

Annexure - 'B'

PROFORMA FOR APPLICATION FORM

(Applicants must read the general instructions as given in **Annexure - 'C'**
before filling up the application form)

*Recent passport
size self-attested
photograph*

Professional Position applied for: _____

1. Name : _____

2. Father's /
Husband's Name : _____

3. Age : _____ Yrs. Date of Birth : _____ Sex : _____

4. Nationality : _____

5. **Residential Address:**

Temporary : _____

District : _____ State : _____ Pin : _____

Permanent : _____

District : _____ State : _____ Pin : _____

6. Telephone No. _____ Mobile No. _____
(with STD Code)

7. E-mail ID: _____

8. **Educational Qualifications (Matriculation onwards) :**

9. **Professional Experience :**

10. Total emoluments/fee drawn, if already employed: _____

11. Expected professional fee, if selected : _____

12. Any other information: _____

13. **Qualifications/experience prescribed for eligibility to the professional position applied for vis-à-vis qualifications/experience of the applicant (essential & desirable conditions to be indicated separately):**

	Prescribed for the post	Possessed by the candidate
Essential	1.	
	2.	
	3.	
	4.	
Desirable	1.	
	2.	
	3.	
	4.	

DECLARATION

I declare that I fulfill the eligibility conditions as prescribed for the position applied for by me and that all the statements made in the 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, my candidature/engagement is liable to be cancelled/terminated.

Place : _____

Date : _____

(Applicant's Signature)

General Instructions

1. Applicants are required to apply strictly as per the prescribed application format as given in **Annexure - 'B'**. Applications not in the prescribed format are liable to be rejected.
2. Applications should be typewritten in A4 sheet. The candidates are advised to scan the application form along with the supporting documents and send the same to the **E-mail ID consultants2021-lss@sansad.nic.in**. Applications that do not conform to general instructions, received after the last date or are incomplete shall be summarily rejected.
3. Applicants applying for more than one professional position are required to send separate application for each position.
4. All applications should be sent through **E-mail** only.
5. The name of the professional position should be clearly mentioned in the subject line of the Email, which may read as **"Application for Engagement as in Lok Sabha Secretariat on Contract basis"**.
6. Self attested copies of documents/certificates vis-à-vis educational qualifications, experience, etc. are required to be attached with the application. On being selected for engagement, selected professionals shall bring original certificates/documents for verification at the time of joining.
7. The name of the candidate(s) and their parents in the curriculum vitae submitted by them should be exactly the same as reflected in the certificates / documents attached with the application.
8. The experience certificate should clearly depict that the applicant possess the required experience in the prescribed field.
9. All eligibility conditions will be reckoned as on the last date of the application.
10. Any misrepresentation or concealment of fact or submission of false information on the part of any applicant shall render him/her ineligible/disqualified for engagement in Lok Sabha Secretariat for any professional position even in the future.
11. Shortlisted applicants will be intimated through mail/e- mail/telephonic message for interview.
12. No correspondence or personal enquiry whatsoever in respect of the applications shall be entertained.
13. Applicants are strictly advised against canvassing in any form or manner. Any canvassing for or on behalf of any applicant shall render him/her ineligible/disqualified for being considered for engagement in Lok Sabha Secretariat for any professional position even in the future.
14. Applicants called for interview shall not be entitled for payment of any TA/DA.
15. Lok Sabha Secretariat reserves the right to cancel the process of engagement of Consultant(s) or alter the number of positions required at any stage without any notice and without assigning any reason(s) therefore.
16. Applicants should clearly note that Lok Sabha Secretariat 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 the receipt of their online application by the prescribed date.
