

PARLIAMENT OF INDIA
LOK SABHA SECRETARIAT
(ADMINISTRATION BRANCH – I)

Applications are invited for filling up **40 vacancies (35 in English stream and 05 in Hindi/bilingual stream)** for the post of Secretariat Assistant in Level 6 in the Pay Matrix on Deputation basis in Lok Sabha Secretariat from amongst the willing regular employees, who are Indian citizens, of Central/State Government or State Legislature Secretariats or Central/State Public Sector Undertakings/Autonomous bodies/Supreme Court of India/High Courts or Local Self-Government Institutions/Bodies holding:

“(a) analogous posts; and (b) possessing 02 (two) years experience in performing duties which are of Clerical/Data Entry in nature and possessing minimum qualification of Graduation, a minimum typing speed of 40 words per minute and working knowledge of basic computer operation viz. MS Word, MS Excel and Power Point.”

2. UPPER AGE LIMIT

The upper age limit for the said post is 56 (Fifty Six) years.

3. LAST DATE OF APPLICATION AND DATE OF RECKONING

The last date of receipt of application is **15 days from the date of publication in Employment News**. Further, the essential eligibility condition, experience and qualifications and upper age limit mentioned at paras 1 and 2 above will also be reckoned as on last date of receipt of application.

4. SELECTION PROCEDURE

The selection procedure for the said post for all eligible candidates will be decided in due course, separately. However, all eligible candidates will mandatorily be required to clear a “Typing test” with the minimum requisite speed of 40 (forty) words per minute (W.P.M).

5. PERIOD OF DEPUTATION

The initial period of deputation shall be for 03 (three) years extendable for maximum period of 07 (seven) years on usual terms and conditions in accordance with the instructions contained in Department of Personnel & Training (DoPT) O.M. No.6/8/2009-Estt(Pay-II) dated 17.06.2010 and O.M. No.6/8/2016-Estt.(Pay-II) dated 17.02.2016, as adopted by Lok Sabha Secretariat *vide* R&CS Order No.Misc.87/2011 dated 04.02.2011 and No.Misc.123/2016 dated 30.11.2016 respectively, as amended. The terms and conditions of deputation will be governed by the aforementioned O.Ms and subsequent O.M. of DoPT, duly adopted by Lok Sabha Secretariat, if any.

6. ACCOMMODATION

No residential accommodation will be provided to the incumbent from Lok Sabha Secretariat pool till she/he is on deputation in this Secretariat.

7.0 SUBMISSION OF APPLICATION & DOCUMENTS/CERTIFICATES

7.1 Application(s) of the eligible candidate(s) may be forwarded, **THROUGH PROPER CHANNEL ONLY (NO ADVANCE COPY WILL BE ENTERTAINED)**, in the prescribed format given in **ANNEXURE** alongwith her/his duly attested degree(s), certificate(s), mark-sheet(s) etc., and her/his complete and up-to-date attested copies of Annual Confidential Reports (ACRs)/Annual Performance Appraisal Reports (APARs) for the last 02 (two) years or upto 05 (five) years of service, whichever is more, Vigilance and Integrity Certificate and Experience Certificate in respect of the applicant(s) so as to reach **Ms.Swati Parwal, Deputy Secretary (E), Administration Branch-I, Lok Sabha Secretariat, Room No.615, Parliament House Annexe, New Delhi – 110 001** by the last date of receipt of application. The applicant once selected will not be allowed to withdraw her/his candidature subsequently.

7.2 Application(s) without accompanying ACRs/APARs will be summarily rejected and no correspondence relating thereto will be entertained. Further, in case any adverse entry is found in the ACRs/APARs of a candidate (for the prescribed years of service) at any stage, her/his candidature/appointment is liable to be cancelled/terminated.

7.3 Application(s) which are illegible, not conforming to the instructions contained in this advertisement or received after the last date will be summarily rejected. Incomplete applications shall also be summarily rejected.

8.0 GENERAL CONDITIONS

8.1 Canvassing in any manner would lead to summary rejection of application and candidature at any stage.

8.2 All particulars (except Residential Address) furnished by the applicant will be treated as final and no change will be allowed therein later on.

8.3 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 attested photocopy of the certificate of her/his any other higher educational qualification containing the required information along with attested photocopy of Matriculation or equivalent examination certificate and also an 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.

8.4 **NUMBER OF VACANCIES:** The number of vacancies specified is subject to change.

8.5 **RIGHT TO CANCEL THE PROGRAMME OF RECRUITMENT:** Mere submission of application by the applicants shall not give them the right to be called for Selection Process. Lok Sabha Secretariat reserves the right to cancel the programme of recruitment to the said post at any stage without any prior notice and without assigning any reason therefor. Lok Sabha Secretariat also reserves the right to modify the advertisement or part of it at any stage, if considered necessary.

8.6 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 recruitment process.

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(ADMINISTRATION BRANCH-I)

APPLICATION FORMAT

[For filling up of the post of Secretariat Assistant on deputation basis]

*Affix recent
attested passport
size photograph*

1. Name (in Block Letters) : _____

2. Father's/Husband's Name : _____

3. Mother's Name : _____

4. Nationality : _____

5. Address

(a) For communication : _____

(b) Permanent : _____

6. Present office address : _____

Telephone/Mobile No. : _____ e-mail: _____

7. (a) Date of Birth : _____

(b) Age as on the last date of receipt of application: ____ (years) ____ (months) ____ (days)

12. Any other relevant information : _____
(please attach separate sheet, _____
if required) _____

13. **DECLARATION :**

I declare that I fulfil the eligibility conditions as per the Advertisement No.1/2020/AN-I 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 said Advertisement, my candidature/appointment is liable to be cancelled/terminated.

Signature of the candidate

Place:

Date:

VIGILANCE AND INTEGRITY CERTIFICATE

(To be given by the Head of Office of the applicant)

1. It is certified that the particulars furnished by the applicant are correct. She/he possesses the requisite 02 (two) years experience in performing duties which are of Clerical/Data Entry in nature and this has been certified in the enclosed proforma.
2. It is certified that no disciplinary/vigilance case is pending against the applicant and she/he is clear from the vigilance angle.
3. Her/his integrity is certified.
4. It is certified that no minor/major penalties have been imposed on the applicant during the last ten years or during the period of her/his service, whichever is more.
5. Copies of Annual Confidential Reports (ACRs)/Annual Performance Appraisal Reports (APARs) for the last 02 (two) years or upto 05 (five) years, whichever is more, are enclosed.
6. It is certified that in the event of selection, the officer will be relieved of her/his duties immediately and she/he shall not be allowed to withdraw the candidature.

Signature of the forwarding authority

Name: _____

Designation: _____

Note:

Application form not accompanied by complete and up-to-date attested copies (on each page) of ACRs/APARs for the last 02 (two) years or upto 05 (five) years, whichever is more, alongwith Vigilance and Integrity Certificate and Experience Certificate (enclosed Proforma) will be summarily rejected and no correspondence relating thereto will be entertained.

Proforma

EXPERIENCE CERTIFICATE

This is to certify that Ms./Smt./Shri _____ (Name of the Candidate) Designation _____ is working in _____ (Name of the Organization).

2. During her/his service in _____ (Name of the Organization) she/he gained experience in performing duties which are of '**Clerical/Data Entry**'.

PLACE: _____

Date: _____

(SIGNATURE OF THE COMPETENT ISSUING AUTHORITY)

Name: _____

Designation: _____

Office Name, Address and Official Stamp/Seal: _____
