

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

Advt. No. 1 /2016

OPENING DATE OF SUBMISSION OF ONLINE APPLICATION: 18.07.2016

CLOSING DATE OF SUBMISSION OF ONLINE APPLICATION: 29.08.2016

Online applications are invited from eligible Indian citizens to fill up the following posts in the Rajya Sabha Secretariat as per tentative vacancy position given below:

1 Post Group Code	2 Post Code	3 Name of Post and Pay Scale	4 Tentative number of vacancies					5 Nature of Physical Disabilities permissible for the post
			Total	SC	ST	OBC	UR	
I	1	Junior Parliamentary Interpreter (English/Hindi): Rs. 15600-39100 (PB-3) with Grade Pay: Rs. 5400	1					
II	2	Junior Parliamentary Interpreter (Assamese): Rs. 15600-39100 (PB-3) with Grade Pay: Rs. 5400	1	nil	1	1	2	OL/BL, OA, OAL, B/LV
	3	Junior Parliamentary Interpreter (Marathi): Rs. 15600-39100 (PB-3) with Grade Pay: Rs. 5400	1					
	4	Junior Parliamentary Interpreter (Urdu): Rs. 15600-39100 (PB-3) with Grade Pay: Rs. 5400	1					
III	5	Junior Parliamentary Reporter (Hindi): Rs. 15600-39100 (PB-3) with Grade Pay: Rs. 5400	4	1	1	1	5	OL/BL
IV	6	Junior Parliamentary Reporter (English) : Rs. 15600-39100 (PB-3) with Grade Pay: Rs. 5400	4					
	7	Senior Executive/Legislative/Committee/ Protocol Assistant : Rs. 9300-34800 (PB-2) with Grade Pay: Rs. 4800	23	4	2	5	12	OL/BL, OA, HH
	8	Research Assistant : Rs. 9300-34800 (PB-2) with Grade Pay : Rs. 4800	8	1	1	1	5	OA, OL, HH
	9	Stenographer (English): Rs. 9300-34800 (PB-2) with Grade Pay : Rs. 4200	6	nil	1	2	3	OL/BL
	10	Security Assistant Gr. II : Rs. 9300-34800 (PB-2) with Grade Pay: Rs. 4200	16	2	nil	5	9	Post not identified suitable for Persons with Disabilities.
	11	Junior Library Assistant : Rs. 9300-34800 (PB-2) with Grade Pay : Rs. 4200	2	nil	nil	nil	2	OA, OL, HH
	12	Junior Clerk (English): Rs.5200-20200 (PB-1) with Grade Pay : Rs.2400	30	7	2	6	18	OL, BL, HH
	13	Junior Clerk (Hindi): Rs.5200-20200 (PB-1) with Grade Pay : Rs.2400	2					
14	Junior Clerk (Urdu): Rs.5200-20200 (PB-1) with Grade Pay : Rs.2400	1						
V	15	Translator : Rs. 9300-34800 (PB-2) with Grade Pay: Rs. 4800	28	4	1	7	16	OL/BL, OA, OAL, HH
	16	Junior Proof Reader: Rs.5200-20200 (PB-1) with Grade Pay : Rs.2800	13	2	1	3	7	OL/BL, OA, OAL, HH
VI	17	Staff Car Driver (Ordinary grade) Rs.5200-20200 (PB-1) with Grade Pay : Rs.2400	2	nil	nil	1	1	Post not identified suitable for Persons with Disabilities.

Abbreviations Used: - OL: One Leg affected, BL: Both Legs affected, OA: One Arm affected, OAL: One Arm and One Leg affected, HH: Hearing Handicapped, B: Blind, LV: Low Vision.

The number of vacancies for various posts as given above is tentative and is likely to vary. In case of a change in number of vacancies, the same would be notified on the website of Rajya Sabha before conduct of the Skill Test/Written Examination. The Secretariat strives to have a work force which reflects gender balance and women candidates are encouraged to apply.

2. RESERVATION FOR PERSONS WITH DISABILITIES

The reservation of posts for Persons with Disabilities, out of the vacancies mentioned above, will be as under:-

Name of the Post	Group of Service	No. of post reserved	Categories for persons with disabilities
Junior Parliamentary Interpreter	Group 'A'	1	Blindness or Low vision (B/LV)
Senior Exe./Leg./Comm./ Protocol Assistant	Group 'B'	1	Hearing Handicapped (HH)
Stenographer		1	Orthopedically Handicapped (OL/BL)
Translator		1	Orthopedically Handicapped (OL/BL, OA, OAL)
Junior Clerk (English)	Group 'C'	1	Hearing Handicapped (HH)
Junior Proof Reader		1	Orthopedically Handicapped (OL/BL, OA, OAL)

3. A single application form is to be submitted for applying to one or more posts included in the same "Post Group" as indicated in Column 1 of the table in para 1 above. Separate application forms, however, are required to be submitted for posts in different "Post Group".

4. ELIGIBILITY CONDITIONS:

A. QUALIFICATIONS & EXPERIENCE:

Post Group	Post Code	Name of Post	Qualifications & Experience
I	1	Junior Parliamentary Interpreter (English/Hindi)	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. Desirable: (i) Experience in translation or interpretation work. (ii) Certificate in computer course recognised by AICTE/DOEACC or courses equivalent to 'O' level in terms of syllabus and duration of course as prescribed by DOEACC.
II	2	Junior Parliamentary Interpreter (Assamese)	Essential: Master's degree in any discipline with Assamese up to degree level. Desirable: (i) Experience in translation or interpretation work in Assamese or English/Hindi and degree in English/Hindi. (ii) Certificate in computer course recognised by AICTE/DOEACC or courses equivalent to 'O' level in terms of syllabus and duration of course as prescribed by DOEACC.

II	3	Junior Parliamentary Interpreter (Marathi)	<p>Essential: Master's degree in any discipline with Marathi upto degree level.</p> <p>Desirable: (i) Experience in translation or interpretation work in Marathi or English/Hindi and degree in English/Hindi. (ii) Certificate in computer course recognised by AICTE/DOEACC or courses equivalent to 'O' level in terms of syllabus and duration of course as prescribed by DOEACC.</p>
II	4	Junior Parliamentary Interpreter (Urdu)	<p>Essential: Master's degree in any discipline with Urdu upto degree level.</p> <p>Desirable: (i) Experience in translation or interpretation work in Urdu or English/Hindi and degree in English/Hindi. (ii) Certificate in computer course recognised by AICTE/DOEACC or courses equivalent to 'O' level in terms of syllabus and duration of course as prescribed by DOEACC.</p>
III	5	Junior Parliamentary Reporter (Hindi)	<p>Essential: (i) Bachelor's degree in any discipline; and (ii) Minimum Shorthand speed of 160 w.p.m. in Hindi. Provided that if sufficient number of candidates possessing a minimum shorthand speed of 160 w.p.m. are not available to fill the vacancies, candidates possessing a minimum shorthand speed of 140 words per minute may be recruited subject to the condition that such candidates would not be eligible for annual increment or confirmation or promotion till they attain a minimum shorthand speed of 160 words per minute.</p> <p>Provided that if any such candidate fails to attain the minimum shorthand speed of 160 words per minute within a period of 5 years from the date he joins the post of Junior Parliamentary Reporter, he shall be liable to be terminated in case he does not hold lien on any post and in other case, to be reverted to the substantive post held by him.</p> <p>Desirable: Certificate in computer course recognised by AICTE/DOEACC or courses equivalent to 'O' level in terms of syllabus and duration of course as prescribed by DOEACC.</p>
IV	6	Junior Parliamentary Reporter (English)	<p>Essential: (i) Bachelor's degree in any discipline; and (ii) Minimum Shorthand speed of 160 w.p.m. in English. Provided that if sufficient number of candidates possessing a minimum shorthand speed of 160 w.p.m. are not available to fill the vacancies, candidates possessing a minimum shorthand speed of 140 words per minute may be recruited subject to the condition that such candidates would not be eligible for annual increment or confirmation or promotion till they attain a minimum shorthand speed of 160 words per minute.</p> <p>Provided that if any such candidate fails to attain the minimum shorthand speed of 160 words per minute within a</p>

			<p>period of 5 years from the date he joins the post of Junior Parliamentary Reporter, he shall be liable to be terminated in case he does not hold lien on any post and in other case, to be reverted to the substantive post held by him.</p> <p>Desirable: Certificate in computer course recognised by AICTE/DOEACC or courses equivalent to 'O' level in terms of syllabus and duration of course as prescribed by DOEACC.</p>
IV	7	Senior Executive/Legislative/Committee/Protocol Assistant	<p>Essential: Bachelor's degree in any discipline from a recognized 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>
IV	8	Research Assistant	<p>Essential : Master's Degree in any discipline or bachelor's degree in any discipline with Law degree.</p> <p>Desirable: (i) Degree or diploma in Library Science. (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>
IV	9	Stenographer (English)	<p>Essential: Graduation and possessing a minimum Shorthand speed of 80 w.p.m. in English. Preference may be given to those knowing both English and Hindi stenography.</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>
IV	10	Security Assistant Gr. II	<p>Essential: Bachelor's degree in any discipline and possessing the following minimum physical standards:-</p> <p>Physical Standards:</p> <p>Male: Height 167.5 cms. (relaxable by 2.4 cms. in case of Hill area residents), Chest girth 76.5 cms and with a minimum expansion of 4.5 cms.</p> <p>Female: Height 154.6 cms. (relaxable by 2.4 cms. in case of Hill area residents).</p> <p>Vision: 6/12 in both eyes without glasses.</p> <p>Candidates should be free from physical defect, deformity and diseases and should not suffer from colour blindness.</p> <p>Desirable: (i) 'C' Certificate in NCC or sportsman of distinction who has represented a State or the country at the National or</p>

			International level in sports and athletics or who has represented a University in recognized 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.
IV	11	Junior Library Assistant	Essential : Bachelor's degree in Library Science. 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.
IV	12	Junior Clerk (English)	Essential: Graduate and minimum typing speed of 40 words per minute in English. Preference will be given to persons having typing speed of 40 w.p.m. both in English and Hindi. Desirable: Certificate in computer course recognised by AICTE/DOEACC or courses equivalent to 'O' level in terms of syllabus and duration of course as prescribed by DOEACC.
IV	13	Junior Clerk (Hindi)	Essential: Graduate and minimum typing speed of 40 words per minute in Hindi. Preference will be given to persons having typing speed of 40 w.p.m. both in English and Hindi. Desirable: Certificate in computer course recognised by AICTE/DOEACC or courses equivalent to 'O' level in terms of syllabus and duration of course as prescribed by DOEACC.
IV	14	Junior Clerk (Urdu)	Essential: Graduate and minimum typing speed of 40 words per minute in Urdu. Desirable: Certificate in computer course recognised by AICTE/DOEACC or courses equivalent to 'O' level in terms of syllabus and duration of course as prescribed by DOEACC.
V	15	Translator	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; and (ii) Diploma/ Certificate Course in Translation from Hindi to English and vice-versa from any recognized University/ Institute; or At least 2 years experience in Translation work from Hindi to English and vice-versa in Central or the State /Union Territory Government or an organization of the Central or the State/Union Territory Government or the Secretariat of the Legislature of a State/Union Territory or the Lok Sabha Secretariat or the office of a High Court or the Supreme Court of India.

			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.
V	16.	Junior Proof Reader	Essential: (i) Bachelor's degree with English or Hindi as a subject; and (ii) Diploma in Printing Technology or P.G. Diploma in Book Publishing from any Institute approved by AICTE; or 3 years experience of working in any Printing Press/Publishing House in a salaried post duties of which mainly involve proof reading. Desirable: Certificate in computer course recognised by AICTE/DOEACC or courses equivalent to 'O' level in terms of syllabus and duration of course as prescribed by DOEACC.
VI	17.	Staff Car Driver (Ordinary Grade)	Essential: (i) Matriculation or equivalent qualification; and (ii) A valid Commercial LMV/HMV licence.

B. AGE LIMITS:

- (i) **Age as on closing date:** For the posts of Junior Parliamentary Interpreter (English/Hindi), Junior Parliamentary Interpreter (Assamese), Junior Parliamentary Interpreter (Marathi), Junior Parliamentary Interpreter (Urdu), Translator and Junior Proof Reader, the age of a candidate should not be less than 18 years and not more than 30 years. For the remaining posts, the age of a candidate should not be less than 18 years and not more than 27 years. The age of the candidate shall be reckoned as on the closing date of submission of the online application.
- (ii) The upper age limit prescribed above will be relaxable up to:
- A maximum of five years, if the candidate belongs to a Scheduled Caste (SC) or a Scheduled Tribe (ST) category for the vacancies reserved for SC and ST as the case may be;
 - A maximum of three years, if the candidate belongs to Other Backward Classes (OBC) but does not belong to the creamy layer for the vacancies reserved for OBC;
 - A maximum of ten years, if the candidate belongs to Persons with Disabilities;
 - 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 closing date of submission of online application 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 his/her final selection; and
 - 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/ Scheduled Tribes/ Other Backward Classes, who are also covered under any other clauses of Para 4B (ii) (c), (d) & (e) above viz. the Persons with Disabilities or 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 such communities issued by the Central Govt. for purpose of reservation.
- (vi) Relaxation in age limit to Persons with Disabilities shall be applicable irrespective of the fact whether the post is reserved or not, provided the post is identified suitable for the nature of disability possessed by the candidate. Nature of physical disability permissible in the advertised posts is given in Column 5 of the table in para 1 above.
- (vii) 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. The age relaxation under para 4B (ii) (e) will not be admissible to ex-servicemen who are released on their own request.
- (viii) Candidate 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/Person with Disabilities/Ex-Serviceman/Govt. Servant/Lok Sabha or Rajya 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.
- (ix) Facility of Scribe: Visually Handicapped (VH) candidates with visual disabilities of forty per cent and above may avail the assistance of a SCRIBE in the Examination subject to such requests being made in the application forms. VH candidates would have to bring their own scribe who fulfils the criterion fixed by the Recruitment Cell. Such candidates would be further required to apply to the Recruitment Cell in the prescribed format at least two weeks ahead of the date of examination for which scribe is needed and obtain its approval for it. The criterion fixed for scribe and forms for obtaining approval for scribe is available on the website of Rajya Sabha (<http://www.rajyasabha.nic.in> → **Recruitment Cell** → **Downloads**). Question Papers and Answer Sheets will not be provided in BRAILLE. Persons with visual disability/ one eyed candidates who wish to write/indicate the answers with the help of Magnifying Glass will be allowed to use the Magnifying Glass in the Examination Hall. Such candidates will have to bring their own Magnifying Glass to the Examination Hall.

Visually Handicapped, including blind and partially blind candidates with visual disability of forty per cent and above may bring their own TAYLOR FRAME AND BRAILLE SLATE WITH PAPER for solving Arithmetical problems. No attendant of VH candidates except Scribe where permissible, will be allowed inside the examination premises.

- (x) Provision of Compensatory Time: The Visually Handicapped candidates with visual disability of forty per cent and above will be allowed compensatory time of twenty minutes per hour in both the Preliminary as well as the Main Examination.

C. PROBATION: Candidate selected for appointment will be on probation for an initial period of two years. During the period of probation, the candidate 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 prescribed, or is otherwise not found suitable for appointment, will be liable to be terminated.

5. APPLICATION FEE:

- (i) An application fee of Rs. 100/- per post applied for plus Rs.60/- towards Bank charges is to be paid with the application. The payment of the fee is to be made through Fee Payment Challan containing candidate's registration number generated after the final submission of the online application. Candidate has to take printout of the Challan and deposit the fee in cash at any branch of State Bank of India (SBI) after 96 hours of the final submission of the online application and upload the fee payment details and scanned picture of the Fee Challan endorsed by the Bank as elaborated in the succeeding Para 8(ix). The candidate's copy of the Fee Payment

Challan duly received by the Bank with (a) Branch Name and Code Number, (b) Journal/Scroll Number, (c) Date of Deposit and amount, is to be retained by the candidate and produced before the Recruitment Cell as and when asked for. The fee deposited/sent in any other form (e.g. Cheque, Demand Draft, Postal Order, cash etc.) will not be accepted. The fee once paid shall not be refunded/adjusted under any circumstances nor can the fee be held in reserve for any other examination or selection.

- (ii) The registration process of candidates who are exempted from the payment of application fee shall be completed after successful final submission of the online application.
- (iii) SC, ST, Person with Disability, Female and Ex-Serviceman candidate are not required to pay the application fee. However, Ex-Servicemen candidates, who have already secured employment under the Central Government on the Civil side will not be entitled for fee concession.

6. 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.

7. SCHEME OF EXAMINATION:

- (i) The detailed scheme of examination for various posts is available on the website of Rajya Sabha. The process of selection may involve several stages *i.e.* Preliminary Examination, Written Examination, Skill Test and Interview etc. Minimum Qualifying Percentage of marks as prescribed for certain stages/papers of examinations for various posts (e.g. Written Examination, Skill Tests and Interview) is available on the website of Rajya Sabha. The Secretariat reserves the right to prescribe Minimum Qualifying Percentage of marks for other stages/paper of examination for any post as well as modify the Minimum Qualifying Percentage of marks already prescribed. However, Minimum Qualifying Percentage of marks for any stages/paper so prescribed or modified shall be notified prior to the conduct of that stage/paper of the examination. There would be a Preliminary Examination which will have a multiple choice objective type question paper. The Preliminary Examination is meant to serve, except for the post of Staff Car Driver (Ordinary Grade), as a screening test in selection of candidates for the next stage of recruitment process and only those candidates who qualify in the Preliminary Examination as per the approved norm for calling the candidates for the next stage of the recruitment process will be eligible to appear in the next stage of the examination. **There will be negative marking in the Preliminary Examination and 0.25 mark will be deducted for each wrong answer.** For the posts of Junior Parliamentary Interpreter (Hindi/English), Junior Parliamentary Interpreter (Assamese), Junior Parliamentary Interpreter (Marathi), and Junior Parliamentary Interpreter (Urdu) there will be an Oration Test and only those candidates who secure the prescribed qualifying marks in the Oration Test will be eligible to appear in the written test. The marks obtained in Oration Test shall be taken into account in preparing the final merit list.
- (ii) The scheme of Oration Test/ Preliminary Examination for the post(s) in various 'Post Groups' is as under:-

Post Group 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 Post Group-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 on any one of the seven topics in English and on any one of the seven topics in Hindi given to him/ her. The objective is to assess fluency, language content, style, pronunciation & accent, material content and voice of the candidate.

Post Group II: An Oration Test in English of 100 marks shall be conducted for posts in Post Group-II. The candidate would be required to speak *ex-tempore* in English for 3 minutes on one of the seven

topics given to him/her. The objective is to assess fluency, language content, style, pronunciation & accent, material content and voice of the candidate.

Post Group III: The preliminary examination for post in Post Group-III shall be of 3 hours duration and shall consist of a multiple choice question paper containing 180 questions, 60 questions each from (i) General Intelligence (Reasoning ability); (ii) General awareness; and (iii) Hindi Language.

Post Group IV: The preliminary examination for the posts in Post Group-IV shall be of 3 hours duration and shall consist of a multiple choice question paper containing 180 questions, 60 each from (i) General Intelligence (Reasoning ability); (ii) General awareness; and (iii) English Language.

Post Group V: The preliminary examination for posts in Post Group-V shall be of 3 hours duration and shall consist of a multiple choice question paper containing 200 questions, 50 questions each from (i) General awareness; (ii) General Intelligence (Reasoning Ability); (iii) English Language; and (iv) Hindi Language.

Post Group VI: The preliminary examination for post in Post Group-VI shall be of 2 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.

8. HOW TO APPLY ONLINE:

- (i) Facility for submission of **Online application** is available from **18th July, 2016 to 29th August, 2016**. The **Fee Payment Details** for already registered application can, however, be uploaded by the candidate up to 5th September, 2016.
- (ii) Candidate should visit the website of Rajya Sabha *i.e.* <http://www.rajyasabha.nic.in> and click on the hyperlink "Apply Online". It redirects the candidate to the online registration page. To register for the first time, choose the tab "New Registration Form".
- (iii) Candidate is required to submit separate application for post(s) in different Post Group. If a candidate intends to apply for post(s) in more than one Post Group, he/she has to make New Registration for each Post Group.
- (iv) Candidate should read the instructions in the advertisement and online application form carefully before making any entry or selecting any option. Candidate should enter all the required details while filling up the on-line application form. Pop-up Windows should be allowed on the browser while filling the application form as these windows may help in filling the application form.
- (v) The filling of online application has two parts: (i) **Submission of Application Form** and (ii) **Uploading of Fee Payment Details & Fee Challan**. The second part is meant only for those who are not exempted from payment of fee.
- (vi) Candidate is required to fill up his/her personal details, categories and details of the post(s) applied for etc. and upload his/her recently taken **Scanned passport size colour Photograph** (in **JPG/JPEG format** and of digital size **between 20 kb to 50 kb**) and **Scanned Signature** (in **JPG/JPEG format** and of digital size **between 10 kb to 30 kb**). On submission of the filled in application form, the form as filled in by the candidate will appear. Candidate will now have option to either click the SUBMIT FINALLY button to finally submit the application form or click EDIT button to go back to the filled in application form in case he/she needs to edit the filled in form.
- (vii) Candidate is advised that before clicking the SUBMIT FINALLY button he/she must check that all the details filled in are correct. Candidate may also ensure that his/her name, name of his/her Mother and Father, Date of Birth etc. are spelt/entered correctly in the application form and he/she has mentioned correct categories and relaxations. Any incorrect information may disqualify his/her candidature. After final submission of application no request for change/correction in any particular in the application form shall be entertained under any circumstances.

- (viii) After final submission of application form, a page with the details filled in by the candidate and a Registration Number will be generated. Candidate should note down the Registration Number or take a printout of the page. **The registration of a candidate who is exempted from payment of fee shall be complete after final submission of the online application form.**
- (ix) For a **candidate not exempted from payment of fee**, a **Fee Challan** with candidate's Registration Number shall be generated on final submission of the filled in application form along with a link for uploading **Fee Payment Details**. The candidate is required to take a printout of the Fee Challan and deposit the fee on any bank working day at any branch of the State Bank of India (SBI). The fee can be deposited only in cash after a time period of minimum **96** hours of final submission of the application. After depositing the fee, the candidate has to again login to the application through "Apply Online" link on Rajya Sabha Website using his/her Registration No. , Login Password and Date of Birth and fill up **Fee Payment Details** and upload a scanned picture of the **Fee Challan endorsed by the bank (in JPG/JPEG format and of digital size between 30 kb to 100 kb)**. After successful submission of Fee Payment Details and uploading the scanned Fee Challan, the details of fee paid will be shown in the application form of the candidate which can be downloaded and printed from the PRINT APPLICATION FORM link. **Registration in such case shall be complete only after successful submission of Fee Payment Details and uploading of the scanned Challan.**
- (x) Candidate should ensure that the scanned images of Photograph, Signature and Fee Challan uploaded by him/her are clear. Unclear images of Photograph or Signature or Fee Challan may lead to rejection of the application.
- (xi) Incomplete online applications will be summarily rejected.
- (xii) Candidates are advised to keep a printout of the finally submitted APPLICATION FORM for reference purpose.
- (xiii) Original Fee Challan through which fee is paid must be retained by the candidate as this will be required to be produced by him/her on demand by the Recruitment Cell.

9. GENERAL INSTRUCTIONS:

- (i) Candidates are required to submit only one application for applying to one or more posts included in the same Post Group but have to pay fee @ Rs. 100/- for each post applied for in the Post Group plus Rs. 60/- towards bank charges, in the prescribed manner. Candidates who wish to apply for posts belonging to more than one Post Group should apply separately for each Post Group. The application forms of the candidates submitting multiple applications for the same Post Group may be rejected.
- (ii) Candidates are required to take a printout of the finally submitted Online Application Form.
- (iii) Candidates are not required to submit to the Recruitment Cell either by post or by hand the printouts of their Online Applications or any other document. They will be required to bring with them the printouts of their online application along with fee challan (if applicable) at the final stage of the recruitment process if they reach that stage.
- (iv) The candidates are advised to submit Online Application (s) well in advance without waiting for the closing date.
- (v) Persons already in Govt. Service, whether in a permanent or temporary capacity or those serving under the Public Enterprises shall 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. For obtaining NO OBJECTION CERTIFICATE, candidate should comply with the requirements of the organisation they are working with.
- (vi) 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 declaration given by the candidate in his/her application as to

his/her eligibility. The Rajya Sabha Secretariat 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 candidate 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 an 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.

- (vii) Age/qualification/experience/community status/creamy layer status will be reckoned as on the closing date of submission of the online application.
- (viii) 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 either send various information including call letters for Preliminary Examinations, Main Examinations, Skill Tests, Interviews, etc. through email or candidates may be required to download them from the website of Rajya Sabha.
- (ix) Candidates are required to mention a mobile phone number in the application form to enable communications with them through text messages/calls.
- (x) The detailed Information regarding Syllabus & Scheme of Examination and criterion for scribe can be accessed from the Rajya Sabha Website: (<http://www.rajyasabha.nic.in> → Recruitment Cell → Syllabus/Scheme of Examination/Instructions to the Candidates). Formats of Community/ Disability/Govt. Service/Ex-Servicemen Certificates and form for approval of Scribe etc., are also available there under the relevant links.
- (xi) Candidates must regularly check the web page of Recruitment Cell on the Rajya Sabha website. All information relating to the recruitment shall be made available on the web page. Information displayed on the website shall be deemed as an intimation to the candidate.
- (xii) 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.
- (xiii) In case of tie in marks obtained by the candidates in Preliminary Examination/Skill Test/Main Examination, at the time of shortlisting of the candidates for the next stage of the examination, all the candidates who obtain marks equal to candidate placed last in list of shortlisted candidates in respective categories will also be shortlisted for the next stage of examination. However, cases of the tie at the final stage of recruitment process will be resolved by applying following criteria one after another, as applicable till the tie is resolved- (i) Candidate(s) possessing desirable qualification(s) prescribed for the post; (ii) Candidate(s) obtaining higher marks in Written Examination; (iii) Candidate(s) obtaining higher marks in Preliminary Examination; and (iv) Candidate(s) older in age.
- (xiv) Canvassing in any manner would lead to summary rejection of the application.

10. CENTRE OF EXAMINATIONS

The Centre for all Examinations, Tests and Interviews would be at Delhi. However, the Recruitment Cell, Rajya Sabha Secretariat will consider the possibility/feasibility of conducting Preliminary Examination for a Post Group at Chennai, Kolkata, Mumbai and Guwahati also, provided that at least 300 eligible candidates of that Post Group opt for that Centre as their first preference. In the eventuality of less than 300 candidates eligible for a Post Group opt for any Centre as their first preference, those candidates will have to appear in the examination at a Centre allotted by the Recruitment Cell, Rajya Sabha Secretariat which to the extent possible shall be based on the second and subsequent options for Centre of the candidate. Recruitment Cell will, however, have final discretion in the allotment of examination Centre to the candidates.

11. CANCELLATION OF THE CANDIDATURE

Candidate is cautioned that he/she should not furnish any incomplete, false or misleading information or submit any document which is defective, forged or fabricated or otherwise not admissible or claim fraudulently SC/ST/OBC/Person with Disability /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 other 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.

12. RIGHT TO CANCEL THE RECRUITMENT

Rajya Sabha Secretariat reserves the right to cancel the recruitment process as a whole or any stage/paper thereof for any or all posts without any prior notice or without assigning any reason therefor.