

PARLIAMENT OF INDIA
(RAJYA SABHA SECRETARIAT)
(RECRUITMENT CELL)

No. RS.8/1/2011-Rectt.

Advt. No. 1 /2011

CLOSING DATE: 20.12.2011 (5.00 p.m.)

Applications are invited from eligible Indian citizens for the following posts in the Rajya Sabha Secretariat as per tentative vacancy position given below:

Post Code	Category	Name of Post and Pay Scale	Tentative number of vacancies				
			SC	ST	OBC	UR	Total
1.	Category I	Junior Parliamentary Interpreter (English/Hindi) : Rs. 15600-39100 (PB-3) with Grade Pay: Rs. 5400					04
2.	Category II	Junior Parliamentary Interpreter (Telugu) : Rs. 15600-39100 (PB-3) with Grade Pay: Rs. 5400	01	Nil	01	03	01
3.	Category III	Junior Parliamentary Reporter (Hindi) : Rs. 15600-39100 (PB-3) with Grade Pay: Rs. 5400					04
4.	Category IV	Junior Parliamentary Reporter (English): Rs. 15600-39100 (PB-3) with Grade Pay: Rs. 5400	01	01	02	04	04
5.	Do	Executive/Legislative/Committee/Protocol Assistant : Rs. 9300-34800 (PB-2) with Grade Pay: Rs. 4600	01	nil	02	05	08
6.	Do	Security Assistant Gr. II : Rs. 9300-34800 (PB-2) with Grade Pay: Rs. 4200	01	01	04	Nil	06
7.	Do	Junior Clerk (English) : Rs.5200-20200 (PB-1) with Grade Pay : Rs.2400					18
8.	Do	Junior Clerk (Urdu) : Rs.5200-20200 (PB-1) with Grade Pay : Rs.2400	nil	02	07	10	01
9.	Category V	Translator : Rs. 9300-34800 (PB-2) with Grade Pay: Rs. 4800	nil	02	03	05	10
10.	Do	Junior Proof Reader : Rs. 5200-20200 (PB-1) with Grade Pay: Rs. 2800	01	Nil	03	08	12
11.	Category VI	Staff Car Driver (Ordinary Grade) :Rs. 5200-20200 (PB-1) with Grade Pay :Rs. 2400	01	Nil	01	01	03

The number of vacancies for various posts as given above is tentative and subject to change. The Secretariat strives to have a work force which reflects gender balance and women candidates are encouraged to apply.

2. A single application form is to be submitted for applying to one or more posts included in the same category. Separate application forms, however, are required to be submitted for posts in different categories.

3. **ELIGIBILITY CONDITIONS:**

A. **ESSENTIAL QUALIFICATIONS & EXPERIENCE:**

Post Code	Cat.	Name of Post	Qualifications & Experience
1.	Cat. I	Junior Parliamentary Interpreter (English / Hindi)	<p>Essential: Master's degree in English with medium of Hindi Language upto degree level or Master's degree in Hindi with medium of English Language upto degree level.</p> <p>Desirable:</p> <p>(i) Experience in translation or interpretation work.</p> <p>(ii) 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.</p>
2.	Cat. II	Junior Parliamentary Interpreter (Telugu)	<p>Essential: Master's degree in any discipline with Telugu upto degree level.</p> <p>Desirable:</p> <p>(i) Experience in translation or interpretation work in Regional language or English/Hindi and degree in English/Hindi;</p> <p>(ii) 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.</p>
3.	Cat. III	Junior Parliamentary Reporter (Hindi)	<p>Essential: (i) Bachelor's Degree in any discipline (ii) Minimum Shorthand speed of 160 w.p.m. in Hindi</p> <p>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.</p>

4.	Cat. IV	Junior Parliamentary Reporter (English)	<p>Essential:</p> <p>(i) Bachelor's Degree in any discipline (ii) Minimum Shorthand speed of 160 w.p.m. in English</p> <p>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.</p>
5.	Do	Executive/Legislative/Committee/ Protocol Assistant	<p>Essential:</p> <p>Graduate in any discipline from a recognised university.</p> <p>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.</p>
6.	Do	Security Assistant Gr. II	<p>Essential:</p> <p>Bachelor's Degree in any discipline and possessing the prescribed physical standards.</p> <p>Desirable: (i) 'C' Certificate in NCC or sportsman of distinction who have represented a State or the country at the National or International level in sports and athletics or who have represented a University in recognised Inter-University Tournament. (ii) 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.</p>
7.	Do	Junior Clerk (English)	<p>Essential:</p> <p>Graduate in any discipline from a recognised University and a minimum typing speed of 40 words per minute in English.</p> <p>Preference will be given to persons having typing speed of 40 words per minute both in English and Hindi.</p> <p>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.</p>

8.	Do	Junior Clerk (Urdu)	<p>Essential: Graduate in any discipline from a recognised University and a minimum typing speed of 40 words per minute in Urdu.</p> <p>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.</p>
9.	Cat. V	Translator	<p>Essential: (i) Master's Degree in Hindi with English as a subject at the Degree level; or Master's Degree in English with Hindi as a subject at the Degree level; or Master's Degree in any subject with Hindi and English as subjects at the Degree level; or Master's Degree in any subject with Hindi medium and English as a subject at the Degree level; or Master's Degree in any subject with English medium and Hindi as a subject at the Degree level; and (ii) Diploma/ Certificate Course in Translation from Hindi to English and vice-versa from any University/ Institute recognised by the Government; or 2 years experience in 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.</p> <p>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</p>
10.	Do	Junior Proof Reader	<p>Essential:-</p> <p>(i) Bachelor's degree in any discipline. (ii) Diploma in Printing Technology or P.G. Diploma in Book Publishing from any Institute approved by AICTE. (iii) 5 years experience as Copy Holder in English and Hindi in a Printing Press coming under the purview of Factories Act, 1948 as amended</p> <p>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.</p>

11.	Cat. VI	Staff Car Driver (Ordinary Grade)	Essential: (i) Matriculation or equivalent qualification; (ii) A valid Commercial LMV/HMV licence; and (iii) Skill and experience in driving motor vehicles.
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B. PHYSICAL STANDARDS: Candidates should be fit to efficiently perform the duties of the post. For the post of Security Assistant Gr. II, the candidates must conform to the following minimum physical standards.

Male: Height: 167.5 cms. (relaxable by 2.4 cms. in case of Hill area residents) and Chest Girth: 76.5 cms. and with a minimum expansion of 4.5 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.

Candidate should be free from any physical defect, deformity or diseases and should not suffer from colour blindness.

C. AGE LIMITS:

(i) **Age as on closing date:** For the posts of Junior Parliamentary Interpreter (English/Hindi), Junior Parliamentary Interpreter (Telugu) and Translator, the age of applicant should not be less than 18 years and not more than 30 years. For the post of Junior Proof Reader, the age of applicant should not be less than 18 years and not more than 32 years. For the remaining posts, the age of an applicant should not be less than 18 years and not more than 27 years. The age of the applicant shall be reckoned as on the closing date of receipt of application.

(ii) The upper age limit prescribed above will be relaxable upto:

- a) A maximum of five years, if the candidate belongs to a Scheduled Caste or a Scheduled Tribe;
- b) A maximum of three years, if the candidate belongs to Other Backward Classes but does not belong to creamy layer;
- c) A maximum of five years, if the candidate is either in Govt. Service or in service of the Lok Sabha Secretariat provided he/she has completed 3 years of regular and continuous service as on 20.12.2011 either in the Govt. or in the Lok Sabha Secretariat, or has completed combined regular and continuous service of three years in the Rajya Sabha Secretariat, the Lok Sabha Secretariat and the Govt. put together. The age relaxation is further subject to the condition that the employee continues to be in the regular employment till final selection; and
- d) A maximum of three years plus length of Military Service, subject to a maximum of 45 years of age, if the candidate is an ex-serviceman.

- (iii) For candidates in regular service of Rajya Sabha Secretariat, there is no upper age limit.
- (iv) Candidates belonging to the Scheduled Castes, the Scheduled Tribes and the Other Backward Classes who are also covered under any other clauses of para 3 C (ii) (c) & (d) above viz. those working in Govt. or Lok Sabha Secretariat or belonging to Ex-servicemen category, will be eligible for grant of cumulative age-relaxation under both the categories.
- (v) A candidate will be eligible to get the benefit of community (SC/ST/OBC) reservation or age relaxation only in case the particular caste/ tribe to which the candidate belongs to is included in the list of reserved communities issued by the Central Govt.
- (vi) The term Ex-servicemen, will apply to the persons who are defined as ex-servicemen in the Ex-servicemen (Re-employment in Civil Services and Posts) Rules, 1979, as amended from time to time.
- (vii) Candidates applying against reserved vacancies or seeking age relaxation shall be required to submit, at the final stage of the recruitment process, a certificate in support of his/her being SC/ST/OBC/Ex-Serviceman/Govt. Servant/Lok Sabha Secretariat Employee in the prescribed format. The formats of these certificates are available on the website of the Rajya Sabha Secretariat. Failure to produce such certificate would lead to summary rejection of the candidature.

D. PROBATION: Candidate selected for appointment will be on probation for an initial period of two years. During the period of probation, the candidates will be required to undergo such trainings and qualify such tests/ examinations as considered necessary. Any Candidate who is not able to successfully complete the courses of trainings or qualify the tests/ examinations so prescribed, or is otherwise not found suitable for appointment, will be liable to be terminated.

4. APPLICATION FEE:

- (i) A fee of **Rs. 100/-** for each application plus Rs. 30 towards Bank charges i.e. a total of Rs. 130/- is to be paid with each application. The fee is to be deposited in any branch of State Bank of India in the Current Account No. **31096407809** in favour of **DDO, Rajya Sabha**. The payment of the fee is to be made through fee payment challan and the Secretariat copy of the fee payment challan duly receipted by the Bank with (a) Branch Name & Code Number, (b) Journal/Scroll Number, (c) Date of Deposit & amount, is to be enclosed with the application form. Challan, if not available, with the concerned branch of SBI, can be downloaded from the website of the Rajya Sabha Secretariat. The fee sent in any other form will not be accepted. The fee once paid shall not be refunded under any circumstances nor can the fee be held in reserve for any other examination or selection.
- (ii) SC, ST, Female and Ex-Serviceman candidates are not required to pay the above fee. However, Ex-Servicemen candidates, who have already secured employment under the Central Government in the Civil side will not be entitled for fee concession. No exemption from payment of fee is available to OBC candidates.

5. SYLLABUS & MEDIUM OF EXAMINATION:

The detailed syllabus for various papers, both for preliminary and main examination is available at the Rajya Sabha Secretariat website: (<http://www.rajyasabha.nic.in> → Recruitment Cell → Syllabus/Scheme of Examination). Except for language specific papers, the medium for examination will be either Hindi or English.

6. SCHEME OF EXAMINATION:

The scheme of examination for various posts is available on the Rajya Sabha Secretariat website. The scheme of examination may consist of several stages i.e., Preliminary Examination / Oration Test, Written Examination, Skill Test, Interview and minimum qualifying percentage of marks may be prescribed for written examination/ personal interview/ oration test etc. The minimum qualifying percentage of marks so prescribed shall be made available on the website of Rajya Sabha Secretariat before the written examination is conducted. Except for the posts of Junior Parliamentary Interpreter (Hindi/English) & Junior Parliamentary Interpreter (Telugu) for all others posts, there would be a Preliminary Examination which will have a multiple choice objective type question paper. The preliminary examination is meant to serve only as a screening test in selection of candidates for the next stage of recruitment process and only those candidates who secure prescribed qualifying marks or above in the preliminary examination will be permitted to appear in the next stage of the examination. **There will be no negative marking in the preliminary examination.** For the posts of Junior Parliamentary Interpreter (Hindi/English) & Junior Parliamentary Interpreter (Telugu) there will be an Oration Test and only those candidates who secure the prescribed qualifying marks in the Oration Test will be allowed to appear in the written test. The marks obtained in Oration Test shall also be taken into account in preparing the final merit list.

The scheme of preliminary examination for posts in various categories is as under:-

Category I: An Oration Test in Hindi and English of 100 marks with 50 marks for Oration Test in each language shall be conducted for the post in Category I. The duration of the test shall be 3 minutes each for Hindi and English. The candidate will be required to speak *ex-tempore* in both English and Hindi for 3 minutes each in any one of the seven topics in English and in any one of the seven topics in Hindi given to him/ her. The objective is to assess fluency, language content, style, pronunciation and accent, material content and voice of the candidate.

Category II: An Oration Test in English of 100 marks shall be conducted for post in Category II. The candidate would be required to speak *ex-tempore* in English for 3 minutes on one of the seven topics given to him. The objective is to assess fluency, language content, style, pronunciation and accent, material content and voice of the candidate.

Category III: The preliminary examination for post in Category III shall be of 2.00 hrs duration and shall consist of one multiple choice question paper containing 180 questions, 60 questions each from (i) General Intelligence (Reasoning ability); (ii) General awareness; and (iii) Hindi Language.

Category IV: The preliminary examination for all posts in Category IV shall be of 2.00 hrs. duration and shall consist of one multiple choice question paper containing 180 questions, 60 each from (i) General Intelligence (Reasoning ability); (ii) General awareness; and (iii) English Language.

Category V: The preliminary examination for all posts in Category V shall be of 2.30 hrs duration and shall consist of one multiple choice question paper containing 200 questions, 50 questions each from (i) General Intelligence (Reasoning ability); (ii) General awareness; (iii) English Language; and (iv) Hindi Language.

Category VI: The preliminary examination for post in Category VI shall be of 1.30 hrs duration and shall consist of one multiple choice question paper containing 100 questions - 20 questions each from (i) General awareness, and (ii) General Intelligence; 10 questions each from (a) General English, (b) General Hindi, and (c) Elementary Maths; and 30 questions on Driving Techniques and Motor Car Mechanisms.

7. HOW TO APPLY:

(a) **Application Form:** Application Form can be downloaded from the website of the Secretariat (<http://www.rajyasabha.nic.in> → Recruitment Cell → Download Forms & Formats) on a good quality (70 GSM) A 4 size white paper.

(b) **Last date of submission of application:**

(i) The application must reach on or before **20th December, 2011 (5.00 p.m.)**. Application received after this date will not be considered under any circumstances.

(ii) All candidates, whether already in Govt. Service, Govt. owned industrial undertakings or other similar organizations or private employment should submit their applications directly. If any candidate forwards his/her application through his/her employer and it reaches late, the application, even if submitted to the employer before the closing date, will be rejected. Persons already in Govt. Service, whether in a permanent or temporary capacity or those serving under the Public Enterprises shall, however, be required to submit, at the final stage of the recruitment process, a **NO OBJECTION CERTIFICATE** from their employer to the effect that the employer has no objection to the candidate being considered for appointment to a post in Rajya Sabha Secretariat. Failure to produce such a certificate will lead to summary rejection of the candidature.

(c) **Where to send the applications:**

The application form complete in all respects should be sent to the **RECRUITMENT CELL, RAJYA SABHA SECRETARIAT, ROOM NO. 629, PARLIAMENT HOUSE ANNEXE, NEW DELHI - 110001**. The applicants should send their applications only by registered/speed post. Applications sent in any other manner shall not be entertained.

8. GENERAL INSTRUCTIONS:

- (i) Candidates are required to submit only one application for applying to one or more posts included in the same category. However, separate applications are to be submitted for applying to posts in different categories. In case, the candidate is applying for more than one post in the same category, he/ she should also indicate, at the relevant place in the application form, the order of preference for such posts in which he/ she would like to be appointed in the event of being successful. Option, so exercised, shall be final and the candidate would not be allowed to change it later.
- (ii) Candidates should ensure that application is made in the prescribed form only and all relevant columns in the application form have been duly filled in. Applications which are illegible, incomplete, not accompanied by the prescribed fee (unless remission of fee is claimed), not made in the prescribed application form or do not conform to the instructions will be rejected summarily.
- (iii) Candidates must enclose with their application, a self-addressed post card and the Secretariat copy of fee payment challan (in case where fee is not exempt). No other document, however, needs to be enclosed with the application.
- (iv) Candidates should send their application in an envelope super-scribing clearly the name of the category applied for on the cover of the envelope.
- (v) Before applying, the candidate should ensure that he/she fulfills all the eligibility conditions mentioned in the advertisement. The candidate would be admitted to various stages of the recruitment process based on the information furnished by the candidate in his/her application. The Secretariat, at best, would get only a summary scrutiny of the application made before the final stage of the recruitment process and it would undertake detailed scrutiny of the eligibility of the candidate only at the final stage of the recruitment process. As such, the candidature of the applicant shall remain provisional till such a scrutiny is undertaken and the candidate is found eligible in all respects. The Secretariat would be at liberty to reject any application at any stage of the recruitment process if the candidate is found ineligible for the post. The decision of the Secretariat shall be final in deciding the eligibility of the candidate. The mere fact that a admit card/ call letter has been issued to the candidate and he/she has been allowed to appear in an examination/ skill test/ Interview, etc. will not imply that his/her candidature has been finally cleared by the Secretariat or that entries made by the candidate in his/ her application have been accepted by the Secretariat as true and correct.
- (vi) Age/qualification/experience/ community status/ creamy layer status will be reckoned as on 20.12.2011. Except for Secretariat copy of fee payment challan and a self addressed post card, the candidates should not enclose with the application form any other document in support of their eligibility for the post(s). They would, however, be required to produce the original documents at the final stage of the recruitment process for verification and for determining their eligibility for the post(s).

- (vii) Candidates in public employment would be required to produce a 'No Objection Certificate' from their employer at the final stage of recruitment process.
- (viii) The Secretariat takes no responsibility for any delay in receipt or loss in postal transit of any application.
- (ix) No application received after the prescribed last date will be entertained under any circumstances and all such applications shall be summarily rejected.
- (x) Candidates are required to have a valid personal e-mail ID and it should be kept active, at least till the conclusion of recruitment process. The Recruitment Cell may send various information including call letters for Preliminary Examinations, Main Examinations, Interview, etc. through email.
- (xi) Applicants are also advised to write their mobile phone numbers in the application form to enable communications with them through text messages/ calls.
- (xii) The detailed Information regarding Syllabus & Scheme of Examination can be accessed from the Rajya Sabha Website: (<http://www.rajyasabha.nic.in> → Recruitment Cell → Syllabus/Scheme of Examination). Formats of Community Certificates and Fee payment challan, etc., are also available there under the relevant links.
- (xiii) All examinations and interviews shall be held at Delhi only.
- (xiv) Applicants must regularly check the notice board of Recruitment Cell on the Rajya Sabha website. All important information relating to the recruitment process shall be made available on the Notice Board.
- (xv) In case, the number of eligible candidates for any post is less than or equal to the approved norm for calling the candidates for the next stage of the recruitment process, the Preliminary Examination for the post may not be held.
- (xvi) Canvassing in any manner would lead to summary rejection of application.

9. CANCELLATION OF THE CANDIDATURE:

Candidates are cautioned that they should not furnish any incomplete, false or misleading information or submit any document which is defective, forged or fabricated or otherwise commit any act of misconduct in submitting the application forms or during the course of recruitment or fraudulently claim SC/ST/OBC/ Ex-Serviceman etc. status. In case any such case is detected, this Secretariat reserves the right to withdraw/cancel his/her candidature or selection apart from taking appropriate legal action. The candidate may also be debarred permanently or for a specified period from taking part in the recruitments conducted by this Secretariat.

10. RIGHT TO CANCEL THE PROGRAMME OF RECRUITMENT

Rajya Sabha Secretariat reserves the right to cancel the recruitment process for any or all posts at any stage without any prior notice or without assigning any reason therefor.