

**PARLIAMENT OF INDIA**  
**(RECRUITMENT BRANCH, LOK SABHA SECRETARIAT)**

Applications are invited **(through e-mail only)** from eligible Indian Citizens for filling up of the following vacancies for the **post of Parliamentary Interpreter [Level 10 (Rs. 56100 – 177500) in the Pay Matrix]** in Lok Sabha Secretariat on Direct Recruitment Basis :-

SC	ST	OBC	UR	EWS	Total
02	NIL	04	05	01	12*
<i>*07 English/Hindi stream interpreters and 05 regional language stream interpreters viz. one each in Dogri, Kashmiri, Konkani, Santhali &amp; Sindhi.</i>					

**2. QUALIFICATIONS, EXPERIENCE & UPPER AGE LIMIT:**

**For English/Hindi Interpreters: QLFNS:** 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:** (1) Experience in translation or interpretation work; and (2) Certificate in computer course recognised by All India Council for Technical Education (AICTE)/National Institute of Electronics & Information Technology (NIELIT) or courses equivalent to 'O' Level in terms of syllabus and duration of course as prescribed by NIELIT. **UPPER AGE LIMIT: 27 years.**

**For Regional Language Interpreters: QLFNS:** Master's degree in English or any other discipline (with English as a medium\* of instruction) with regional language concerned upto Degree Level. **Desirable:** (1) Experience in translation or interpretation work; and (2) Certificate in computer course recognised by All India Council for Technical Education (AICTE)/ National Institute of Electronics & Information Technology (NIELIT) or courses equivalent to 'O' Level in terms of syllabus and duration of course as prescribed by NIELIT. **UPPER AGE LIMIT: 35 years.**

*\*The claims of the applicants in their application form with regard to the 'Medium of Instruction' upto Degree level for English/Hindi stream Interpreter and in Master's Degree for Regional Language Interpreter will be accepted only on furnishing of a self-attested scanned copy of a certificate from the Registrar or Controller of Examination of the concerned University/Principal of the College in case of Bachelor's or Master's Degree and Controller of Examination or any other Competent Officer of the Board/Principal of the School in case of X<sup>th</sup> and XII<sup>th</sup> classes or equivalent qualifications, wherein the 'Medium of Instruction' of the respective qualification is clearly mentioned. **In case, a self-attested scanned copy of the requisite certificate is not submitted by the applicant, her/his application shall be summarily rejected.***

**Note:**

(i) The candidates selected for appointment as Parliamentary Interpreter will be required to undergo training in interpretation for such period as may be specified by the Secretariat. They will also have to qualify two departmental interpretation tests i.e., one after two years of service and the other after three years of service with such standard of proficiency in interpretation as may be prescribed. Unless the incumbents qualify the said departmental interpretation tests, they will not be considered for promotion to the grade of Senior Parliamentary Interpreter which will also be subject to availability of vacant post(s).

(ii) They may also be required to perform non-interpretation duties as may be assigned to them from time to time.

### 3. **SELECTION PROCEDURE:**

Eligible candidates will have to appear in Oration Test/Written Test/Simultaneous Interpretation Test/Personal Interview as follows:

**I. Oration Test:** Candidates will be subjected to an Oration test which will be of **200 marks**. During the Oration test, a candidate for the post of Regional Language Interpreter will be required to speak *ex-tempore* in English for 3 minutes on any one of the 7 topics given to her/him. A candidate for the post of English/Hindi Interpreter will, however, be required to speak for 3 minutes in English and 3 minutes in Hindi on any one of the 7 topics in English and 7 topics in Hindi that will be placed before the candidate. The objective is to assess fluency; language content; style, pronunciation and accent; material content; and voice of the candidates.

**II. Written Test:** Only those candidates who qualify the Oration Test at the requisite standards will be allowed to appear in a Written Test comprising the following papers:

- a) **For Regional Language Interpreters** - (i) 50 Multiple choice objective type questions each on General Knowledge & Current Affairs; General English; and General regional language concerned - **150 Marks** (75 Minutes); **and** (ii) Translation from concerned language to English which will be of **200 Marks** (1 Hour).
- b) **For English/Hindi Interpreters** – (i) 50 Multiple choice objective type questions each on General Knowledge & Current Affairs; General English; and General Hindi - **150 Marks** (75 Minutes); and (ii) Translation from English to Hindi of **100 Marks** and from Hindi to English of **100 Marks** (2 Hours).

Candidates will have to qualify both papers of the Written Test and components thereof at the requisite standards. Paper-II of only those candidates will be evaluated who secure the minimum qualifying marks in each component of Paper-I. Only those candidates who qualify the Written Test will be allowed to appear in the Simultaneous Interpretation Test. Prior to that they would be provided one or two-day training in simultaneous interpretation. The actual period of training will be intimated to the candidates *vide* call letter.

**III. Simultaneous Interpretation Test** for: (i) Regional Language Interpreters - from concerned language to English (10 Minutes) which will be of **200 Marks**; and (ii) English/Hindi Interpreters - from English to Hindi (5 Minutes) of **100 Marks** and from Hindi to English (5 Minutes) of **100 Marks**. The performance of the candidates will be assessed under five specific parameters, *i.e.* Coverage; Accuracy; Style and Diction; Continuity of Interpretation; and Voice, Pronunciation and Accent.

Only those candidates who qualify the Simultaneous Interpretation Test at the requisite standards will be allowed to appear in the Personal Interview.

**IV. Personal Interview:** The personal interview will carry **50 Marks**. Candidates will have to qualify the Personal Interview at the requisite standards.

From amongst the candidates who qualify Personal Interview, selection will be made on the basis of the overall performance of the candidates in the Oration Test, Written Test, Simultaneous Interpretation Test and Personal Interview, subject to availability of vacancies.

The candidates belonging to SC, ST and OBC categories availing the benefit of their category for qualifying the written test and/or the Personal Interview and/or in age will not be entitled to occupy 'UR' vacancy.

**4. Venue(s) of Examination:**

**The examination for the English/Hindi Stream will be held at Delhi; Dogri at Jammu; Kashmiri at Srinagar (Jammu & Kashmir); Konkani at Panaji (Goa); Santhali at Ranchi (Jharkhand); and Sindhi at Ahmedabad/Gandhinagar (Gujarat) or Mumbai (Maharashtra) for whichever more eligible candidates for Sindhi Stream give preference to take the examination.**

**The exact place/centre/venue of examination(s) will be intimated to the eligible candidates at the time of issue of admit cards. In case, there are very few eligible candidates for a stream, Recruitment Branch may hold the examination for that stream in Delhi only.**

**5. 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](mailto: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/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. 11 of the application, will be rejected.**
- VII. 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-iss@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.**

**VIII. AGE/QUALIFICATIONS/EXPERIENCE:** Age/qualifications/experience will be reckoned as on 18.08.2020.

- (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 18.08.2020 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 certificates/degrees, mark sheets etc. at the time of Personal Interview for verification failing which the candidate may not be allowed to appear in the Personal Interview. 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.

IX. 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.

**X. 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. (No ST vacancy has been mentioned in para 1 of this Advertisement.)

\*\*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:

- (i) 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
- (ii) who has been released, otherwise than on her/his own request from such service as a result of reduction in establishment; or

(iii) 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**]

**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 18.08.2020 and they should continue in their service till their final selection.

2. 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 X above.

Persons who are appointed on ad-hoc/daily wages/hourly paid/contract basis are not eligible for age relaxation.

3. 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 (mentioned in para 2 of this advertisement) 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.**

## **XI. Criteria of Income & Assets for Economically Weaker Sections (EWS):**

As per Lok Sabha Secretariat, Recruitment & Conditions of Service Order No. PDA-1392/2019 dated 29<sup>th</sup> 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.

## **XII. 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. <https://www.socialjustice.nic.in> in respect of SCs, on <https://www.tribal.nic.in> in respect of STs and on <https://www.ncbc.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**.

**XIII. CUT OFF PERCENTAGE OF MARKS:** The minimum cut off percentages of marks in Written Test and Personal Interview in an examination is 50%, 45% and 40% for vacancies in UR/EWS, OBC and SC/ST categories, respectively. (No ST vacancy has been mentioned in para 1 of this Advertisement.) These percentages are the minimum marks which a candidate is required to secure in each paper/component and aggregate in the Written Test and in aggregate in the Personal Interview.

In Oration Test and Simultaneous Interpretation Test, all candidates will be required to secure minimum 50% marks in each component/parameter.

However, the cut-off percentages may be raised in individual component/paper/aggregate to arrive at reasonable vacancy: candidate ratio.

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

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

**XVI. The last date for receipt of applications is 18.08.2020.**

**XVII.** 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 **e-mail 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 scrutinised/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.

**XVIII.** The candidate must be in 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.

**XIX.** 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.

**XX.** The candidates should visit the website **<http://www.loksabha.nic.in>** under the link **Recruitment** —→ **Advertisements and Notices** regularly for information regarding:

- (i) Cancellation or addendum or corrigendum to this Advertisement, if any;
- (ii) Date(s) of Oration Test/Written Test/Simultaneous Interpretation Test/Personal Interview; and
- (iii) Result(s) of the examination process.

**XXI.** The Hon'ble High Court of Delhi at New Delhi will have the jurisdiction to settle and decide matters and disputes, if any, related to this recruitment process.



Roll No.

PARLIAMENT OF INDIA (To be filled in by Recruitment Branch)
(RECRUITMENT BRANCH, LOK SABHA SECRETARIAT)

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APPLICATION FORMAT

Affix recent self-attested passport size Photograph

Advt. No. 2/2020

Name of the Post applied for: Parliamentary Interpreter ( )
(Please indicate Language)

Signature of Candidate

1. FULL NAME (In Capital Letters):

Grid for name entry

First Name

Middle Name

Surname

(Exactly as mentioned in matriculation or equivalent examination certificate. Please leave one box blank between each part of name.)

2. FATHER'S NAME (In Capital Letters):
(Exactly as mentioned in matriculation or equivalent examination certificate of the applicant.)

3. MOTHER'S NAME (In Capital Letters):
(Exactly as mentioned in matriculation or equivalent examination certificate of the applicant.)

4. NATIONALITY: \_\_\_\_\_

5. ADDRESS FOR COMMUNICATION: \_\_\_\_\_
\_\_\_\_\_ PIN \_\_\_\_\_

Tel./Mobile No(s). \_\_\_\_\_ e-mail address \_\_\_\_\_

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

Table with 2 columns: ADDRESS, PERIOD OF STAY

7. PERMANENT ADDRESS: \_\_\_\_\_
\_\_\_\_\_ PIN \_\_\_\_\_

8. DATE OF BIRTH:
(Please enclose self-attested scanned copy of the matriculation certificate)

Grid for date of birth: DD MM YY

9. PLACE OF BIRTH (Village/Town/City/District/State): \_\_\_\_\_

10. AGE AS ON 18.08.2020: Years \_\_\_\_\_ Months \_\_\_\_\_ Days \_\_\_\_\_

11. CATEGORY (GEN/SC/ST/OBC/EWS): \_\_\_\_\_  
 (The candidates belonging to SC/ST/OBC/EWS category must enclose self-attested **scanned** copy of the certificate as proof)

12. GROUNDS FOR CLAIMING AGE RELAXATION: \_\_\_\_\_

13. A. Whether you are an ex-Serviceman/in the last year of Service Yes / No

B. If yes, your date of joining \_\_\_\_\_ Date of Discharge \_\_\_\_\_  
 (Please enclose self-attested **scanned** copy of relevant pages of Discharge Book/Permission to seek re-employment)

C. Are you boarded out or relieved on medical grounds and granted medical disability pension. Yes / No

14. DETAILS OF EDUCATIONAL & TECHNICAL QUALIFICATIONS:  
 (Please enclose self-attested **scanned** copies of the certificates/degrees as well as marks sheets)

(a) Educational Qualifications:

Exam Passed	Institution/ University/ Board	Subjects studied	Medium of Instruction*	Duration of study	Year of passing	% of marks

**\*Note:** The claims of the applicants in their application form with regard to the 'Medium of Instruction' upto Degree level for English/Hindi stream Interpreter and in Master's Degree for Regional Language Interpreter will be accepted only on furnishing of a self-attested scanned copy of a certificate from the Registrar or Controller of Examination of the concerned University/Principal of the College in case of Bachelor's or Master's Degree and Controller of Examination or any other Competent Officer of the Board/Principal of the School in case of X<sup>th</sup> and XII<sup>th</sup> classes or equivalent qualifications, wherein the 'Medium of Instruction' of the respective qualification is clearly mentioned. **In case, a self-attested scanned copy of the requisite certificate is not submitted by the applicant, her/his application shall be summarily rejected.**

(b) Professional/Technical Qualifications:

Exam Passed	Institution/ University	Subjects studied	Medium of Instruction	Duration of study	Year of passing	% of marks

15. DETAILS OF EXPERIENCE:

(a) GOVERNMENT SERVICE

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/Level in the Pay Matrix also, wherever applicable.

(b) SERVICE IN OTHER ORGANISATIONS

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/Level in the Pay Matrix also, wherever applicable.

16. Please specify clearly whether the experience mentioned in column 15 above has been obtained from:

Sl. No.	Category	Tick (✓) in appropriate Column
1.	Offices under Central/State Government	
2.	Union/State Legislature Secretariats	
3.	Supreme Court/High Courts/Subordinate Courts	
4.	Central/State Public Sector Undertakings	
5.	Statutory Corporations of Centre/States	
6.	Commissions/Tribunals and other institutions established by law/notifications of the Union/State Governments	
7.	Private Organisations/Any other institution	

17. Do you possess the essential educational qualifications as required for the post applied for? Yes / No
18. Do you possess the desirable experience as prescribed for the post applied for Yes / No
19. Do you possess the desirable qualification? Yes / No
20. Preferred city for taking examination for applicants for Sindhi stream only (please refer to para 4 of the advertisement) (Please ✓ mark the preferred city) Mumbai or Gandhi Nagar/Ahmedabad

21. **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 attached the **scanned** Attendance Sheet duly completed including self-attested recent passport size photograph.

PLACE:

DATE:

(SIGNATURE OF CANDIDATE)

**Note:** 1. Applications without self-attested scanned copies of necessary certificates as mentioned in column nos. 8, 11 (wherever applicable), 13 (wherever applicable) and 14 and also recent identical photographs at the prescribed spaces in the application form and the attendance sheet will be summarily rejected.

2. 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.

3. 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](mailto:recruitment-lss@sansad.nic.in). File name of the SCANNED PDF attached should invariably indicate name and date of birth of the applicant.

**PARLIAMENT OF INDIA**  
(RECRUITMENT BRANCH, LOK SABHA SECRETARIAT)  
**ATTENDANCE SHEET**

*(To be filled in on a separate sheet by the candidate when submitting Application Form)*

1. Advt. No. 2/2020

2. Name of the Post: Parliamentary Interpreter: \_\_\_\_\_  
(Please indicate Language)

Affix recent self-  
attested passport  
size Photograph

Signature of Candidate

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

9.

ROLL NO.	
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*(To be allotted by Recruitment Branch)*

**ANNEXURE-I**

*(Please see para 5.X. of Advt.)*

**UNDERTAKING**

**I understand that I shall not be eligible to be appointed to the post of Parliamentary Interpreter in Lok Sabha Secretariat (vacancies notified vide Advt. No. 2/2020) if I have at any time prior to such appointment, secured any employment on the civil side by availing of the concession of reservation of vacancies admissible to ex-Servicemen, except as per DOPT O.M. No. 36034/1/2014-Estt. (Res.) dated 14<sup>th</sup> August, 2014.**

**Signature** \_\_\_\_\_

**Name** \_\_\_\_\_

**Date** \_\_\_\_\_

**Form of declaration to be submitted by OBC candidate  
(in addition to the community certificate)**

I, \_\_\_\_\_ son/daughter of Shri \_\_\_\_\_  
resident of Village/Town/City \_\_\_\_\_ District \_\_\_\_\_ State \_\_\_\_\_ hereby declare that I  
belong to the \_\_\_\_\_ community which is recognised as a Backward Class by the Government of India for the  
purpose of reservation in service as per orders contained in Department of Personnel and Training Office Memorandum  
No.36012/22/93-Estt.(SCT) dated 08.09.1993. I also declare that as on the last date for receipt of applications, I do not  
belong to persons/sections (Creamy Layer) mentioned in column 3 of the Schedule to the above referred O.M., O.M.  
No.36033/3/2004-Estt.(Res) dated 9<sup>th</sup> March 2004, O.M. No. 36033/3/2004-Estt. (Res) dated 14<sup>th</sup> October 2008, O.M.  
36033/1/2013- Estt.(Res.) dated 27<sup>th</sup> May 2013 and O.M. No. 36033/1/2013-Estt. (Res.) dated 13<sup>th</sup> September, 2017.

2. I further declare that I will produce OBC Certificate as per the instructions contained in the Advertisement No.2/2020  
before Written Test for the post of Parliamentary Interpreter. Otherwise, my candidature/application may be considered  
under General (UR) category.

Signature of the candidate :.....

Full Name : .....

Place : .....

Date : .....

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***Declaration/undertaking not signed by candidate will be rejected.***

**Government of.....**

**(Name & Address of the authority issuing the certificate)**

**INCOME & ASSET CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS**

Certificate No.....

Date:.....

**VALID FOR THE YEAR.....**

This is to certify that Kumari/Smt./Shri.....daughter/wife/son of..... permanent resident of .....Village/Street.....Post Office..... District.....in the State/Union Territory.....Pin Code..... whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual income\* of her/his family\*\* is below Rs. 8 lakh (Rupees Eight Lakh only) for the financial year ..... Her/his family does not own or possess any of the following assets\*\*\*:

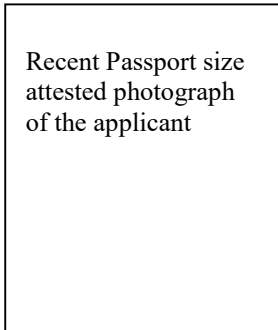
- I. 5 acres of agricultural land and above;
- II. Residential flat of 1000 sq. ft. and above;
- III. Residential plot of 100 sq. yards and above in notified municipalities;
- IV. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

2. Kumari/Smt./Shri .....belongs to the..... caste which is not recognised as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List).

Signature with seal of Office.....

Name.....

Designation.....



\*Note 1: Income covered all sources i.e. salary, agriculture, business, profession, etc.

\*\*Note 2:The term 'Family' for this purpose 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.

\*\*\*Note 3: The property held by a 'Family' in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.

**INCOME AND ASSET CERTIFICATE ISSUING AUTHORITY**

The Income and Asset Certificate issued by any one of the following authorities in the prescribed format as given above shall only be accepted as proof of candidate's claim as belonging to EWS: -

- (i) District Magistrate/Additional District Magistrate/ Collector/ Deputy Commissioner/Additional Deputy Commissioner/ 1<sup>st</sup> Class Stipendiary Magistrate/ Sub-Divisional Magistrate/Taluka Magistrate/ Executive Magistrate/ Extra Assistant Commissioner;
- (ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/ Presidency Magistrate;
- (iii) Revenue Officer not below the rank of Tehsildar; and
- (iv) Sub-Divisional Officer of the area where the candidate and/or her/his family normally resides.