Advt. No. 2/2023

PARLIAMENT OF INDIA
(RECRUITMENT BRANCH, LOK SABHA SECRETARIAT)

Online Applications are invited 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**	**06**	**01**	**13***
******* *08 English/Hindi stream interpreters and 05 regional language/stream interpreters viz. one each in Dogri, Kashmiri, Konkani, Santhali & Sindhi.*					

2. QUALIFICATIONS, EXPERIENCE & UPPER AGE LIMIT

For English/Hindi Interpreters: Qualifications: Master's Degree in English with Hindi as a compulsory/elective subject at the Degree Level or Master's Degree in Hindi with English as a compulsory/elective subject at the Degree Level or Master's Degree in any other discipline with English and Hindi as compulsory/elective subjects at the Degree Level.

Desirable: (1) Experience in translation or interpretation work; and (2) Certificate in computer course recognized 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.

For Regional Language Interpreters: Qualifications: Master's Degree in English or any other discipline (with English as a compulsory/elective subject at the Degree Level) with regional language(s) concerned as recognized in the Constitution of India as a compulsory/elective subject at the Degree Level.

Desirable: (1) Experience in translation or interpretation work; and (2) Certificate in computer course recognized 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.

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 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.

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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* for 3 minutes in English and 3 minutes in Regional Language concerned on any one of the 7 topics in English and 7 topics in language concerned given to her/him. A candidate for the post of English/Hindi Interpreter will 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 given to her/him. The objective of the Oration Test 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 of **100 Marks** and from English to concerned language of **100 Marks** (2 Hours).

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 (5 Minutes) of **100 Marks** and from English to concerned language (5 Minutes) of **100 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 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.

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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. GENERAL CONDITION

I. **AGE/QUALIFICATIONS/EXPERIENCE:** Age/qualifications/experience will be reckoned as on 03.04.2023.

II. **AGE RELAXATION:** The upper AGE LIMIT specified above is for General/EWS Category candidates. Relaxation in upper AGE LIMIT to various categories, Government/PSU Employees, Ex-Servicemen and in-house candidates of Lok Sabha Secretariat will be as indicated hereunder:

Sl. No.	Category	If in service in Government/PSUs	If not in service in Government/PSUs
(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.	
(vi)	Persons with Disability (PwD)***	Age relaxation of 10 years (15 years for SCs and 13 years for OBCs) in upper age limit is allowed for the Post to person with (a) Locomotor Disability **(OA, OL, OAL, BL)** including cerebral palsy, leprosy cured, dwarfism and acid attack victim; (b) Blind and Low Vision; (c) Multiple disabilities from amongst (a) & (b). [Physical Requirements – Work performed by communicating **(C)**, Work performed by hearing/speaking **(H)**, Work performed by manipulating with fingers **(MF)**, Work performed by reading and writing **(RW)**, Work performed by sitting (on bench or chair) **(S)**].	

** In respect of vacancies, if any, available/reserved for them. (No ST vacancy has been mentioned in para 1 of this Advertisement.)*

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***Ex-Serviceman will have to submit a self-attested 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 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**]*

**** Category of Benchmark Disability identified as suitable for the post - (a) Locomotor Disability* **(OA, OL, OAL, BL)** *including cerebral palsy, leprosy cured, dwarfism and acid attack victim; (b) Blind and Low Vision; (c) Multiple disabilities from amongst (a) & (b). Persons with Disability (PwD) of relevant category will have to submit a self-attested copy of the 'Disability Certificate'. Otherwise, she/he will not be given admissible age relaxation on this account.*

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/Public Sector Undertakings who have rendered not less than 3 years continuous service on regular basis as on **03.04.2023** and they should continue in their service till their final selection.

2. Applicants in Government Service/Public Sector Undertakings 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 II above.

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

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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 5 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.

III. CRITERIA OF INCOME & ASSETS FOR ECONOMICALLY WEAKER SECTIONS (EWS)

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 is 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.

IV. CASTE / CATEGORY CERTIFICATE(S)

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

(i) 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.

(ii) The names of the applicant and her/his Mother/Father 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 translated version of the same either in English or in Hindi.

(iii) The Caste and/or Sub-caste name should be strictly according to the Central List as is available on the website i.e. **www.socialjustice.nic.in** in respect of SCs, on **www.tribal.nic.in** in respect of STs and on **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/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.

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(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 01.04.2023, 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 furnish self-attested Income & Asset Certificate as per **ANNEXURE-III**.

The candidates submitting caste/category certificate not satisfying the above conditions will be treated under 'General' (UR) category and will not be provided any benefit available to the caste/category mentioned/claimed by her/him in the application.

V. **SUBMISSION OF DOCUMENTS/CERTIFICATES ETC.**

(a) Recruitment Branch will not undertake detailed scrutiny of applications for the eligibility and other aspects at the time of Oration Test and, therefore, candidature will be accepted only provisionally. Candidates are advised to go through the requirements of educational qualification, age, etc. and satisfy themselves that they are eligible for the post. All the candidates who are declared qualified in the Oration Test will be required to furnish self-attested copies of her/his Matriculation or equivalent examination certificate, Degree(s), Mark sheets (year-wise/semester-wise), SC/OBC/EWS category certificate, No Objection Certificate (NOC) in case of Government/PSU employee, Discharge Book, permission to seek re-employment, Undertaking, disability certificate of relevant category etc. (in support of the details mentioned in the application, wherever applicable) at the time of Written Test failing which the candidature of such candidate(s) will be cancelled by Recruitment Branch. The candidates who are able to prove, by documentary evidence, that result of the qualifying examination was declared on or before 03.04.2023 and she/he has been declared passed, will also be considered to have the required qualification. The candidates will be required to submit copy of certificate(s), Degree(s) as well as marks sheet(s) in respect of each educational qualification mentioned in the application. The candidate will also have to produce original certificates/degrees, mark sheets (Year-wise/Semester-wise), SC/OBC/EWS category Certificate, No Objection Certificate (NOC) in case of Government/PSU employee, Discharge Book, permission to seek re-employment, undertaking, disability certificate of relevant category etc. (in support of details mentioned in the application) 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.

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(a) 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 self attested photocopy of the certificate of her/his any other higher educational qualification containing the required information along with self attested photocopy of Matriculation or equivalent examination certificate and also an self 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 names 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:-

(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 photocopy 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 photocopy 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 photocopy of an affidavit to the effect that the names on both certificates belong to the same person, shall be furnished.

(c) The applicant availing age relaxation on the basis of her/his service in a Government Department/PSU/Lok Sabha Secretariat/Rajya Sabha Secretariat will be required to furnish an NOC along with a certificate from her/his Employer on the Office letter head in respect of length of her/his service as on the last date for receipt of applications for the said post.

(d) The ex-Servicemen should submit a copy of Discharge Book and the Armed Forces Personnel in the last year of Service in the Force shall submit a copy of the permission to seek re-employment.

(e) **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.**

VI. **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 (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 case of paper I (multiple choice objective type paper), there are 50 questions of 01 mark each in three parts (General Knowledge & Current Affairs; General English and General Hindi/General regional language concerned). As a result, the candidate who requires 45% marks to qualify can secure either 22 marks or 23 marks in part and not 22.5 marks as per the minimum prescribed percentage of marks. The marks secured by the candidates are not rounded off by Recruitment Branch and as per the laid down criteria implemented in such a manner as to ensure that the same is not harsh to any category of candidates, the Paper II of those candidates belonging to OBC category will also be evaluated who secure 22 marks out of 50 in one part of the Paper I subject to securing 23 marks each in other two parts of Paper I (Multiple choice objective type paper). Otherwise, such candidate may be required to secure total 69 marks (23 marks in each of the three parts) to qualify the Paper I. A candidate belonging to OBC category securing 22 marks each in any two parts of paper I will not be declared as qualified.]

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

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

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

VIII. **RIGHT TO CANCEL THE PROGRAMME OF RECRUITMENT:** Mere submission of application online by the applicants shall not give them the right to be called for Selection Process. Lok Sabha Secretariat reserves the right to cancel the programme of recruitment to the said post at any stage without any prior notice and without assigning any reason therefore. Lok Sabha Secretariat also reserves the right to modify the advertisement or part of it at any stage, if considered necessary.

IX. Canvassing in any manner would lead to summary rejection of application and candidature at any stage.

X. **The last date for submission of online applications is 03.04.2023 till 5.00 P.M.**

6. SCRUTINY OF APPLICATIONS AND VERIFICATION OF DOCUMENTS

The scrutiny of applications with regard to eligibility criteria i.e. age, educational qualification, category, etc., will be undertaken by Lok Sabha Secretariat at the time of preparation of final result. At that time, if any claim made by a candidate in the application is not found substantiated or supported by relevant documents/certificates then her/his candidature will be cancelled and the decision of Lok Sabha Secretariat in this regard shall be final. Lok Sabha Secretariat does not enter into correspondence with the candidates who are found ineligible and also those who are not shortlisted/selected for subsequent stages of examination/ appointment. The candidates who are declared qualified for appointment shall be required to produce original documents/certificates/mark-sheets/degree(s)/Caste/Category certificate/NOC/ Discharge Book/ permission to seek re-employment, etc. before the appointment for verification of the correctness of the attested copies submitted by her/him and also to verify the correctness of the information furnished by her/him in the application for the said post. In case any discrepancy is found, her/his candidature shall be cancelled.

Further, the candidates 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.

7. HOW TO APPLY

I. **Eligible applicants are required to apply online only** under the link ***https://loksabha.nic.in/ → Recruitment → Apply Onlin***e. No other means/mode of application will be accepted. Before applying, the applicants are advised to thoroughly go through this advertisement to ensure that she/he fulfils all the eligibility conditions for the post. The admission of candidates at all stages of examination will be purely provisional subject to satisfying the prescribed eligibility conditions.

II. The applicant shall upload her/his latest photograph and signature in the space provided in the application form. Before uploading, the applicants are advised to go through the guidelines in this regard.

III. **Applicants are required to have a valid and active personal email id and Mobile Number for filling in the application**. Applicant will receive registration confirmation by SMS/email. Therefore, the candidates are advised to furnish correct and active Mobile number/e-mail address to receive the registration confirmation. This email id and Mobile Number should be valid for the duration of this recruitment process. The Lok Sabha Secretariat may send intimation regarding date of examination, etc., through the email id/Mobile Number filled in the application. Under no circumstances, the candidate should share/mention email id/Mobile Number to or of any other person.

In case the applicant does not have a valid and active email id, she/he shall create the same before applying online.

IV. Candidate may click **'Submit'** box after 'Declaration' in the online application format only after ensuring that the information filled in by her/him is in order and no correction is required. After submission of application, no correction/modification in the information filled in the application shall be allowed. No request in this regard shall be entertained under any circumstances. The Lok Sabha Secretariat will not be responsible for any consequences arising out of furnishing of incorrect and incomplete details in the application form or omission to provide the required details in the application form.

V. An applicant should submit only one application. If due to unavoidable circumstances any applicant submits multiple applications, her/his application with higher 'Registration Number' shall be entertained by Lok Sabha Secretariat. Her/his earlier application(s) shall stand rejected. She/he must ensure that her/his application with higher registration number is complete in all respects.

VI. The eligible candidates can fill the online application upto 03.04.2023 till 5.00 P.M after which the link will be disabled. To avoid last days' rush, which may result in thwarting attempt to fill online application due to heavy traffic on server, candidates are advised to submit application well before the last date. No request for extension of time after the last prescribed date shall be entertained.

VII. All particulars (except Residential Address) furnished by the applicant will be treated as final and **no change will be allowed therein later on**.

VIII. **Incomplete applications shall be summarily rejected**.

8. *GUIDELINES FOR SCANNING THE PHOTOGRAPH & SIGNATURE*

Before applying online a candidate will be required to have a scanned (digital) image of her/his photograph and signature as per the specifications given below.

(A) PHOTOGRAPH IMAGE:

- Photograph must be a recent passport size colour picture.
- The picture should be in colour, against a light-coloured, preferably with white background.
- Look straight at the camera with a relaxed face.
- If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade,so that you are not squinting and there are no harsh shadows.
- If you have to use flash, ensure there is no “red-eye”.
- If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- Photograph with cap, hat and dark glasses are not acceptable. Though religious head wear is allowed but it must not cover your face.
- Resolution 200 x 230 pixels (preferred).
- Size of file should be between 50KB–100KB.
- Ensure that the size of the scanned image is not more than 100KB. If the size of the file is more than 100 KB, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.

(B) SIGNATURE IMAGE:

- The applicant has to sign on white paper with black ball point pen.
- The signature must be signed only by the applicant and not by any other person on her/his behalf.
- The signature will be used by Lok Sabha Secretariat to put on the Admission Letter/Card and wherever required for examination purposes.
- Resolution 140 x 60 pixels (preferred).
- Size of file should be between 20KB – 50KB.
- Ensure that the size of the scanned image is not more than 50KB.

(C) SCANNING THE PHOTOGRAPH & SIGNATURE:

- Set the scanner resolution to a minimum of 200 dpi (dots per inch).
- Set Color to True Color.
- File Size as specified above.

- Crop the image in the scanner to the edge of the photograph/signature, then use the upload editor to crop the image to the final size (as specified above).

- The image file should be in JPG or JPEG format. An example file name is : image01.jpg or image01.jpeg Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon.

Candidates using MS Windows/MS Office can easily obtain photo and signature in .jpeg format not exceeding 100KB & 50KB respectively by using MS Paint or MS Office Picture Manager. Scanned photograph and signature in any format can be saved in .jpg format by using 'Save As' option in the File menu and size can be reduced below 100KB (photograph) & 50KB (signature) by using crop and then resize option [Please see points (A) & (B) above for the pixel size] in the 'Image' menu. Similar options are available in other photo editor softwares also.

If the file size and format are not as prescribed, an error message will be displayed.

The candidate should fill in all the details correctly and also upload photograph and signature as prescribed.

(D) PROCEDURE FOR UPLOADING THE PHOTOGRAPH AND SIGNATURE

(i) There will be two separate links for uploading Photograph and Signature.
(ii) Click on the respective link “Upload Photograph / Signature”.
(iii) Browse & Select the location where the Scanned Photo / Signature file has been saved.
(iv) Select the file by clicking on it.
(v) Click the 'Upload' button.

Your Online Application will not be registered/submitted unless you upload your photo and signature as specified.

NOTE:- In case the face in the photograph or signature is unclear, the candidate's application will be rejected.

In case the photograph or signature is unclear, the candidate may edit her/his application and re-upload her/his photograph or signature.

9. In case of any difficulty is experienced in submission of Online application, candidates may contact the helpline telephone no. **011-23034521 / 23035564.**

10. Candidates are advised to take a printout of their system generated online application form after registering for their own record. **The printout of the application should not be sent to the Lok Sabha Secretariat**.

11. The information in respect of provisionally eligible candidates as well as the rejected applications will be uploaded on the website **https://loksabha.nic.in/ → Recruitment → Advertisements and Notices.**

12. Relaxation in upper age limit for the SC/ST/OBC candidates is permissible, in case there are vacancies for these categories in the post applied for. In the present Advertisement, no vacancy has been earmarked for ST and PwD category. However, relaxation in upper age limit is permissible to person with (a) Locomotor Disability (OA, OL, OAL, BL) including cerebral palsy, leprosy cured, dwarfism and acid attack victim; (b) Blind and Low Vision; (c) Multiple disabilities from amongst (a) & (b).

13. The provisionally eligible candidates shall be issued e-Admission/Call Letter only. No hard copy of Admission/Call Letter shall be sent by post. The provisionally eligible candidates will have to download their respective e-Admission/Call Letter from the website **https://loksabha.nic.in → Recruitment → Online Admission/Call Letter**. The candidates must bring the same [affixing their self-attested/attested recent passport size photograph (in original) which they have uploaded in their On-Line Application at the time of applying to the LSS] and hand over to the invigilator on the day of examination(s), without which no candidateshall be admitted for the examination. The candidate must carry a valid photo ID proof such as PAN Card/Passport/Voter ID Card/Driving Licence/Aadhaar Card/Permanent Identity Card issued by a University/College or any other valid proof of identification having a latest photograph of the candidate, at the time of examination.

    The applicants/candidates will be solely responsible for receiving, downloading and printing of Call Letters/Admit Cards for selection process/any other information. Recruitment Branch will not be responsible for any loss of email sent due to invalid/wrong email ID provided by the candidate or delivery of email to spam/bulk mail folder or for delay/non receipt of information if the candidate fails to access her/his mail/LSS website in time.

14. The applicants are advised to visit the website ***https://loksabha.nic.in/ → 'Recruitment'*** regularly for information regarding -
    (i) Cancellation or *addendum* or *corrigendum* to this Advertisement, if any;
    (ii) Date(s) of Written Test/Trade Test for the above-said post; and
    (iii) Result of the Oration Test/Written Test/Simultaneous Interpretation Test/Personal Interview.

15. Mobiles, other electronic gadgets and wireless equipments are banned within the premises of examination centres. 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.

16. 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.

ANNEXURE-I

(Please see para 5.II. 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. 2/2023) 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 14th August, 2014.

Signature_____

Name _____

Date _____

ANNEXURE-II

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 9th March 2004, O.M. No. 36033/3/2004-Estt. (Res) dated 14th October 2008, O.M. 36033/1/2013- Estt.(Res.) dated 27th May 2013 and O.M. No. 36033/1/2013-Estt. (Res.) dated 13th September, 2017.

2. I further declare that I will produce OBC Certificate as per the instructions contained in the Advertisement No.2/2023 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 : .....

Declaration/undertaking not signed by candidate will be rejected.

ANNEXURE-III

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…….

Recent Passport size attested photograph of the applicant

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*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/ 1st 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.