the post of **Parliamentary Reporter (erstwhile post of Parliamentary Reporter Grade-II) [Level 10 (Rs. 56100 - 177500) in the Pay Matrix]** in Lok Sabha Secretariat on Direct Recruitment basis:-

SC	ST	OBC	UR	EWS	Total
02	02	05	09	03	21*

**12 in English stream and 09 in Hindi stream.*

2. The eligibility conditions for appointment to the post of Parliamentary Reporter are as under :-

QUALIFICATIONS & AGE

Bachelor's degree in any discipline from a recognised University and shorthand speed of 160 words per minute in English/Hindi.

Desirable : Certificate in computer course recognised by All India Council for Technical Education (AICTE)/National Institute of Electronics & Information Technology (NIELIT) or courses equivalent to 'O' Level in terms of syllabus and duration of course as prescribed by NIELIT.

Note I In case sufficient number of candidates with requisite shorthand speed are not available, those with shorthand speed of 140 words per minute may be considered for appointment on the condition that they should qualify shorthand test at the speed of 160 words per minute within a year, failing which they will not be granted annual increment and their confirmation in the grade deferred.

Note II In case sufficient number of candidates qualifying the written examination at prescribed standards are not available, those who do not qualify the written examination, but obtained not less than 50% of the qualifying marks in the written test, may also be considered for appointment, subject to the condition that they should qualify the written examination at the prescribed standards within a year failing which they will not be granted annual increment and their confirmation in the grade deferred.

There shall be no time limit for withholding of increment and deferment of confirmation in the above cases and if there is deferment of confirmation in the grade, the grant of Time Scale Promotion (TSP)/Promotion shall also be deferred.

UPPER AGE LIMIT : 40 years.

3. **SELECTION PROCEDURE :**

- 3.1 Eligible candidates will have to appear in Shorthand Test, Written Test and Personal Interview at Delhi/New Delhi only (exact venue will be indicated in the admit cards which will be issued to the eligible candidates) as per the following scheme : -

I. Shorthand Test

Shorthand Test will be of 100 marks. Dictation in English/Hindi will be at the speed of :

(i) 160 w.p.m. of 10 minutes duration to be transcribed within 1 hour 30 minutes (which includes 10 minutes for reading of notes) in case of English Shorthand Test and 1 hour 55 minutes (which includes 10 minutes for reading of notes) in case of Hindi Shorthand Test.

(ii) 140 w.p.m. of 10 minutes duration to be transcribed within 1 hour 20 minutes (which includes 10 minutes for reading of notes) in case of English Shorthand Test and 1 hour 45 minutes (which includes 10 minutes for reading of notes) in case of Hindi Shorthand Test.

A candidate will be considered for appointment against the vacancies in that stream (English/Hindi) only, in which she/he qualifies the Shorthand Test.

Not more than 5% errors will be allowed for passing the Shorthand Test. The test will be held on computer. **For Hindi Typing, the candidates will be provided the facility of typing on 'Inscript' or 'Remington' keyboard. It is clarified that in both the keyboards (while operating), the vowel signs (matras) will be typed only after typing the consonant as in 'fnu = n + f + u' and also after typing the full consonant (not after half consonant) as in 'nf"V= n + ' + " + V + f '.**

II. Written Test:

Only those candidates who qualify the Shorthand Test will be called for Written Test. The Scheme of Written Test will be as follows:-

Subject		Marks	Time
Part A	General Knowledge and Current Affairs	50	50 minutes
Part B	General English (100 multiple choice objective type questions consisting of 50 questions in each part)	50	

[Note : Candidates are to qualify in each part at the requisite standard. The minimum cut off percentages of marks in Written Test in an examination is 50%, 45% and 40% for vacancies in UR/EWS, OBC and SC/ST categories, respectively, in each part and aggregate.]

The marks secured by the candidates in the Written Test will not be counted while preparing the final selection list.

III. Personal Interview

Only those candidates who secure the minimum prescribed marks in the Written Test* will be called for the Personal Interview. The Personal Interview will carry 10 marks. Candidates will have to secure the minimum qualifying marks in the Personal Interview i.e. 50%, 45% and 40% for vacancies in UR/EWS, OBC and SC/ST categories, respectively.

3.2 The SC, ST and OBC candidates availing the benefit of their category for qualifying any stage of examination including Written Test and/or in age will not be entitled to occupy UR vacancy.

3.3 From amongst the candidates, who qualify the Personal Interview, the merit order of the candidates in this examination will be determined as follows :-

- (i) The candidate(s) who qualify the Shorthand Test at the speed of 160 w.p.m., Written Test and Personal Interview [In the merit order, the position of SC, ST, OBC, EWS and GENERAL candidates will be fixed on the basis of their performance in Shorthand Test and Personal Interview.];
- (ii) In case some vacancies remain unfilled, the candidate(s) who qualify the Shorthand Test at the speed of 160 w.p.m and Personal Interview, but do not qualify the Written Test.

[In the merit order, the position of : (a) SC, ST, OBC, EWS and GENERAL candidates who do not qualify the Written Test; and (b) those SC, ST and OBC candidates qualifying the Written Test at the standard prescribed for their respective category and further vacancies in their respective category are not available, will be fixed on the basis of their performance in the Shorthand Test and the Personal Interview. Such candidates and also those SC, ST, OBC and EWS candidates who secure minimum 12 marks in each component and 25 marks in aggregate in the Written Test and are declared qualified against UR vacancies, will be required to qualify the Written Test subsequently at 'GENERAL' standards.];

- (iii) In case some vacancies remain unfilled, the candidate(s) who qualify the Shorthand Test at the speed of 140 w.p.m., Written Test and Personal Interview [In the merit order, the position of SC, ST, OBC, EWS and GENERAL candidates will be fixed on the basis of their performance in Shorthand Test and Personal Interview]; and

- (iv) In case some vacancies still remain unfilled, the candidate(s) who qualify the Shorthand Test at the speed of 140 w.p.m. and Personal Interview, but do not qualify the Written Test.

[In the merit order, the position of: (a) SC, ST, OBC, EWS and GENERAL candidates who do not qualify the Written Test; and (b) those SC, ST and OBC candidates qualifying the Written Test at the standard prescribed for their respective category and further vacancies in their respective category are not available, will be fixed on the basis of their performance in the Shorthand Test and the Personal Interview. Such candidates and also those SC, ST, OBC and EWS candidates who secure minimum 12 marks in each component and 25 marks in aggregate in the Written Test and are declared qualified against UR vacancies, will be required to qualify the Written Test subsequently at 'GENERAL' standards.]

*Minimum 12 marks in each component and 25 marks in aggregate in case of UR/EWS vacancies (24 marks will not meet the criterion of 50% of qualifying marks).

Minimum 11 marks in each component and 23 marks in aggregate in case of OBC vacancies (22 marks will not meet the criterion of 50% of qualifying marks); and

10 marks in each component and 20 marks in aggregate in case of SC/ST vacancies.

4. **HOW TO APPLY**

- I. Eligible candidates have to apply for the above post in a typewritten/printed application form, either in English or in Hindi, strictly in the format prescribed in this Advertisement. The candidates 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 candidates to ensure that she/he fulfills the eligibility criteria. The admission of candidates at all the stages of examination will be purely provisional subject to satisfying the prescribed eligibility conditions.

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 a post or they fraudulently claim SC/ST/OBC/EWS/PH/ex-Serviceman status.

- II. **Applications which are illegible, not conforming to the instructions contained in this Advertisement or received after the last date will be summarily rejected.**
- III. Candidates in Government service should submit their application **through proper channel only**. No such application will be accepted 7 days after the last date specified.
- IV. Applicants should affix two **identical** self-attested **recent** passport size photographs, one on the application form and the other on the attendance sheet.
- V. Canvassing in any manner would lead to summary rejection of application and candidature at any stage.
- VI. All particulars (except Residential Address) furnished by the applicant will be treated as final and **no change will be allowed therein later on. The applications of the candidates who do not specify their category at Sl. No. 11 of the application, will be rejected.**
- VII. For candidates staying abroad and for those residing in 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 the last date specified for others.
- 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 RECRUITMENT BRANCH,
LOK SABHA SECRETARIAT,
ROOM NO. 521, PARLIAMENT HOUSE ANNEXE,
NEW DELHI-110001.**

Incomplete applications shall be summarily rejected.

- X. **AGE/QUALIFICATIONS/EXPERIENCE:** Age/qualifications/experience will be reckoned as on **28.01.2020**. [The crucial date for claim of OBC/EWS status or any other benefit will also be **28.01.2020**.]
- (a) The candidates are required to furnish self-attested copies of her/his certificates, degrees, mark sheets etc. The candidates who are able to prove, by documentary evidence, that result of the qualifying examination was declared on or before **28.01.2020** and she/he has been declared passed, will also be considered to have the required qualification. The candidates are required to submit **both certificate/degree as well as mark 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.

(b) Only the Matriculation or equivalent examination certificate will be accepted 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 a self-attested photocopy of the certificate of her/his any other higher educational qualification containing the required information along with a 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.

XI. The names of the candidate and her/his parents filled up in the application form by the candidates shall be same as mentioned in the Matriculation certificate. In case, there is discrepancy in the name(s) of the candidate and/or 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 both the names belong to the same person, shall be furnished.

XII. AGE RELAXATION:

The upper AGE LIMIT specified above is for General/EWS Category candidates. Relaxation of five years for SC/ST candidates, and three years for OBC candidates is permissible in upper AGE LIMIT. Relaxation in upper AGE LIMIT to Government/PSU Employees, ex-Servicemen and in-house candidates of Lok Sabha Secretariat will be as indicated hereunder:

- (a) The upper age limit is further relaxable up to 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 **28.01.2020** 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.

NOTE: Applicants in Government Service or serving in Lok Sabha and Rajya Sabha Secretariats should have completed 3 years of continuous regular service in Government or in Rajya Sabha Secretariat or in Government, Lok Sabha Secretariat and/or Rajya Sabha Secretariat put together or in Lok Sabha and Rajya Sabha Secretariats put together, for claiming age relaxation as Government servant as per provisions in Para XII(a) above.

- (b) **Ex-Serviceman:** Length of military service plus 3 years (up to the maximum of 45 years, 48 years and 50 years for GEN/EWS, OBC and SC/ST category candidates, respectively). *[Please attach a self-attested copy of relevant pages of Discharge Book. Otherwise, the candidate will not be given admissible age relaxation on this account.]*

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:

- (i) 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
- (ii) who has been released, otherwise than on her/his own request from such service as a result of reduction in establishment; or
- (iii) 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 also eligible to apply. *[Such applicant shall submit a self-attested copy of the permission to seek re-employment. Otherwise, the candidate will not be given admissible age relaxation on this account.]*

As per DoPT OM No.36034/27/84-Estt.(SCT) dated 02.05.1985 read with OM No.36034/6/90-Estt.(SCT.) dated 02.04.1992 read with OM No.36034/6/90-Estt.(SCT.) dated 10.10.1994, once an ex-Serviceman joins the Government job on civil side after availing the benefits given to her/him as an ex-Serviceman for her/his re-employment, her/his ex-Serviceman status for the purpose of re-employment in Government would cease. In terms of DoPT OM No. 36034/21/87-Estt.(SCT) dated 07.11.1989, the above provisions shall not apply to those ex-Servicemen who have been re-employed or are re-employed by Private Companies/Autonomous Bodies/Public Sector Undertakings/Government Office on casual/contract/temporary/ad-hoc basis and who can be removed from such service at any time by their employer concerned.

Further, DoPT O.M. No. 36034/1/2014-Estt.(Res.) dated 14.08.2014 provides that if an ex-Serviceman applies for various vacancies before joining any civil employment, she/he can avail of the benefit of reservation as ex-Serviceman for any subsequent employment. However, to avail of this benefit, an ex-Serviceman as soon as she/he joins any civil employment should give self-declaration/undertaking to the concerned employer about the date-wise details of application for various vacancies for which she/he had applied before joining the initial civil employment. [Such candidates shall give an undertaking as per ANNEXURE-I]

- (c) There is no age limit for employees of Lok Sabha Secretariat, provided three years' continuous regular service has been completed in Lok Sabha Secretariat.

XIII. Criteria of Income & Assets for Economically Weaker Sections:

As per Lok Sabha Secretariat, Recruitment & Conditions of Service Order No. PDA-1392/2019 dated 29th March 2019, persons not covered under the scheme of reservation for SCs, STs and OBCs and whose family has gross annual income below **Rs. 8.00 lakh (Rupees eight lakh only)** are to be identified as EWSs for benefit of reservation. Income shall also include income from all sources i.e. salary, agriculture, business, profession, etc. for the financial year prior to the year of application.

Also persons whose family owns or possesses any of the following assets shall be excluded from being identified as EWS, irrespective of the family income:-

- i. 5 acres of agricultural land and above;
 - ii. Residential flat of 1000 sq ft. and above;
 - iii. Residential plot of 100 sq. yards and above in notified municipalities;
 - iv. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.
- 2. The property held by a "Family" in different locations or different places/cities would be clubbed while applying the land or property holding test to determine EWS status.
 - 3. The term "Family" for this purpose will include the person who seeks benefit of reservation, her/his parents and siblings below the age of 18 years as also her/his spouse and children below the age of 18 years.

XIV. CASTE/CATEGORY CERTIFICATE(S):

- (i) The names of the applicant and her/his Father/Mother in the certificate should be strictly as recorded in the Matriculation Certificate. In case the certificate(s) is/are in language other than English/Hindi, the applicant shall submit self-attested translated version of the same either in English or in Hindi.
- (ii) In case of the candidates claiming to be SC/ST/OBC, 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 certificate.
- (iii) In SC/ST/OBC certificate, 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 tribal.nic.in in respect of STs and on ncbc.nic.in in respect of OBCs.

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

- (iv) 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 duly filled up.
- (v) Other Backward Classes (OBC) means those communities as included and specified in the Central Government list of the backward classes. OBC certificate of an applicant 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. OBC applicants will have to give an undertaking (**ANNEXURE-II**), in addition to the OBC certificate.
- (vi) In case of an OBC certificate issued prior to 01.04.2019, a fresh certificate as per orders contained in Department of Personnel and Training O.M. No.36012/22/93-Estt.(SCT) dated 08.09.1993 and certifying that the applicant does not belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the said O.M., as amended from time to time, must be got prepared *inter-alia* satisfying the conditions at (i) to (v) above.
- (vii) EWS applicants will have to submit an Income & Asset Certificate as per **ANNEXURE-III**.

XV. NUMBER OF VACANCIES: The number of vacancies specified in respect of the post is subject to change.

XVI. RIGHT TO CANCEL THE PROGRAMME OF RECRUITMENT: Lok Sabha Secretariat reserves the right to cancel the programme of recruitment to this post at any stage without any prior notice and without assigning any reason therefor.

XVII. The last date for receipt of applications is 28.01.2020.

XVIII. Candidates should clearly note that the Recruitment Branch 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 Recruitment Branch on or before the last prescribed date.

XIX. Candidates can put their applications in the box kept for the purpose at the Reception Office, Parliament House Annexe, New Delhi. However, no acknowledgement will be issued for the same.

XX. The candidate must be of sound bodily health. The appointment of the selected candidates 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 being appointed after due selection.

- XXI. Mobiles, other electronic gadgets and wireless equipments are banned within the premises of examination centre. Their possession by a candidate in switched on or switched off mode is considered by the Lok Sabha Secretariat as a manipulative practice and will invite cancellation of her/his candidature and/or debarment from the examinations conducted by Lok Sabha Secretariat.
- XXII. 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) Dates of Shorthand Test and Written Test (about 30 days prior to the Test) and also Personal Interview; and
 - iii) Results of the different stages of the examination process.
- XXIII. The Hon'ble High Court of Delhi at New Delhi will have the jurisdiction to settle and decide all matters and disputes, if any, related to this recruitment process.

(To be filled in by Recruitment Branch)

APPLICATION FORMAT

**Affix recent self-
attested passport
size Photograph**

Name of the Post applied for: **Parliamentary Reporter** (_____)
 (Please indicate Language/Stream-**English/Hindi/Both**)

Signature of Candidate

[illegible]

Surname

2. FATHER'S NAME (*In Capital Letters*): _____
(Exactly as mentioned in matriculation or equivalent examination certificate of the applicant.)

3. MOTHER'S NAME (In Capital Letters): _____
(Exactly as mentioned in matriculation or equivalent examination certificate of the applicant.)

4. NATIONALITY: _____

5. ADDRESS FOR COMMUNICATION: _____ PIN _____

Tel./Mobile No(s). _____ Email address _____

6. DETAILS OF RESIDENCE DURING LAST 5 YEARS WHERE THE APPLICANT HAS RESIDED FOR MORE THAN ONE YEAR:

ADDRESS	PERIOD OF STAY

7. PERMANENT ADDRESS: _____ PIN _____

8. DATE OF BIRTH:
(Please enclose self-attested copy of the
matriculation certificate)

D	D		M	M		Y	E	A	R
		--				--			

9. PLACE OF BIRTH (Village/Town/City/District/State):

10. AGE AS ON 28.01.2020: Years Months Days

11. CATEGORY (GEN/SC/ST/OBC/EWS): _____
(The candidates belonging to SC/ST/OBC/EWS category must enclose self-attested copy of the certificate as proof)

12. GROUNDS FOR CLAIMING AGE RELAXATION:

13. A. Whether you are an ex-Serviceman/in the last year of Service Yes/No
- B. If yes, your date of joining _____ date of Discharge _____
(Please enclose self-attested copy of relevant pages of Discharge Book/Permission to seek re-employment)
- C. Are you boarded out or relieved on medical grounds and granted medical disability pension. Yes/No

14. SHORTHAND SPEED: (ENG.) _____ w.p.m. (HINDI) _____ w.p.m.

15. DETAILS OF EDUCATIONAL & TECHNICAL QUALIFICATIONS:
(Please enclose self-attested copies of the certificates degrees as well as marks sheets)

(a) Educational Qualifications:

Exam Passed	Institution/ University	Subjects studied	Medium of Instruction	Duration of study	Year of passing	% of marks

(b) Professional/Technical Qualifications:

Exam Passed	Institution/ University	Subjects studied	Medium of Instruction	Duration of study	Year of passing	% of marks

16. DETAILS OF EXPERIENCE:

(a) GOVERNMENT SERVICE

Name of Govt. Orgn.	Post held	Pay Scale*	Duration of service (<i>Exact dates to be given</i>) (From - To)	Whether regular or not	Nature of duties performed

* Please indicate Grade Pay/ Level in the Pay Matrix 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/Level in the Pay Matrix also, wherever applicable.

17. Please specify clearly whether the experience mentioned in column 16 above has been obtained from:

Sl. No.	Category	Tick (✓) in appropriate Column
1.	Offices under Central/State Government	
2.	Union/State Legislature Secretariats	
3.	Supreme Court/High Courts/Subordinate Courts	
4.	Central/State Public Sector Undertakings	
5.	Statutory Corporations of Centre/States	
6.	Commissions/Tribunals and other institutions established by law/notifications of the Union/State Governments	
7.	Private Organisations/Any other institution	

18. Do you possess the essential educational qualifications as required for the post applied for? Yes/No

19. Do you possess any of the desirable qualifications? Yes/No

20. Please specify the language/stream for which you want to be considered. _____

21. **DECLARATION :**

(i) 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.

(ii) I have enclosed the typed Attendance Sheet duly completed and affixed self-attested recent passport size photograph thereon.

PLACE:

DATE:

(SIGNATURE OF CANDIDATE)

Note: Applications without self-attested copies of necessary certificates as mentioned in column nos. 8, 11, 13 (wherever applicable) and 15 also recent identical photographs affixed at the prescribed spaces in the application form and the attendance sheet will be summarily rejected.

PARLIAMENT OF INDIA
(RECRUITMENT BRANCH, LOK SABHA SECRETARIAT)

ATTENDANCE SHEET

(To be filled in on a separate sheet by the candidate when submitting Application Form)

1. Advt. No. 2/2019

2. Name of the Post: Parliamentary Reporter: _____

(Please indicate Language/Stream-English/Hindi/Both)

**Affix recent self-
attested passport
size Photograph**

Signature of Candidate

3. NAME *(In block letters)*: _____

4. CATEGORY _____

5. FATHER'S NAME *(In block letters)*: _____

6. MOTHER'S NAME *(In block letters)*: _____

7. ADDRESS FOR COMMUNICATION: _____

_____ PIN _____

(To be filled in by the candidate at the Examination Venue)

8.

Subject	Date of Exam.	Signature

9.

**ROLL
NO.**

(To be allotted by Recruitment Branch)

ANNEXURE-I

UNDERTAKING

I understand that I shall not be eligible to be appointed to the post of _____ in Lok Sabha Secretariat (vacancies notified vide Advt. No.2/2019) if I have at any time prior to such appointment, secured any employment on the civil side by availing of the concession of reservation of vacancies admissible to ex-Servicemen, except as per DOPT O.M. No. 36034/1/2014-Estt. (Res.) dated 14th August, 2014.

Signature _____

Name _____

Date _____

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 recognised as a Backward Class by the Government of
India for the purpose of reservation in service as per orders 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 the last date for receipt of
applications, I do 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, O.M. 36033/1/2013- Estt.(Res.) dated 27th May 2013 and O.M. No. 36033/1/2013-Estt. (Res.) dated
13th September, 2017.

2. I further declare that I will produce OBC Certificate as per the instructions contained in the Advertisement
No.2/2019 before Personal Interview for the post of _____. Otherwise,
my candidature/application may be considered under General (UR) category.

Signature of the candidate :.....

Full Name :

Place :

Date :

Declaration/undertaking not signed by candidate will be rejected.

ANNEXURE-III

Government of.....

(Name & Address of the authority issuing the certificate)

INCOME & ASSET CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS

Certificate No.....

Date:.....

VALID FOR THE YEAR.....

This is to certify that Kumari/Smt./Shri.....daughter/wife/son of.....
permanent resident ofVillage/Street.....Post Office.....
District.....in the State/Union Territory.....Pin Code..... whose
photograph is attested below belongs to Economically Weaker Sections, since the gross annual income* of her/his
family** is below Rs. 8 lakh (Rupees Eight Lakh only) for the financial year Her/his family does not
own or possess any of the following assets***:

- I. 5 acres of agricultural land and above;
- II. Residential flat of 1000 sq. ft. and above;
- III. Residential plot of 100 sq. yards and above in notified municipalities;
- IV. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

2. Kumari/Smt./Shribelongs to the..... caste which is not recognised
as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List).

Signature with seal of Office.....

Name.....

Designation.....

Recent Passport size
attested photograph
of the applicant

*Note 1: Income covered all sources i.e. salary, agriculture, business, profession, etc.

**Note 2: The term "Family" for this purpose include the person, who seeks benefit of reservation, her/his parents and
siblings below the age of 18 years as also her/his spouse and children below the age of 18 years.

***Note 3: The property held by a "Family" in different locations or different places/cities have been clubbed while
applying the land or property holding test to determine EWS status.

INCOME AND ASSET CERTIFICATE ISSUING AUTHORITY

The Income and Asset Certificate issued by any one of the following authorities in the prescribed format as given
above shall only be accepted as proof of candidate's claim as belonging to EWS: -

- (i) District Magistrate/Additional District Magistrate/ Collector/ Deputy Commissioner/Additional
Deputy Commissioner/ 1st Class Stipendiary Magistrate/ Sub-Divisional Magistrate/ Taluka
Magistrate/ Executive Magistrate/ Extra Assistant Commissioner;
- (ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/ Presidency Magistrate;
- (iii) Revenue Officer not below the rank of Tehsildar; and
- (iv) Sub-Divisional Officer of the area where the candidate and/or her/his family normally resides.