

PARLIAMENT OF INDIA
(JOINT RECRUITMENT CELL)

Applications are invited from eligible ex-Servicemen* who are Indian citizens and fulfill the requisite qualifications/specifications as mentioned in this advertisement for filling up **64 vacancies (09 SC, 04 ST, 17 OBC and 34 UR)** for the post of Security Assistant Grade-II (Technical) in Lok Sabha Secretariat in the Pay Band of Rs. 9300-34800 (PB-2) + Grade Pay : Rs. 4200.

2. EDUCATIONAL QUALIFICATIONS AND TECHNICAL EXPERIENCE

Ex-Servicemen possessing Educational Qualification of 10+2 in Physics, Chemistry and Mathematics from a recognized Board or Diploma in Computer Science/Computer Engineering/Electrical/Mechanical/Electronics and Communication recognized by a University/AICTE** and Technical Experience as under : -

Exposure in handling/installation/maintenance of microprocessor based access control system/CCTV system/anti-sabotage equipment/computer controlled radio communication system/electronics instruments/latest computer operating system in LAN/WAN environment/handling of UNIX/AIX etc based main frame server with wide area network/visual basic and crystal reports.

Preference will be given to persons possessing Bachelor's degree in relevant discipline of science/engineering.

3. UPPER AGE LIMIT : 45 years as on 05.09.2016. However, there will be no age limit for the employees of Lok Sabha Secretariat. Provided that such applicant has completed three years' continuous service in Lok Sabha Secretariat as on 05.09.2016.

4. SELECTION PROCEDURE : Eligible applicants will have to appear before a selection board to be constituted for the purpose for a Personal Interview carrying 100 marks. The Personal Interview will be held at Delhi only.

Candidates will have to secure the minimum qualifying marks in the Personal Interview as detailed in para 6 (X) of this advertisement. However, selection will be made on the basis of the performance of the candidates in the Personal Interview, subject to availability of vacancies.

**Ex-Servicemen means a person who has served in any rank whether as a combatant or non-combatant in the regular Army, Navy, Air Force of the Indian Union; and*

- (a) who retired from such service after earning her/his pension. This would also include persons who are released/retired at their own request after having earned their pension; or*
- (b) who has been released, otherwise than on her/his own request from such service as a result of reduction in establishment; or*
- (c) who has been released from such service after completing the specific period of engagement, otherwise than at her/his own request or by way of dismissal or discharge on account of misconduct or inefficiency, and has been given a gratuity.*

**** All India Council for Technical Education**

5. Job Responsibility :

The selected candidates will be required to perform the following duties :-

- (i) Manage High Bandwidth Wide Area Network, Network Security & Redundancy, day to day maintenance of Windows Server, IBM Server, Back up Strategy, Disaster recovery etc. To take regular backups, schedule the backup programs, update anti-virus software, install application software, database administration etc.
- (ii) Analysis, monitoring and recording of CCTV Cameras, retrieving of data for DVR/NVR, setting up triggers for various alarm conditions.
- (iii) Monitoring, recording and controlling all communication operations and retrieving data from voice logger and preparing transcripts.
- (iv) Handling of equipment including explosive detectors, NLJD, Search Cameras, X-Ray machines, Bomb Blankets etc. for carrying out anti-sabotage checks.
- (v) Any other duty assigned to them from time to time.

6. HOW TO APPLY/GENERAL CONDITIONS

- I. Eligible applicants have to apply in typewritten form for the above post, either in English or in Hindi, strictly in the prescribed format. An applicant should submit only one application. The format of the application can be downloaded from the website <http://www.loksabha.nic.in> under the link 'Recruitment'.
- II. Applications which are illegible, not conforming to the prescribed application format and the instructions given in the advertisement or received after the last date of receipt of applications will be summarily rejected.
- III. 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. For applicants 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 applications by post only (not by Hand or by Courier) will be 07 days after 05.09.2016.
- V. Canvassing in any manner would lead to summary rejection of the application and candidature at any stage of the recruitment process.
- 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 in sl. no. 12 of the application, will be rejected.**
- VII. Applicants should send their applications in an envelope superscribing clearly the name of the post applied for on the cover of the envelope.
- VIII. Applicants must fill up all the columns of application form properly. Applications complete in all respect should be sent to :-

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

Incomplete applications shall be summarily rejected.

IX. AGE/QUALIFICATION/EXPERIENCE : Age/qualifications/experience will be reckoned as on 05.09.2016.

Applicants should attach self-attested copy of the Matriculation or equivalent examination certificate as a proof of her/his date of birth. No other documents 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 attested photocopy of the certificate of her/his any other higher educational qualification containing the required information alongwith attested photocopy of Matriculation or equivalent examination certificate and also an attested photocopy 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.

The name of the candidate and her/his parents filled up in the application form by the candidates shall be the same as mentioned in the Matriculation Certificate.

In case, there is a discrepancy between the name as recorded in the Matriculation Certificate and as entered in Degree and/or PG Degree and/or other certificates, the following steps must be taken :

- (a) In case of minor discrepancy in the name due to a spelling error i.e. {(Mohan and Mohun) or (R. Mathur and Ramesh Mathur)}, an attested photocopy of an affidavit to the effect that both the names belong to the same person, shall be attached.
- (b) 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)}, an attested photocopy of Gazette Notification to the effect that the person has changed her/his name henceforth, shall be attached.
- (c) 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, an attested photocopy of an affidavit to the effect that the names on both certificates belong to the same person, shall be attached.

X. CUT OFF PERCENTAGE OF MARKS : The minimum cut off percentage of marks in Personal Interview is 50%, 45% and 40% for vacancies in UR, OBC and SC/ST categories, respectively. However, the cut off percentages may be raised keeping in view the merit order and the number of vacancies. The applicants belonging to OBC, SC and ST categories availing the benefit of their category in marks obtained in qualifying the Personal Interview will not be entitled to occupy UR vacancy.

XI. 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 an applicant 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. The applicant claiming to be belonging to OBC but not submitting OBC certificate which satisfies these two conditions will be treated as General Category candidate and will not be provided any benefit available to OBC candidates.

XII. Caste Certificates :

Candidates claiming to be SC/ST/OBC must ensure the following conditions

- (i) The name of the candidate and her/his father in the certificate should be strictly as recorded in the Matriculation certificate.
- (ii) 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 ncbc.nic.in in respect of OBCs.
- (iii) The residential clause in SC/ST/OBC certificate should be duly filled up.
- (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) The certificate should have been signed by a competent authority not less than Tehsildar with legible stamp of his designation either in Hindi or in English.
- (vi) 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.
- (vii) In case of an OBC certificate issued prior to 05.09.2013, a fresh certificate incorporating therein the relevant provisions of DoPT OM No. dated 27.05.2013 pertaining to Creamy Layer must be got prepared inter-alia satisfying the above mentioned conditions at (i) to (vi).

SC/ST/OBC candidates submitting caste certificate not satisfying the above conditions will be treated as 'General' category candidates and will not be provided any benefit available to the caste/category mentioned/claimed by her/him in the application.

XIII. NUMBER OF VACANCIES : The number of vacancies as specified in this advertisement is subject to change.

XIV. RIGHT TO RESTRICT NUMBER OF CANDIDATES FOR PERSONAL INTERVIEW : Lok Sabha Secretariat reserves the right to restrict the number of applicants, on the basis of information furnished by them in their applications, who may be called for the Personal Interview.

XV. RIGHT TO CANCEL THE PROGRAMME OF RECRUITMENT : Lok Sabha Secretariat reserves the right to cancel/suspend/postpone this recruitment process at any stage without any prior notice and without assigning any reason therefor. In this regard, the decision of the Lok Sabha Secretariat will be final and no appeal will be entertained.

XVI. The last date of receipt for applications is 05.09.2016.

XVII. Applicants should clearly note that the Joint Recruitment Cell will in no case be responsible for non-receipt/loss 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 of receipt of applications.

XVIII. Applicants can also drop their applications in the box being kept for the purpose at the Reception Office, Parliament House Annexe, New Delhi. However, no acknowledgement will be issued for the same.

XIX. The applicants/candidates are advised to keep on visiting the website <http://www.loksabha.nic.in> → Recruitment from time to time for information relating to :

- (i) Cancellation or *addendum* or *corrigendum* to this Advertisement, if any;
- (ii) Date(s)/Schedule of Personal Interview (Notice regarding the date of Personal Interview will be displayed about at least 3 weeks before the date of Personal Interview)
- (iii) Result of the Personal Interview

XX. 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.

13. DETAILS OF EDUCATIONAL, PROFESSIONAL & TECHNICAL QLFNS.

(Please enclose self-attested copies of the certificates)

(a) Educational:

Exam Passed	Institution/ University	Subjects studied	Duration of study	Year of passing	% of marks	Division obtained

(b) Professional/Technical *(Please enclose self-attested copies of the certificates)*

Exam Passed	Institution/ University	Subjects studied	Duration of study	Year of passing	% of marks	Division obtained

14. DETAILS OF EXPERIENCE/SERVICE *(Please enclose self-attested copies of the certificates. Candidates are advised to fill up this column carefully and in terms of required Technical Experience in the fields as prescribed in para 2 of this Advertisement to avoid rejection of their application.)*

(a) **GOVERNMENT DEPARTMENTS/OFFICES**

Name of Govt. Orgn.	Post held	Pay Scale*	Duration of service (Exact dates to be given) (From - To)	Whether regular or not	Nature of duties performed

** Please indicate Grade Pay also, wherever applicable.*

(b) **IN OTHER ORGANISATIONS** *(Please enclose self-attested copies of the certificates)*

Name of Orgn.	Status of organisation [Government/PSU/Private, etc.]	Post held	Pay Scale*	Duration of service (From – To)	Whether regular or not	Nature of duties performed

** Please indicate Grade Pay also, wherever applicable.*

15. DETAILS OF ACHIEVEMENTS IN NCC/SPORTS

Event	Year	Institution/ Organisation	Particulars of achievement

16. Do you possess the essential educational qualifications as required for the post applied for? Yes/No
17. Do you possess relevant experience prescribed for the post applied for? Yes/No

18. **DECLARATION**

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.

PLACE:

DATE:

(SIGNATURE OF CANDIDATE)

Note: Applications without self-attested copies of necessary certificates/documents as mentioned in column nos. 8, 9, 12, 13 & 14, recent photograph and signature of the candidate will be summarily rejected and no request/correspondence will be entertained in this regard. The candidates must furnish copies of certificates/documents as proof of possessing the Technical Experience in the fields as prescribed in para 02 of this Advertisement.