

**PARLIAMENT OF INDIA**  
(RECRUITMENT BRANCH, LOK SABHA SECRETARIAT)

Applications are invited (**through e-mail only**) from eligible Indian citizens for filling up of the following vacancies for the post of **Translator [Level 8 (Rs. 47600 - 151100) in the Pay Matrix]** in Lok Sabha Secretariat on Direct Recruitment basis:-

SC	ST	OBC	UR	EWS	Total
03	05	17	13	09	47*

*\*01 vacancy is reserved for physically challenged persons (Hearing Impairment).*

*Please see Para No. 5 for further details.*

**2. QUALIFICATIONS & EXPERIENCE:**

Master's Degree in Hindi from a recognised University with English as a subject at the Degree Level **OR** Master's Degree in English from a recognised University with Hindi as a subject at the Degree Level **OR** Master's Degree in any subject from a recognised University with Hindi and English as subjects at the Degree Level **OR** Master's Degree in any subject with Hindi medium\* from a recognised University and English as a subject at the Degree Level **OR** Master's Degree in any subject with English medium\* from a recognised University and Hindi as a subject at the Degree Level.

*(\*The candidates will have to furnish a self-attested **scanned** copy of a certificate from the Registrar or Controller of Examination of the concerned University/Principal of the college wherein the 'Medium of Instruction' of the respective qualification is clearly mentioned.)*

**AND**

Diploma/Certificate course in Translation from Hindi to English and *vice-versa* from any University/ Institute recognised by the Government **OR** 02 years experience of Translation work from Hindi to English and *vice-versa* in Central/State Government offices or State Legislature Secretariats or Central/State Public Sector Undertakings/Autonomous Bodies/Supreme Court of India/High Courts.

*Note:- Persons to be appointed as Translator in the Secretariat on the basis of Direct Recruitment examination will be required to qualify a typing test in English/Hindi on computer at the minimum speed of 8000 key depressions per hour within a period of two years from the date of their appointment to the grade for grant/release of second and subsequent annual increment in their scale of pay. In the event of their failure to qualify the test within the specified period, their second and subsequent annual increments, after the expiry of the said period, shall be withheld until they qualify the test or for a maximum period of 05 years whichever is earlier.*

**3. UPPER AGE LIMIT: 27 years** (29 years for the candidates having the prescribed translation work experience of 02 years).

For age relaxation to the persons belonging to SC/ST/OBC category, Physically Challenged persons, Govt. Employees, ex-Servicemen and employees of Lok Sabha Secretariat, please see Sl. No. XI of Para 6.

**4. SELECTION PROCEDURE:**

Eligible candidates will have to appear in written examination as per the following scheme:

**A Preliminary Examination:**

Subject		Marks	Time
<b>Part (a)</b>	<b>General Knowledge and Current Affairs</b>	<b>50</b>	<b>75 minutes</b>
<b>Part (b)</b>	<b>General English</b>	<b>50</b>	
<b>Part (c)</b>	<b>General Hindi</b>	<b>50</b>	
<i>(50 multiple choice objective type questions in each part.)</i>			

The candidates will have to secure the Minimum qualifying marks in each component and aggregate in the Preliminary Examination. The marks secured by the candidates in the Preliminary Examination will not be counted while preparing the final selection list.

Only those candidates who qualify the Preliminary Examination at the requisite standards (please see Sl. No. XVI of Para 6) will be allowed to appear in the Main Examination.

**B Main Examination:**

Paper	Subject	Marks	Time
<b>I : Part (a)</b> <b>Part (b)</b>	<b>Translation from English to Hindi</b>	<b>75</b>	<b>2 hours</b>
	<b>Translation from Hindi to English</b>	<b>75</b>	
<b>II : Part (a)</b> <b>Part (b)</b>	<b>English Essay, Precis and Grammar*</b>	<b>50</b>	<b>3 hours</b>
	<b>Hindi Essay, Precis and Grammar*</b>	<b>50</b>	
<b>Total</b>		<b>250</b>	

\*Essay (25 Marks), Précis (15 Marks) and Grammar (10 Marks)

From amongst the candidates who secure the minimum qualifying marks in each component of Papers I and II above, selection will be made on the basis of the overall performance of candidates in the Main Examination, subject to the availability of vacancies. The candidates belonging to SC, ST and OBC categories availing the benefit of their category in marks obtained for qualifying the Preliminary Examination and/or Main Examination and/or in age will not be entitled to occupy UR vacancy.

**5. RESERVATION FOR PHYSICALLY CHALLENGED PERSONS**

**The reservation of vacancies for physically challenged persons will be as under:**

No. of vacancies reserved	Category for which identified	Functional Classification	Physical Requirements
<b>01</b>	<b>Hearing impairment</b>	<b>PD (partially deaf )</b>	Work performed by manipulating (with Fingers) <b>(F)</b> Work performed by sitting (on bench or chair) <b>(S)</b> Work performed by seeing <b>(SE)</b> Work performed by hearing/speaking <b>(H)</b> Work performed by reading and writing <b>(RW)</b> Communication <b>(C)</b>

\*The post is also suitable for physically challenged persons with:

A. Visual Impairment [LV (low vision)].

B. Locomotor Disability as per details given below:

*Functional classification*

- I. Both Legs affected but not arms [BL]
- II. One leg affected (Right or Left) [OL]
  - (i) Impaired reach
  - (ii) Weakness of grip
  - (iii) at axic
- III. One arm affected (Right or Left) [OA]
  - (i) Impaired reach
  - (ii) Weakness of grip
  - (iii) at axic

However, physically challenged persons with Visual Impairment and Locomotor Disability will not be entitled to avail relaxation in qualifying marks prescribed in this advertisement.

The physically challenged persons should attach a self-attested **scanned** copy of the 'Disability Certificate' in the prescribed format (ANNEXURE IV). Otherwise, the candidate will not be given any benefits available to physically challenged persons.

**Disability Certificate:**

In case of Disability Certificate, the following must be ensured:

- (a) The certificate should strictly be in the format prescribed in this advertisement.

- (b) The complete name of the applicant should be given as recorded in the matriculation certificate.
- (c) All entries must be duly filled up and the extent of disability clearly indicated.

## 6. **HOW TO APPLY**

- I. Eligible candidates have to apply for the above post strictly in the format prescribed in this Advertisement, either in English or in Hindi. 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. After filling up the application form, the candidates are advised to scan the application form along with the requisite documents required and e-mail the same on the e-mail address, [recruitment-lss@sansad.nic.in](mailto:recruitment-lss@sansad.nic.in). 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 by e-mail only**. No such application will be accepted 7 days after the last date specified.
- IV. The photograph of the applicant on the application form and attendance sheet should be identical.
- 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. 12 of the application, will be rejected.**
- VII. **CENTRE(S) OF EXAMINATION:** In case sufficient number of eligible candidates prefer to take examination in Bhopal, Jaipur and Lucknow, Recruitment Branch, Lok Sabha Secretariat may hold the preliminary examination in these cities also besides Delhi. In the eventuality of insufficient number of eligible candidates for this 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. No request for change in date, time and centre of examination will be accepted under any circumstances. Recruitment Branch, Lok Sabha Secretariat 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 centre.

In case, the total number of eligible candidates for examination for the post of Translator is less than 1000, the Multiple Choice Objective Type Paper (Preliminary Examination) and the Main Examination may be held simultaneously in Delhi. However, the answer sheets for the Main Examination of only those candidates will be got evaluated who secure the minimum prescribed qualifying marks in the Multiple Choice Objective Type Paper. The marks secured by the candidates in the Multiple Choice Objective Type Paper will not be counted for final selection. The candidates belonging to OBC and SC/ST categories availing the benefit of their category in marks obtained in qualifying the Multiple Choice Objective Type Paper and/or Main Examination and/or age will not be entitled to occupy UR vacancy.

In case the number of eligible candidates for the post of Translator are less than or equal to the approved norm for calling the candidates for the Main Examination, the Preliminary Examination may not be held.

- VIII. Applicants must fill up all the columns of application form properly. Single/consolidated **SCANNED PDF** of the signed application along with its enclosures and complete in all respects should be mailed to the **recruitment-lss@sansad.nic.in**. **File name of the SCANNED PDF attached should invariably indicate name and date of birth of the applicant.**

Candidates are advised to scan the application/documents only in PDF format preferably in 300 dots per inch (dpi) or more for better visibility of documents. Applicants are advised not to send their application by post or courier or in person.

**NOTE: ONLY SCANNED COPIES OF THE APPLICATION FORM ALONGWITH REQUISITE DOCUMENTS WILL BE ACCEPTED. THE APPLICATION FORM IN OTHER THAN DIGITAL FORMAT AS SPECIFIED ABOVE WILL BE SUMMARILY REJECTED.**

- IX. **AGE/QUALIFICATIONS/EXPERIENCE:** Age/qualifications/experience will be reckoned as on **27.07.2020**. [The crucial date for claim of OBC/EWS status or any other benefit will also be **27.07.2020**.]

(a) The candidates are required to attach self-attested **scanned** 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 **27.07.2020** and she/he has been declared passed, will also be considered to have the required qualification. The candidates are required to attach **scanned** copies of **both certificate/degree as well as marks sheet(s) in respect of each educational qualification** mentioned in the application. The candidate will have to produce original documents/certificates/degrees, mark sheets etc. before the appointment for verification of the correctness of the self-attested copies submitted by her/him and also to verify the correctness of the information furnished by her/him in the application for this post. In case any discrepancy is found, her/his candidature shall be cancelled.

(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 **scanned** copy of the certificate of her/his any other higher educational qualification containing the required information along with a self-attested **scanned** copy of Matriculation or equivalent examination certificate and also a self-attested **scanned** copy 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.

- X. 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 **scanned** 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 **scanned** copy 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 **scanned** copy 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 **scanned** copy of an affidavit to the effect that both the names belong to the same person, shall be furnished.

## XI. AGE RELAXATION:

The upper AGE LIMIT specified above is for General/EWS Category candidates. Relaxation in upper AGE LIMIT to various categories, Government Employees, Ex-Servicemen and in-house candidates of Lok Sabha Secretariat will be as indicated hereunder:

Sl. No.	Category	If in service in Government	If not in service in Government
(i)	SC & ST	Up to 10 years*	5 years*
(ii)	OBC	Up to 8 years*	3 years*
(iii)	GEN/EWS	Up to 5 years*	Nil
(iv)	Ex-Servicemen**	Length of Military Service plus 3 years up-to the maximum of 45 years, 48 years and 50 years for the candidates belonging to GEN/EWS, OBC and SC/ST categories, respectively.	
(v)	Employees of Lok Sabha Secretariat	No age Limit for employees of Lok Sabha Secretariat. Provided that 3 years' continuous regular service has been completed in Lok Sabha Secretariat.	

\* In respect of vacancies, if any, available/reserved for them.

\*\*Ex-Serviceman shall attach a self-attested **scanned** 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:

- a) 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
- b) who has been released, otherwise than on her/his own request from such service as a result of reduction in establishment; or
- c) 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 **scanned** 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**]

The age relaxation limit prescribed above for SC/ST, OBC and GEN/EWS candidates [Sl. Nos. (i), (ii) and (iii)] will be further relaxable up-to a maximum of 10 years in the case of Physically Challenged Persons for whom the post has been identified suitable.

**NOTE:** 1. The upper age limit is relaxable up to 5 years (depending upon the extent of their continuous service) to the candidates in Government Service who have rendered not less than 3 years continuous service on regular basis as on 27.07.2020 and they should continue in their service till their final selection.

2. Applicants in Government Service who are eligible for this post owing to their experience in translation work of prescribed duration during the said service, will be eligible for age relaxation (on account of their Government Service) of up to 3 years (over and above maximum age limit of 29 years mentioned in their case in para 3 of this advertisement) depending on the length of their service.

3. 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 XI above.

Persons who are appointed on ad-hoc/daily wages/hourly paid/contract basis are not eligible for age relaxation.

4. An Ex-Serviceman who has joined a Government job on civil side and is deemed to be a civil employee, is permitted the benefit of age relaxation as admissible for Ex-Servicemen for securing another Government job.

**In all cases, where a candidate may not be able to earn full pension due to relaxation in upper age limit of 27 years availed by her/him or otherwise, the candidate concerned shall give an undertaking at the time of her/his appointment that she/he understands that she/he may not be able to earn full pension.**

## **XII. Criteria of Income & Assets for Economically Weaker Sections:**

As per Lok Sabha Secretariat, Recruitment & Conditions of Service Order No. PDA-1392/2019 dated 29<sup>th</sup> 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.

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.

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.

## **XIII. 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 **scanned** 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](http://socialjustice.nic.in) in respect of SCs, on [tribal.nic.in](http://tribal.nic.in) in respect of STs and on [nbc.nic.in](http://nbc.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/Ministry of Social Justice and Empowerment, 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 01.04.2020, 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 attach a **scanned** self-attested Income & Asset Certificate as per **ANNEXURE-III**.

#### **XIV. Facility of Scribe and Compensatory Time to Physically Challenged candidates.**

(i) In the Preliminary Examination/Main Examination, the physically challenged candidates with disability of forty per cent and above, for whom the post has been identified suitable, will be allowed compensatory time of **twenty minutes per hour**. This facility will be provided on receiving an online request from the candidate, at least 15 days before the date of examination, along with a self-attested **scanned** copy of the certificate to the effect that the person concerned has physical limitation to write from the Chief Medical Officer/Civil Surgeon/Medical Superintendent of a Government Health Care Institution as per proforma at **Annexure-VI**.

(ii) Physically Challenged candidates with benchmark disabilities, for whom the post has been identified suitable, may avail the assistance of a Scribe in the examination subject to such request being made in the prescribed application form. Such candidate(s) should apply in the prescribed format (**Annexure-V**) along with a self-attested **scanned** copy of the certificate to the effect that the candidate concerned has physical limitation to write from the Chief Medical Officer/Civil Surgeon/Medical Superintendent of a Government Health Care Institution as per proforma at **Annexure-VI**, at least 15 days before the date of examination for consideration of her/his request by Recruitment Branch. It may please be noted that the Question Paper and Answer Sheets will not be provided in BRAILLE.

(iii) No attendant of physically challenged candidate except Scribe, where permissible, will be allowed inside the examination premises.

(iv) The candidates will have to arrange her/his own Scribe at her/his own cost. Lok Sabha Secretariat shall not bear any expenses towards or have any liability in respect of the Scribe.

The Scribe arranged by a candidate should not be a candidate for the examination for the post of Translator under this **Advertisement No. 1/2020** issued by the Recruitment Branch of Lok Sabha Secretariat. The qualification of the Scribe will not be more than the minimum qualification criteria of this examination. If violation in this regard is detected at any stage, the candidature/appointment of both the candidate and the Scribe will be cancelled.

(v) Candidate shall be responsible for ensuring the veracity and accuracy of the particulars of the Scribe furnished by her/him.

(vi) In case, any information given by a candidate in the application form for engagement of Scribe, is found to be false or incorrect at any time, her/his candidature is liable to be cancelled and in case she/he has been appointed, her/his appointment shall be terminated forthwith.

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

**XVI. CUT OFF PERCENTAGE OF MARKS:** 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. The above percentages are relaxable by 5% in case of physically challenged persons of relevant disability and category for appointment against the vacancies reserved for physically challenged persons. (In the present recruitment process, the physically challenged persons with Locomotor Disability and Visual Impairment will not be entitled to avail this relaxation in marks.) These percentages are the minimum marks which a candidate is required to secure in each paper/ component and aggregate in the written test. However, the cut-off percentages may be raised in individual component/paper/aggregate to arrive at reasonable vacancy : candidate ratio.

**XVII. 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.

**XVIII. The last date for receipt of applications is 27.07.2020.**

**XIX.** Candidates should e-mail their applications on or before the last prescribed date. The receipt of application will be acknowledged by the Recruitment Branch through email only. However, if a candidate does not receive such acknowledgement upto three working days after applying for the post, she/he may contact the Recruitment Branch telephonically at the telephone no. 011-23034521. The applications will be examined by the Recruitment Branch subsequently and call letters will be issued to eligible candidates only. Mere submission of application shall not give them any right to be called for examination. Moreover, the admission of candidates at all stages of examination will be purely provisional subject to satisfying the prescribed eligibility conditions.

**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 → Advertisements and Notices from time to time for information relating to :

- (i) Cancellation or *addendum* or *corrigendum* to this Advertisement, if any;
- (ii) Date(s) of examination (about 30 days prior to the date of Examination); and
- (iii) Result 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.



Roll No. \_\_\_\_\_

**PARLIAMENT OF INDIA**  
(RECRUITMENT BRANCH, LOK SABHA SECRETARIAT) *(To be filled in by Recruitment Branch)*

\*\*\*\*\*  
**APPLICATION FORMAT**

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

**Advt. No. 1/2020**

Name of the Post applied for: **TRANSLATOR**

1. FULL NAME *(In Capital Letters)*:

Signature of Candidate

\_\_\_\_\_

First Name

Middle Name

Surname

*(Exactly as mentioned in matriculation or equivalent examination certificate. Please leave one box blank between each part of name.)*

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. PREFERRED CITY FOR TAKING PRELIMINARY EXAMINATION: (i) BHOPAL  ; (ii) DELHI  ;  
(iii) JAIPUR  ; (iv) LUCKNOW  *(Please √ mark in the appropriate box against the preferred city)*

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

PIN \_\_\_\_\_

Tel./Mobile No(s). \_\_\_\_\_ Email address \_\_\_\_\_

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 scanned copy of the matriculation certificate)*

D D M M Y E A R

\_\_\_\_ -- \_\_\_\_ -- \_\_\_\_

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

11. AGE AS ON **27.07.2020**: Years \_\_\_\_\_ Months \_\_\_\_\_ Days \_\_\_\_\_

12. CATEGORY *(GEN/SC/ST/OBC/EWS)*: \_\_\_\_\_

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

13. Whether you are a physically challenged person Yes/No  
*(If yes, please attach self-attested **scanned** copy of the certificate in the prescribed format)*
14. GROUNDS FOR CLAIMING AGE RELAXATION: \_\_\_\_\_
15. 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 **scanned** 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
16. DETAILS OF EDUCATIONAL & TECHNICAL QUALIFICATIONS:  
*(Please enclose self-attested **scanned** 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

\*Please see para 2 of advertisement.

(b) Professional/Technical Qualifications:

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

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/ Level in the Pay Matrix also, wherever applicable.

(b) SERVICE IN OTHER ORGANISATIONS

Name of Orgn.	Status of organisation [Government 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.

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

19. Do you possess relevant experience prescribed for the post applied for? Yes/No/N.A.

If yes, please specify clearly whether the experience mentioned in column 17 above has been obtained from:

Sl. No.	Category	Tick (✓) against appropriate Category
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	

(Please attach a self-attested **scanned** copy of the experience certificate)

20. **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 attached the **scanned** Attendance Sheet duly completed including self-attested recent passport size photograph.

PLACE:

DATE:

(SIGNATURE OF CANDIDATE)

**Note: 1. Applications without self-attested scanned copies of necessary certificates as mentioned in column nos. 9, 12 (wherever applicable), 13 (wherever applicable), 15 (wherever applicable), 16 and 19 (wherever applicable) [both Certificates/ Degree and Marks Sheets for each Educational/ Professional/Technical qualification] also recent identical photographs at the prescribed spaces in the application form and the attendance sheet will be summarily rejected.**

**2. ONLY SCANNED COPIES OF THE APPLICATION FORM ALONGWITH REQUISITE DOCUMENTS WILL BE ACCEPTED. THE APPLICATION FORM IN OTHER THAN DIGITAL FORMAT AS SPECIFIED ABOVE WILL BE SUMMARILY REJECTED.**

**3. Single/consolidated SCANNED PDF of the signed application along with its enclosures and complete in all respects should be mailed to the recruitment-iss@sansad.nic.in. File name of the SCANNED PDF attached should invariably indicate name and date of birth of the applicant.**

**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. 1/2020

2. Name of the Post: TRANSLATOR

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.	
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*(To be allotted by Recruitment Branch)*

**UNDERTAKING**

I understand that I shall not be eligible to be appointed to the post of **Translator** in Lok Sabha Secretariat (vacancies notified *vide* Advt. No. 1/2020) 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 14<sup>th</sup> 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 9<sup>th</sup> March 2004, O.M. No. 36033/3/2004-Estt. (Res)  
dated 14<sup>th</sup> October 2008, O.M. 36033/1/2013- Estt.(Res.) dated 27<sup>th</sup> May 2013 and O.M. No. 36033/1/2013-Estt.  
(Res.) dated 13<sup>th</sup> September, 2017.

2. I further declare that I will produce OBC certificate as per the instructions contained in the Advertisement  
No. 1/2020 before Preliminary Examination for the post of **Translator**. Otherwise, my candidature/application may  
be considered under General (UR) category.

Signature of the candidate :.....

Full Name : .....

Place : .....

Date : .....

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***Declaration/undertaking not signed by candidate will be rejected.***

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 of .....Village/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./Shri .....belongs 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 includes 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.

**FORMAT OF DISABILITY CERTIFICATE  
(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)**

Recent Passport size  
Attested Photograph  
(Showing face only) of the  
person with disability

Certificate No. \_\_\_\_\_

Date: \_\_\_\_\_

This is to certify that I have carefully examined Shri/Smt./Kum. \_\_\_\_\_

Son/wife/daughter of Shri \_\_\_\_\_

Date of Birth \_\_\_\_\_ Age \_\_\_\_\_ years, male/female \_\_\_\_\_  
(DD/MM/YY)

Registration No. \_\_\_\_\_ permanent resident of House No. \_\_\_\_\_ Ward/Village  
\_\_\_\_\_ Street \_\_\_\_\_ Post Office \_\_\_\_\_ District \_\_\_\_\_ State

\_\_\_\_\_, whose photograph is affixed above, and am satisfied that he/she is a case of  
\_\_\_\_\_ disability. His/her extent of permanent physical impairment /disability has been  
evaluated as per guidelines and shown against the relevant disability in the table below:

Sl. No.	Disability	Affected Part of Body	Diagnosis	Permanent physical impairment/ mental disability (in %)
1.	Locomotor disability	@		
2.	Low vision	#		
3.	Blindness	Both Eyes		
4.	Hearing Impairment	\$		
5.	Mental retardation	X		
6.	Mental-illness	X		

*(Please strike out the disabilities which are not applicable)*

2. This condition is progressive/non-progressive/likely to improve/not likely to improve.
3. Reassessment of disability is :  
(i) not necessary,  
**Or**  
(ii) is recommended after \_\_\_\_\_ years \_\_\_\_\_ months, and therefore this certificate shall be valid till \_\_\_\_\_

(DD) (MM) (YY)

continued.....

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@ e.g. Left/Right/both arms/legs  
# Single eye/both eyes  
\$ Left/Right/both ears



4. The applicant has submitted the following document as proof of residence:-

Nature of Document	Date of Issue	Details of authority issuing certificate

5. Sh./Smt./Kumari \_\_\_\_\_ 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(on bench or chair). | 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 |
- (Please strike out which is not applicable)

(Authorised Signatory of notified Medical Authority)  
(Name and Seal)

Countersigned  
{Countersignature and seal of the CMO/Medical Superintendent/Head of Government Hospital, in case the certificate is issued by a medical authority who is not a government servant (with seal)}

Signature/Thumb impression  
of the person in whose  
favour disability certificate is  
issued.

Note : In case this certificate is issued by a medical authority who is not a government servant, it shall be valid only if countersigned by the Chief Medical Officer of the District.

Note : The principal rules were published in the Gazette of India vide notification number S.O. 908(E), dated 31<sup>st</sup> December, 1996.

**PARLIAMENT OF INDIA**  
**(RECRUITMENT BRANCH, LOK SABHA SECRETARIAT)**

**RECRUITMENT EXAMINATION FOR THE POST OF TRANSLATOR (Advt. No. 01/2020)**

Application form for availing the facility of SCRIBE by candidates having benchmark disability

I. DETAILS OF CANDIDATE			
1.	Name of the candidate :		Affix a self attested recent passport size coloured photograph
2.	Nature of Physical disability		
3.	Are you physically challenged with disability of 40% and above		
4.	Roll No.		
5.	Centre of Examination		
6.	Venue of Examination		
II. DETAILS OF SCRIBE			
1.	Name of the Scribe		Affix a recent passport size coloured photograph of the Scribe, attested by the Candidate
2.	Date of Birth		
3.	Identification Mark		
4.	Highest educational qualification obtained by SCRIBE		
5.	Whether she/he is a candidate for the above said examination		
6.	Address of the SCRIBE		
7.	Signature of the SCRIBE		

2. A self-attested **scanned** copy of my Disability Certificate in the format prescribed in Advertisement No. 01/2020 is enclosed.

3. A self-attested **scanned** copy of the certificate issued by the Chief Medical Officer/Civil Surgeon/Medical Superintendent of a Government Health Care Institution regarding my physical limitation to write examination is enclosed.

4. A **scanned** copy of the ID proof of the scribe (containing her/his recent photograph) signed by me and the scribe is also enclosed.

**DECLARATION**

I hereby declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that the Lok Sabha Secretariat may cancel/terminate my candidature/appointment in case any information given in this application form is found to be false or incorrect at any time. I further declare that the Scribe whose particulars are given above fulfils the criteria of engagement of Scribe prescribed by the Lok Sabha Secretariat. I further declare that I have not submitted more than one application for availing the facility of a scribe. I also understand that Recruitment Branch shall not bear any expenses or have any liability towards engagement of the aforesaid Scribe by me.

**Signature of the candidate**

**ANNEXURE-VI**  
(Please see para 6.XIV. of Advt.)

**Certificate regarding physical limitation in an examinee to write**

This is to certify that, I have examined Ms./Mrs./Mr. \_\_\_\_\_  
(name of the candidate with disability), a person with \_\_\_\_\_  
(nature and percentage of disability as mentioned in the certificate of disability), D/o / W/o / S/o  
\_\_\_\_\_, a resident of \_\_\_\_\_  
(Village/District/State) and to state that she/he has physical limitation which hampers her/his writing  
capabilities owing to her/his disability.

Signature  
Chief Medical Officer/Civil Surgeon/Medical Superintendent of a  
Government Health Care Institution  
Name & Designation  
Name of Government Hospital/Health Care Centre with Seal

Place:

Date:

Note: Certificate should be given by a specialist of the relevant stream/disability (e.g. Visual impairment-Ophthalmologist, Locomotor disability-Orthopaedic specialist/PMR).