

**PARLIAMENT OF INDIA**  
**(JOINT RECRUITMENT CELL)**

Applications are invited from eligible Indian citizens to fill up the vacancies for the following posts in Lok Sabha Secretariat:

Sl. No.	Name of post and pay scale	Vacancies				
		UR	OBC	SC	ST	Total
1.	Executive/Legislative/Committee/Protocol Assistant Rs. 9300-34800 (PB-2)+Grade Pay:Rs. 4600	09	03	01	01	14
2.	Security Assistant Grade-II (Technical) Rs. 9300-34800 (PB-2)+Grade Pay:Rs. 4200	42	06	03	01	52
3.	Security Assistant Grade-II (to be filled from amongst Ex-Servicemen*) Rs. 9300-34800 (PB-2)+Grade Pay:Rs. 4200	00	00	00	02	02
4.	Junior Library Assistant Rs. 9300-34800 (PB-2)+Grade Pay:Rs. 4200	11	04	00	00	15**
5.	Junior Clerk Rs. 5200-20200 (PB-1)+Grade Pay:Rs. 2400	20	01	02	00	23** (12 Eng. & 11 Hindi)

*[\*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:*

- who retired from such service after earning his/her pension. This would also include persons who are released/retired at their own request after having earned their pension; or*
- who has been released, otherwise than on his own request from such service as a result of reduction in establishment; or*
- who has been released from such service after completing the specific period of engagement, otherwise than at his own request or by way of dismissal or discharge on account of misconduct or inefficiency, and has been given a gratuity.]*

**\*\* One vacancy reserved for Physically Handicapped Persons (Visual Impairment)**

**2. QUALIFICATIONS & EXPERIENCE:**

**POST No.1: Executive/Legislative/Committee/Protocol Assistant**

**QLFNS:** Bachelor's degree in any discipline from a recognised university.

**Desirable:** Certificate in computer course recognised by All India Council for Technical Education (AICTE)/ Department of Electronics Accreditation of Computer Courses (DOEACC) or courses equivalent to 'O' Level in terms of syllabus and duration of course as prescribed by DOEACC.

**UPPER AGE LIMIT: 27 years.**

**POST No. 2: 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.

**Physical Standards:** **Male** Height-167.5 cms. (relaxable by 2.4 cms. in case of Hill area residents), Chest-76.5 cms. to 81 cms. **Female** Height -154.6 cms. (relaxable by 2.4 cms. in case of Hill area residents). **Vision** - 6/12 in both eyes without glasses. The candidates must not have squint in eyes and should possess high colour vision. They should also be free from physical defect, deformity and diseases.

Desirable: 'C' Certificate in NCC or sportsmen of distinction who have represented a State or the Country at the National or International level or who have represented a University in recognised inter-university tournament.

**UPPER AGE LIMIT: 27 years.**

**POST No. 3: Security Assistant Grade-II** - To be filled from amongst Ex-Servicemen possessing qualification of Intermediate (Class XII) from a recognised Board and possessing experience/training in handling and operation of Arms and also well versed in all types of chores concerned with anti-sabotage checks, area sanitization, CCTV operation and other security related ground duties.

Preference will be given to persons possessing Bachelor's degree in any discipline.

**UPPER AGE LIMIT:** 45 years. (No further age relaxation mentioned in this advertisement will be given.)

**Note:** The candidates must furnish self-attested copies of certificates/documents as proof of possessing the prescribed/required experience/training.

**POST No. 4: Junior Library Assistant** - Bachelor's degree in Library Science from a recognised university.

Desirable: Certificate in computer course recognized by AICTE/DOEACC or courses equivalent to 'O' Level in terms of syllabus and duration of course as prescribed by DOEACC

**UPPER AGE LIMIT: 27 years.**

**POST No. 5: 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.

Desirable: Certificate in computer course recognized by AICTE/DOEACC or courses equivalent to 'O' Level in terms of syllabus and duration of course as prescribed by DOEACC.

**UPPER AGE LIMIT: 27 years.**

### **3. SELECTION PROCEDURE:**

Eligible candidates will have to appear in written examination/trade test/personal interview as per the following scheme:

#### **3.1.A Preliminary examination for post nos.1, 4 and 5:**

<b>Subject</b>		<b>Marks</b>	<b>Time</b>
Part-A	General Knowledge & Current Affairs	50	50 minutes
Part-B	General English (50 multiple choice objective type questions in each part.)	50	

The marks secured by the candidates in this paper will not be counted while preparing the final selection list. Only those candidates who obtain the minimum qualifying marks in each component and aggregate in the Preliminary Examination will be called for the next stage of examination process.

#### **3.1.B. Preliminary examination for post no. 2 :**

<b>Subject</b>		<b>Marks</b>	<b>Time</b>
Part A	General Knowledge & Current Affairs (70 multiple choice objective type questions)	70	2 hours
Part B	General English (70 multiple choice objective type questions)	70	
Part C	Mental Ability (60 multiple choice objective type questions)	60	

In the question paper, only the questions on Part(A): GK & CA will be bilingual i.e. in English and Hindi. The marks secured by the candidates in Preliminary Examination will not be counted while preparing the final selection list. Only those candidates who obtain the minimum qualifying marks in each component and aggregate in the Preliminary Examination will be called for the Physical Measurement and Field Tests.

### **3.II.A Main Examination for post no.1: Executive/Legislative/Committee/Protocol Assistant**

Paper	Subject	Marks	Time
I	English Essay, Précis, Comprehension and Grammar	150	3 hours
II	Constitution of India	100	3 hours

In Paper-I, English Essay, Précis, Comprehension and Grammar will be of 60 marks, 40 marks, 25 marks and 25 marks, respectively. The paper on 'Constitution of India' will be descriptive type. Though the Question Paper-II will be in English, the candidates will have the option of answering the same either in English or in Hindi. All the answers must be written in one medium i.e. English or Hindi. Candidates will have to obtain the minimum qualifying marks in each of the papers of the Main Examination.

Selection will be made on the basis of the overall performance of the candidates in the Main Examination, subject to availability of vacancies.

### **3.II. B. Physical Measurement Tests, Field Tests, Descriptive Type Written Papers and Personal Interview for post no. 2: Security Assistant Grade-II (Technical)**

#### Physical Measurement Tests

Male: Height-167.5 cms. (relaxable by 2.4 cms. in case of Hill area residents), Chest-76.5 cms. to 81 cms.

Female: Height -154.6 cms. (relaxable by 2.4 cms. in case of Hill area residents).

Vision - 6/12 in both eyes without glasses. The candidates must not have squint in eyes and should possess high colour vision. They should also be free from physical defect, deformity and diseases.

**No marks will be awarded. Candidates will be declared either 'fit' or 'unfit'. In case, any physical measurement of a candidate is below the advertised standards, he/she (if the candidate requests) will be given one more opportunity (on the same day) to rectify deficiency in physical measurement. (No subsequent requests in this regard will be entertained.) Unfit candidates will not be allowed to take part in the subsequent events/stages of the examination process.**

#### Field Tests

Only the candidates found 'fit' in the Physical Measurement Tests will be allowed to take part in the following Field Tests:

Male:           3.5 feet high jump  
                  1 km race in 4 minutes  
                  13 feet long jump

Female:       400 m race in 2 minutes  
                  8 feet long jump

No marks will be awarded. Candidates will be declared either 'fit' or 'unfit'. In case of high jump and long jump, a candidate will be given three chances to clear the event. If a candidate is not able to qualify in any event of the Field Tests, he will

not be allowed to take part in the subsequent events/stages of the examination process.

### Descriptive Type Written Papers

Only the candidates found 'fit' in the Field Tests will be allowed to appear in the following descriptive type written papers:

Paper	Subject	Marks	Time
I	General Studies	100	2 hours
II	Mathematics and Science (Descriptive type paper of Graduation level to assess theoretical, analytical and numerical abilities of the candidate in Mathematics (30 marks), Physics (40 marks) and Chemistry (30 marks).)	100	2 hours

The Paper-I (General Studies) will contain small and medium descriptive type of questions on Indian polity, modern history, culture, heritage, economy, geography, law enforcement issues, environmental issues, current events of national and international importance, developments in the field of science and technology, communications and space, etc. In Paper-II, a candidate will be required to attempt total 06 questions with 02 questions (out of 04 questions) from each section. In the Physics Section, the questions may be on Electronics, Computer Science and Communications in particular. Both the question papers will be in English. However, the candidates will have the option of answering a paper either in English or in Hindi. A candidate will have to write all answers in a paper in the same medium (English or Hindi). Candidates will have to qualify in both the above papers at the requisite standards.

Only those candidates who obtain the minimum qualifying marks in each paper and aggregate in the descriptive type written papers will be called for the Personal Interview.

### Personal Interview

Personal Interview will carry 25 marks. Candidates will have to secure the minimum qualifying marks in the Personal Interview.

From amongst the candidates who qualify the Personal Interview, selection will be made on the basis of the overall performance of the candidates in the Descriptive Type Written Papers and the Personal Interview, subject to availability of vacancies.

**3.II.C Personal Interview for Post no. 3:** Eligible candidates will have to appear before a selection board for a Personal Interview which will carry 100 marks. Lok Sabha Secretariat reserves the right to restrict the number of applicants who may be called for the Personal Interview.

Candidates will have to secure the minimum qualifying marks in the Personal Interview. Selection will be made on the basis of the overall performance of the candidates in the Personal Interview, subject to availability of vacancies.

### **3.II.D Main Examination for Post No. 4: Junior Library Assistant**

Paper	Subject	Marks	Time
I	Library Methods and Techniques	100	3 hours
II	English Essay, Précis, Comprehension and Grammar*	100	3 hours

\* Essay (40 Marks), Précis (25 Marks), Comprehension (20 Marks) and Grammar (15 Marks)

Through, the question Paper-I will be in English, the candidates will have the option of answering the same either in English or Hindi. All the answers must be written in one medium i.e. English or Hindi.

From amongst the candidates who obtain the minimum qualifying marks in each of the above papers, selection will be made on the basis of the performance of candidates in the Main Examination, subject to the availability of vacancies.

### 3.II.E. Descriptive Type Written Paper and Typing Test for Post No. 5: Junior Clerk

Paper	Subject	Marks	Time
I	Essay, Letter and Grammar*	100	2 hours
II	Typing test at 40 w.p.m. in English/Hindi	100	10 minutes
Total		200	

\* Essay (50 Marks), Letter (35 Marks) and Grammar (15 Marks)

A candidate will be considered for appointment against the vacancies in that stream i.e. English/Hindi only in which he qualifies Paper-I (Essay, Letter and Grammar) and Paper-II (Typing Test). The candidates will have to qualify Papers-I and II in the same stream. However, the candidate qualifying the typing test in both English and Hindi streams, will be given preference in appointment against the vacancies in that stream in which he qualifies the Paper-I. A candidate qualifying Papers I and II in both the streams will be given preference in appointment against the vacancies in that stream in which he gets higher marks.

A candidate who is eligible for the post of Junior Clerk in both English and Hindi streams, may be permitted to write Paper-I in both the streams. However, such candidates will not be allowed any time break. After attempting the Paper in one stream and handing over the answer sheet to invigilator, they will be allowed further 02 hours time for attempting the paper in the other stream.

The answer scripts of Paper-I of only those candidates will be evaluated who qualify Paper-II (typing test) at the requisite speed of 40 w.p.m. Candidates will have to secure the minimum qualifying marks in Paper-I.

From amongst the candidates who qualify both papers I and II, selection will be made on the basis of the overall performance of the candidates in Papers-I and II, subject to the availability of vacancies.

## 4. RESERVATION FOR PHYSICALLY HANDICAPPED PERSONS

The reservation of posts for physically handicapped persons, will be as under:

Name of the post	No. of vacancies reserved	Category for which identified	Functional Classification
Junior Library Assistant	1	Visual Impairment	LV (low vision)
Junior Clerk	1	Visual Impairment	LV (low vision)

The physically handicapped persons should submit the 'Disability Certificate' in the prescribed format which is available on our website <http://www.loksabha.nic.in> at the end of Advt. No. 1/2013 (ANNEXURE-I). Otherwise, the candidates will not be given any benefits available to PH persons.

## 5. HOW TO APPLY

- Eligible candidates have to apply in typewritten form for the above posts, either in English or in Hindi, strictly in the prescribed format. The format of the application



can be downloaded from the website <http://www.loksabha.nic.in> under the link 'Recruitment'.

- II. Candidates desirous of applying for more than one post should submit separate application form for each post.
- III. Applications which are illegible, not conforming to the prescribed application format and the instructions given in the Advertisement or received after the last date will be summarily rejected.
- IV. Candidates in Government service should submit their application(s) **through proper channel only**. No such application will be accepted 7 days after 15.03.2013.
- V. Applicants should affix two self-attested **identical recent** passport size photographs, one on the application form and the other on the attendance sheet.
- VI. In case sufficient number of eligible candidates prefer to take examination in Chennai, Kolkata and Mumbai, Joint Recruitment Cell may hold the preliminary examination for the posts contained in this advertisement in these cities also besides Delhi. In the eventuality of insufficient number of eligible candidates for a post opting for taking examination in any of these three cities, those candidates will have to take examination in Delhi. The choice once made by the applicant with regard to the examination centre shall be final. Joint Recruitment Cell will, however, have final discretion in the allotment of examination centre to the applicants on the basis of number of applications received in respect of a particular post for a particular centre.
- VII. Canvassing in any manner would lead to summary rejection of application and candidature at any stage.
- VIII. 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 in sl. no.12 of the application, will be rejected.**
- IX. For candidates staying abroad and for those posting applications from 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 15.03.2013.
- X. Candidates should send their application in an envelope superscribing clearly the name of the post applied for on the cover of the envelope.
- XI. Applicants must fill up all the columns of application form properly. Applications complete in all respects should be sent to:-

THE JOINT RECRUITMENT CELL  
ROOM NO. 521, PARLIAMENT HOUSE ANNEXE,  
NEW DELHI-110001.

**Incomplete applications shall be summarily rejected.**

- XII. **AGE/QUALIFICATIONS/EXPERIENCE:** Age/qualifications/experience will be reckoned as on 15.03.2013.  
Applicants should attach self-attested copy of the matriculation or equivalent examination certificate as proof of date of birth. No other document will be accepted for this purpose.
- XIII. **CUT OFF PERCENTAGE OF MARKS:** The minimum cut off percentages of marks in Written Test and Personal Interview in an examination is 50%, 45% and 40% for vacancies in Gen, OBC and SC/ST categories, respectively. The above percentages are relaxable by 5% in case of physically handicapped persons of relevant disability and category for appointment against the vacancies reserved for physically handicapped persons. These percentages are the minimum marks which

a candidate is required to secure in each paper/component and aggregate in the written test and in aggregate in the personal interview. However, the cut-off percentages may be raised in individual component/paper/aggregate to arrive at reasonable vacancy : candidate ratio.

- XIV. The candidates for the post of Junior Clerk will be required to qualify the Typing Test at the requisite speed. Not more than 5% errors will be allowed for passing the Typing 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 'दिन = द + ि + न' and also after typing the full consonant (not after half consonant) as in 'दृष्टि = द + ृ + ष + ट + ि'.
- XV. **AGE RELAXATION:** The upper AGE LIMIT specified above 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:

Sl. No.	Category	Permissible age relaxation
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 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 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.	
	<b>NOTE:</b> 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 as per provisions in para 5(XV) above.	
5.	Ex-Servicemen: Length of military service plus 3 years (up to the maximum of 45 years)	
6.	Employees of Lok Sabha Sectt.: <u>No AGE LIMIT</u> . However, the candidate must have completed three years' continuous regular service in the Lok Sabha Secretariat.	

- XVI. **OBC candidates:** Other Backward Classes (OBC) means those communities as included and specified in the Central Government list of the backward classes. OBC certificate of a 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 candidates claiming to be belonging to OBC but not submitting OBC certificate which satisfies these two conditions will be treated as General Category candidates and will not be provided any benefit available to OBC candidates.
- XVII. **NUMBER OF VACANCIES:** The number of vacancies specified in respect of the posts is subject to change.

Where specific category has been prescribed for vacancies in any post, there are chances of vacancies occurring in other categories also. Candidates belonging to other categories are also advised to apply.

- XVIII. In case, the number of eligible candidates for a post are less than or equal to the approved norm for calling the candidates for the Main Examination, the Preliminary Examination for that post may not be held.
- XIX. **RIGHT TO CANCEL THE PROGRAMME OF RECRUITMENT FOR A POST OR POSTS:** Lok Sabha Secretariat reserves the right to cancel the programme of recruitment to any post(s) at any stage without any prior notice and without assigning any reason therefor.
- XX. **The last date for receipt of applications is 15.03.2013.**
- XXI. Candidates should clearly note that the Joint Recruitment Cell 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 Joint Recruitment Cell on or before the last date.
- XXII. 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.
- XXIII. The advertisement can also be accessed through Lok Sabha website <http://www.loksabha.nic.in> under the link 'Recruitment'.

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**PARLIAMENT OF INDIA**  
**(JOINT RECRUITMENT CELL)**

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**APPLICATION FORMAT**

Roll No.

(To be filled in by JRC)

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

Advt. No. 1/2013

Post No. applied for: \_\_\_\_\_

Name of the Post applied for: \_\_\_\_\_

(Please indicate post no. and post name clearly)

(Please fill separate application forms for each post)

1. FULL NAME (In Capital Letters):

Signature of Candidate

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First Name

Middle Name

Surname

(Please leave one box blank between each part of name)

2. FATHER'S NAME (In Capital Letters): \_\_\_\_\_

3. MOTHER'S NAME (In Capital Letters): \_\_\_\_\_

4. NATIONALITY: \_\_\_\_\_

5. Preferred city for taking preliminary examination: (i) DELHI ☐ ; (ii) KOLKATA ☐ ;  
(iii) MUMBAI ☐ ; (iv) CHENNAI ☐ (Please ✓ mark in the appropriate box.)

6. ADDRESS FOR COMMUNICATION: \_\_\_\_\_

PIN \_\_\_\_\_

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

ADDRESS	PERIOD OF STAY

8. PERMANENT ADDRESS: \_\_\_\_\_

PIN \_\_\_\_\_

9. DATE OF BIRTH:

(Please enclose self-attested copy of the  
certificate)

D D M M Y E A R

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10. PLACE OF BIRTH (Village/Town/City/District/State): \_\_\_\_\_

11. AGE AS ON 15.03.2013: Years \_\_\_\_\_ Months \_\_\_\_\_ Days \_\_\_\_\_

12. CATEGORY (Gen/SC/ST/OBC): \_\_\_\_\_

(The candidates belonging to SC/ ST/OBC must enclose self-attested copy of the certificate as proof)

13. Whether you are physically handicapped Yes/No

(If yes, please attach self-attested copy of the certificate in the prescribed format)

14. TYPING SPEED (ENG.) \_\_\_\_\_ (HINDI) \_\_\_\_\_

15. GROUNDS FOR CLAIMING AGE RELAXATION: \_\_\_\_\_

16. DETAILS OF EDUCATIONAL, PROFESSIONAL & TECHNICAL QLFNS.

*(Please enclose self-attested copies of the certificates)*

(a) Educational:

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

(b) Professional/Technical *(Candidates are advised to fill-up this column carefully and in terms of conditions stipulated in the Advertisement to avoid rejection)*

Exam Passed	Institution/ University	Subjects studied	Duration of study	Year of passing	% of marks	Division obtained

17. DETAILS OF EXPERIENCE *(Candidates are advised to fill-up this column carefully and in terms of conditions stipulated in the Advertisement to avoid rejection)*

(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 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 also, wherever applicable.*

# 18. DETAILS OF ACHIEVEMENTS in NCC/SPORTS

(only for candidates applying for the post nos. 2 and 3)

Event	Year	Institution/ Organisations	Particulars of achievement

19. (a) Are you eligible and have you applied for any other post(s) in response to this advertisement ? Yes / No  
 (b) If yes, please indicate the Post No(s). \_\_\_\_\_ and name(s) of the post(s) \_\_\_\_\_
20. Please specify the language/stream for which you want to be considered: \_\_\_\_\_  
 (Only for the candidates applying for Post No.5. Please read para no. 3.II.E of the Advertisement )
21. Do you possess the essential educational qualifications as required for the post applied for? Yes/No
22. Do you possess relevant experience if prescribed for the post applied for? Yes/No/N.A.
23. Do you possess any of the desirable qualifications? Yes/No
24. 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. 9, 12, 13 (in case the candidate is PH) & 16 and recent photographs will be summarily rejected. The candidates applying for post no. 3 must furnish copies of certificates/documents as proof of possessing the prescribed/required experience/training.

**PARLIAMENT OF INDIA  
(JOINT RECRUITMENT CELL)**

**ATTENDANCE SHEET**

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

1. Advt. No. 1/2013

2. Post No. \_\_\_\_\_

3. Name of the Post: \_\_\_\_\_  
\_\_\_\_\_

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

Signature of Candidate

4. **NAME** *(In block letters)*: \_\_\_\_\_

5. **CATEGORY** \_\_\_\_\_

6. **FATHER'S NAME** *(In block letters)*: \_\_\_\_\_

7. **MOTHER'S NAME** *(In block letters)*: \_\_\_\_\_

8. **ADDRESS FOR COMMUNICATION**: \_\_\_\_\_  
\_\_\_\_\_ PIN \_\_\_\_\_

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

9.

Subject	Date of Exam.	Signature

10.

<b>ROLL NO.</b>	
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*(To be allotted by Joint Recruitment Cell)*

**NAME & ADDRESS OF THE INSTITUTE / HOSPITAL -----**

**Certificate No. \_\_\_\_\_ Date \_\_\_\_\_**

**DISABILITY CERTIFICATE**

**Recent  
Photograph of  
the candidate  
showing the  
disability duly  
attested by the  
Medical  
Authority.**

This is certified that Shri/Smt/Kum \_\_\_\_\_ son/wife/daughter of  
Shri \_\_\_\_\_ age \_\_\_\_\_ sex \_\_\_\_\_  
identification mark(s) \_\_\_\_\_ is suffering from permanent disability of  
following category:

**A. Locomotor:**

(i) BL-Both legs affected but not arms.

(ii) OL-One leg affected (right or left) (a) Impaired reach  
(b) Weakness of grip  
(c) Ataxic

(iii) OA-One arm affected (a) Impaired reach  
(b) Weakness of grip  
(c) Ataxic

**B. Low Vision:**

**C. Hearing impairment:**

**PD-Partially Deaf**  
***(Delete the category whichever is not applicable)***

2. This condition is progressive / non-progressive / likely to improve / not likely to improve. Re-assessment of this case is not recommended / is recommended after a period of \_\_\_\_\_ years \_\_\_\_\_ months.\*

3. **Percentage of disability in his/her case is ..... percent.**



4. Sh./Smt./Kum.....meets the following physical requirements for discharge of his/her duties:-

(i) F-can perform work by manipulating with fingers.	Yes/No
(ii) PP-can perform work by pulling and pushing.	Yes/No
(iii) L-can perform work by lifting.	Yes/No
(iv) KC-can perform work by kneeling and crouching.	Yes/No
(v) B-can perform work by bending.	Yes/No
(vi) S-can perform work by sitting.	Yes/No
(vii) ST-can perform work by standing.	Yes/No
(viii) W-can perform work by walking.	Yes/No
(ix) SE-can perform work by seeing.	Yes/No
(x) H-can perform work by hearing/speaking.	Yes/No
(xi) RW-can perform work by reading and writing.	Yes/No
(xii) C- can communicate	Yes/No

Medical Authority  
(with seal)

*\*Strike out which is not applicable.*

**NOTE:** For 'multiple disability' the medical authority will comprise of doctors of relevant specialities.