

- (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. 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:

- 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
- who has been released, otherwise than on her/his own request from such service as a result of reduction in establishment; or
- who has been released from such service after completing the specific period of engagement, otherwise than at 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 29th 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 in respect of SCs, on tribal.nic.in in respect of STs and on 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.