Applications are invited from eligible Indian citizens for filling up 12* vacancies (01 ST; 04 OBC; & 07 UR) for the post of Hindi Assistant (group ‘B’ post) in Lok Sabha Secretariat in the PAY Band of Rs. 9300-34800 (PB-2) + GRADE PAY: Rs. 4600.

2. **AGE LIMIT:** 27 years.

   For age relaxation to the persons belonging to ST/OBC category, Physically Handicapped persons, Govt. Employees, ex-Servicemen and employees of Lok Sabha Secretariat please see para 6(XIII).

3. **QUALIFICATIONS:**

   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.

4. **SELECTION PROCEDURE:**

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

   **I Preliminary Examination:**

<table>
<thead>
<tr>
<th>Subject</th>
<th>Marks</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Part A: General Knowledge and Current Affairs</td>
<td>50</td>
<td></td>
</tr>
<tr>
<td>Part B: General English</td>
<td>50</td>
<td></td>
</tr>
<tr>
<td>Part C: General Hindi</td>
<td>50</td>
<td>75 minutes</td>
</tr>
</tbody>
</table>

   *(150 multiple choice objective type questions consisting of 50 questions in each part.)*

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

   **II Main Examination:**

<table>
<thead>
<tr>
<th>Paper</th>
<th>Subject</th>
<th>Marks</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>I : Part A</td>
<td>Translation from English to Hindi</td>
<td>50</td>
<td>2 hours</td>
</tr>
<tr>
<td>Part B</td>
<td>Translation from Hindi to English</td>
<td>50</td>
<td></td>
</tr>
<tr>
<td>II : Part A</td>
<td>English Essay, Precis and Grammar**</td>
<td>50</td>
<td>3 hours</td>
</tr>
<tr>
<td>Part B</td>
<td>Hindi Essay, Precis and Grammar**</td>
<td>50</td>
<td></td>
</tr>
</tbody>
</table>

   Total 200

   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 OBC and ST 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.

   *One vacancy is reserved for physically handicapped persons. Please see Para 5 for further details.

   ** Essay (25 Marks), Précis (15 Marks) and Grammar (10 Marks)
Note: (i) If the number of eligible candidates for examination for the post of Hindi Assistant is less than 1,000, the Multiple Choice Objective Type Paper (Preliminary Examination) and the Main Examination may be held simultaneously. 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 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.

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

5. RESERVATION FOR PHYSICALLY HANDICAPPED PERSONS

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

<table>
<thead>
<tr>
<th>No. of vacancies reserved</th>
<th>Category for which identified</th>
<th>Functional Classification</th>
<th>Physical requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Locomotor disability</td>
<td>BL - Both Legs affected but not arms</td>
<td>F: Work performed by manipulating (with fingers)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>S: Work performed by sitting (on beach or chair)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>OL - One leg affected (R or L)</td>
<td>SE: Work performed by seeing</td>
</tr>
<tr>
<td></td>
<td></td>
<td>a. Impaired reach</td>
<td>H: Work performed by hearing/speaking</td>
</tr>
<tr>
<td></td>
<td></td>
<td>b. Weakness of grip</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>c. At axic</td>
<td></td>
</tr>
<tr>
<td></td>
<td>OA-one arm affected (R or L)</td>
<td>RW: Work performed by reading and writing</td>
<td></td>
</tr>
<tr>
<td></td>
<td>a. Impaired reach</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>b. Weakness of grip</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>c. at axic</td>
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<td></td>
</tr>
</tbody>
</table>

The physically handicapped persons should submit the ‘Disability Certificate’ in the prescribed format (ANNEXURE). Otherwise, the candidates will not be given any benefits available to PH persons.

6. HOW TO APPLY

I. Eligible candidates have to apply in typewritten form for the above post, either in English or in Hindi, strictly in the format prescribed in this advertisement.

II. Applications which are illegible, not conforming to the prescribed application format and the instructions given in this Advertisement or received after the last date will be summarily rejected.

III. Candidates in Government service should submit their application(s) through proper channel only. Otherwise, they will not be given admissible age relaxation on this account. No such application will be accepted 7 days after 15.09.2015.

IV. Applicants should affix two self-attested identical recent passport size photographs, one on the application form and the other on the attendance sheet.

V. In case sufficient number of eligible candidates prefer to take examination in Bhopal, Jaipur and Lucknow, Joint Recruitment Cell 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. Joint Recruitment Cell will, however, have final discretion in the allotment of examination centre to the applicants on the basis of number of applications received in respect of a particular centre.

VI. Canvassing in any manner would lead to summary rejection of application and candidature at any stage.
VII. All particulars (except Residential Address) furnished by the applicant will be treated as final and no change will be allowed therein later on. The applications of the candidates who do not specify their category in sl. no.12 of the application, will be rejected.

VIII. For candidates staying abroad and for those posting applications from Andaman & Nicobar Islands/ Lakshadweep/ Assam/ Meghalaya/ Arunachal Pradesh/ Mizoram/ Manipur/Nagaland/ Tripura/Sikkim/Jammu & Kashmir/Lahaul and Spiti districts and Pangi Sub-division of Chamba District of Himachal Pradesh, the last date for receipt of application by post only (not by Hand or by Courier) will be 7 days after 15.09.2015.

IX. Candidates should send their application in an envelope superscribing clearly the name of the post applied for on the cover of the envelope.

X. Applicants must fill up all the columns of application form properly. Applications complete in all respects should be sent to:

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

Incomplete applications shall be summarily rejected.

XI. AGE/QUALIFICATIONS/EXPERIENCE: Age/qualifications/experience will be reckoned as on 15.09.2015.

Applicants should attach self-attested copy of the matriculation or equivalent examination certificate as proof of date of birth. No other document will be accepted for this purpose.

XII. CUT OFF PERCENTAGE OF MARKS: The minimum cut off percentages of marks in Written Test in an examination is 50%, 40% and 45% for vacancies in Gen, ST and OBC categories, respectively. The above percentages are relaxable by 5% in case of physically handicapped persons of relevant disability and category for appointment against the vacancies reserved for physically handicapped persons. These percentages are the minimum marks which a candidate is required to secure in each paper/component and aggregate in the written test. However, the cut-off percentages may be raised in individual component/paper/aggregate to arrive at reasonable vacancy : candidate ratio.

XIII. AGE RELAXATION: The upper AGE LIMIT specified above is for General candidates. Relaxation of 03 years for OBC candidates and 05 years for ST candidates is permissible in upper AGE LIMIT. Relaxation in upper AGE LIMIT to Physically Handicapped Persons, Government Employees, ex-Servicemen and in-house candidates of Lok Sabha Secretariat will be as indicated hereunder:

(i) Physically Handicapped Persons: The upper age limit will be relaxable up to a maximum of 10 years in the case of physically handicapped persons having disabilities mentioned in this advertisement.

(ii) Government/Public Sector Undertaking employees: The upper age limit is further relaxable up to 5 years (depending upon the extent of their continuous service) to the candidates serving in Government Departments/Public Sector Undertakings who have rendered not less than 3 years continuous service on regular basis as on 15.09.2015 and they should continue in their service till their final selection. Persons who are appointed on ad-hoc/daily wages/hourly paid/ contract basis are not eligible for age relaxation.

NOTE: Applicants in Government Service or in service in Lok Sabha and Rajya Sabha Secretariats should have completed 3 years of continuous regular service in Government and/or in Lok Sabha and Rajya Sabha Secretariats, for claiming age relaxation as Government servants as per provisions in para 6(XIII) above.
(iii) **Ex-Servicemen:** Length of military service plus 3 years (up to the maximum of 45 years) (Please attach a self-attested copy of the Discharge Certificate 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 his/her 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 his/her 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 his/her 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.

(iv) **Employees of Lok Sabha Sectt.: No AGE LIMIT.** However, the candidate must have completed three years’ continuous regular service in the Lok Sabha Secretariat.

XIV. **OBC candidates:** Other Backward Classes (OBC) means those communities as included and specified in the Central Government list of the backward classes. OBC certificate of a candidate must show that the caste the candidate belongs to is recognised as OBC under various Resolutions of the Ministry of Welfare, Government of India, and that the person does not belong to creamy layer section. A candidate claiming to be belonging to OBC category but not submitting OBC certificate which satisfies these two conditions shall be treated as general category candidate and will not be provided any benefit available to OBC candidates.

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

XVI. **RIGHT TO CANCEL THE PROGRAMME OF RECRUITMENT:** Lok Sabha Secretariat reserves the right to cancel the programme of recruitment to the post at any stage without any prior notice and without assigning any reason therefor.

XVII. **The last date for receipt of applications is 15.09.2015.**

XVIII. Candidates should clearly note that the Joint Recruitment Cell will in no case be responsible for non-receipt of their applications or any delay in receipt thereof on any account whatsoever. They should, therefore, ensure that their applications reach the Joint Recruitment Cell on or before the last date for submission of applications.

XIX. Candidates can put their applications in the box kept for the purpose at the Reception Office, Parliament House Annexe, New Delhi. However, no acknowledgement will be issued for the same.

XX. Notice regarding the date(s) of Preliminary/Main Examination(s) will be displayed about at least 04 weeks before the date(s) of Examination(s) on the website http://www.loksabha.nic.in under the link Recruitment → Advertisements and Notices. The applicants are advised to visit the website regularly.

XXI. The Hon’ble High Court of Delhi at New Delhi will have the jurisdiction to settle and decide all matters and disputes related to this recruitment process.
APPLICATION FORMAT

Advt. No. 4/2015
Name of the post applied for: Hindi Assistant

1. FULL NAME (In Capital Letters):

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

2. FATHER’S NAME (In Capital Letters): ________________________________________________________

3. MOTHER’S NAME (In Capital Letters): ________________________________________________________

4. NATIONALITY: ______________________

5. Preferred city for taking preliminary examination: (i) BHOPAL ☐ ; (ii) DELHI ☐ ; (iii) JAIPUR ☐ ; (iv) LUCKNOW ☐  (Please √ mark in the appropriate box.)

6. ADDRESS FOR COMMUNICATION: ____________________________________________________________
   ____________________________________________________________________________________________
   PIN________________

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

<table>
<thead>
<tr>
<th>ADDRESS</th>
<th>PERIOD OF STAY</th>
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</table>

8. PERMANENT ADDRESS:___________________________________________________________________________
   ____________________________________________________________________________________________
   PIN________________

9. DATE OF BIRTH: D D M M Y E A R
   (Please enclose self-attested copy of matriculation certificate)

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

11. AGE AS ON 15.09.2015: Years_______ Months_______ Days_______

12. CATEGORY (Gen/SC/ST/OBC):
   (The candidates belonging to SC/ST/OBC category must enclose self-attested copy of the caste/category certificate as proof)
13. Whether you are physically handicapped having locomotor disability  
    (If yes, Please attach self-attested copy of the certificate in the prescribed format)  
    Yes/No

14. GROUNDS FOR CLAIMING AGE RELAXATION: 

15. DETAILS OF EDUCATIONAL, PROFESSIONAL & TECHNICAL QLFNS.  
    (Please enclose self-attested copies of the certificates)

(a) Educational:

<table>
<thead>
<tr>
<th>Exam Passed</th>
<th>Institution/ University</th>
<th>Subjects studied</th>
<th>Medium of Instruction</th>
<th>Duration of study</th>
<th>Year of passing</th>
<th>% of marks</th>
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</table>

(Candidates should clearly indicate the medium of instruction.)

(b) Professional/Technical

<table>
<thead>
<tr>
<th>Exam Passed</th>
<th>Institution/ University</th>
<th>Subjects studied</th>
<th>Duration of study</th>
<th>Year of passing</th>
<th>% of marks</th>
<th>Division obtained</th>
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</table>

16. DETAILS OF EXPERIENCE

(a) GOVERNMENT SERVICE

<table>
<thead>
<tr>
<th>Name of Govt. Orgn.</th>
<th>Post held</th>
<th>Pay Scale*</th>
<th>Duration of service (Exact dates to be given) (From - To)</th>
<th>Whether regular or not</th>
<th>Nature of duties performed</th>
</tr>
</thead>
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</tbody>
</table>

* Please indicate Grade Pay also, wherever applicable.

(b) SERVICE IN OTHER ORGANISATIONS

<table>
<thead>
<tr>
<th>Name of Orgn.</th>
<th>Status of organisation (Government/PSU/Private, etc.)</th>
<th>Post held</th>
<th>Pay Scale*</th>
<th>Duration of service (From – To)</th>
<th>Whether regular or not</th>
<th>Nature of duties performed</th>
</tr>
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</table>

* Please indicate Grade Pay also, wherever applicable.

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

(i) I declare that I fulfil the eligibility conditions as per the advertisement and that all the statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage or not satisfying the eligibility conditions according to the requirements mentioned in the advertisement, my candidature/appointment is liable to be cancelled/terminated.

(ii) I have enclosed the typed Attendance Sheet duly completed and affixed self-attested recent passport size photograph thereon.

PLACE:               
DATE:               (SIGNATURE OF CANDIDATE)  

Note: Applications without self-attested copies of necessary certificates as mentioned in column nos. 9, 12, 13 (wherever applicable) and 15 and also recent identical photographs will be summarily rejected.
1. Advt. No. 4/2015

2. Name of the post applied for: Hindi Assistant

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 |
<table>
<thead>
<tr>
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</tbody>
</table>

9. **ROLL NO.**
   
   (To be allotted by Joint Recruitment Cell)
Disability Certificate

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

RECENT PP 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.___________________________________________________________

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 percentage physical impairment/disability has been evaluated as per
guidelines(specified) and is shown against the relevant disability in the table below:-

ANNEXURE
<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Disability</th>
<th>Affected part of Body</th>
<th>diagnosis</th>
<th>Permanent physical impairment/mental disability(in %)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Locomotor disability</td>
<td>@</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Low vision</td>
<td>*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Blindness</td>
<td>Both Eyes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Hearing impairment</td>
<td>E</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Mental retardation</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>Mental-illness</td>
<td>X</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

2. The above 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)

@  e.g. Left/Right/both arms/legs
*  e.g. Single eye/both eyes
E  e. g. Left/Right/both ears
4. The applicant has submitted the following document as proof of residence:

<table>
<thead>
<tr>
<th>Nature of Document</th>
<th>Date of issue</th>
<th>Details of authority/issuing certificate</th>
</tr>
</thead>
</table>

(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 the 31st December, 1996.