

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

Applications are invited from the eligible Indian citizens for the following posts in Parliament Museum Service in Lok Sabha Secretariat on Direct Recruitment basis:

Sl. No.	Name of the post	Level in the Pay Matrix	Vacancies
1.	Curatorial Assistant	7 (Rs. 44900-142400)	01 UR
2.	Conservation Assistant	7 (Rs. 44900-142400)	01 UR
3.	Technical Assistant	7 (Rs. 44900-142400)	01 UR

**2. QUALIFICATIONS AND EXPERIENCE:**

**Post No.1: Curatorial Assistant**

Educational Qualifications:

- (i) Master's degree in History from a recognised University with specialisation in Modern Indian History
- OR**
- (ii) Master's degree in Museology from a recognised University/Institute
- OR**
- (iii) Bachelor's degree in History from a recognised University.

**Experience:**

01 year in a reputed Museum, being conversant with various facets of Museum-related work, including use of latest IT techniques for planning and maintenance of Museums for those having Master's Degree and 02 years for those having Bachelor's Degree.

**Post No. 2: Conservation Assistant**

Educational Qualifications:

Bachelor's degree with Chemistry from a recognised University.

**Experience:**

02 years in a reputed Conservation Laboratory/Museum, being well versed with various works related to Museum, including conservation of papers and textiles and other collections. Must possess knowledge and experience of latest conservation techniques.

**Post No. 3: Technical Assistant****Educational Qualifications:**

Bachelor's degree in Computer Science/Applications from a recognised University/Institution.

**Experience:**

02 years in operation, maintenance and regular upgradation of Computers and accessories, including LCD/DLP Projectors, Plasma Screen, TFT, etc.

**Desirable:-** Experience or knowledge of various Museum-related work viz. visual documentation of the collection, new Computer Programming for Exhibits, planning educational and other programmes for visitors, etc.

3. **AGE LIMIT:** Upper age limit is 27 years for all the three posts.

4. **SCHEME OF EXAMINATION:****Post No.1: Curatorial Assistant**

Paper	Aptitude Test	Marks	Time
Part - A	Exhibits in Parliament Museum (30 Multiple choice objective type questions)	30	45 Minutes
Part - B	Museum Techniques (40 Multiple choice objective type questions)	40	
Part - C	Proficiency in Computers	30	
<b>Total</b>		100	

**Post No.2: Conservation Assistant**

Paper	Aptitude Test	Marks	Time
Part - A	Exhibits in Parliament Museum (30 Multiple choice objective type questions)	30	45 Minutes
Part - B	Museum Techniques including Conservation of Museum Artefacts (40 Multiple choice objective type questions)	40	
Part - C	Proficiency in Computers	30	
<b>Total</b>		100	

**Post No.3: Technical Assistant**

Paper	Aptitude Test	Marks	Time
Part - A	Exhibits in Parliament Museum (20 Multiple choice objective type questions)	20	40 Minutes
Part - B	Proficiency in Projectors and other electronic equipments (40 Multiple choice objective type questions)	40	
Part - C	Proficiency in Computers	40	
	<b>Total</b>	100	

Before the Aptitude Test, on the day of examination, there will be a show-round of Parliament Museum for the candidates. The Aptitude Test for proficiency in Computers will be a practical test on computer. The candidates will have to secure the minimum qualifying marks in each component of the Aptitude Test as well as in aggregate. The minimum cut off percentage of marks is 50% for all categories of candidates.

Those candidates who qualify in the Aptitude Test will be required to appear in the Personal Interview (25 Marks).

From amongst the candidates who secure the minimum qualifying 50% marks in the Personal Interview, selection will be made on the basis of overall performance of the candidates in Aptitude Test and Personal Interview, subject to availability of vacancies.

**5. HOW TO APPLY**

I. Eligible candidates have to apply for the above posts in a typewritten/printed application form, either in English or in Hindi, strictly in the format prescribed in this Advertisement. 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. The admission of candidates at all the stages of examination will be purely provisional subject to satisfying the prescribed eligibility conditions.

In the event of any information furnished by a candidate being found false or incorrect at any stage or not satisfying the eligibility conditions according to the requirements mentioned in this advertisement, her/his candidature/appointment is liable to be cancelled/terminated. The applicants are also cautioned that they may be permanently debarred from the examinations conducted/to be conducted by Lok Sabha Secretariat and/or their appointment may be cancelled, in case they fraudulently claim eligibility for a post or they fraudulently claim SC/ST/OBC/EWS/PH/Ex-Serviceman status.

II. Candidates desirous of applying for more than one post should submit separate application for each post.

III. **Applications which are illegible, not conforming to the instructions contained in this advertisement or received after the last date will be summarily rejected.**

IV. Candidates in Government service should submit their application(s) **through proper channel** only. No such application will be accepted 7 days after the last date specified for others. **There should be separate forwarding letter for each application.**

V. Applicants should affix two **identical** self-attested **recent** passport size photographs, one on the application form and the other on the attendance sheet.

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

- VII. 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.**
- VIII. For candidates staying abroad and for those residing in Andaman & Nicobar Islands/ Lakshadweep/Assam/Meghalaya/ArunachalPradesh/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 application by post only (**not by Hand or by Courier**) will be 7 days after the last date specified for others.
- IX. Candidates should send their application in an envelope superscribing clearly the name of the post applied for on the cover of the envelope.
- X. Applicants must fill up all the columns of application form properly. Applications complete in all respects should be sent to:-

**THE RECRUITMENT BRANCH,  
LOK SABHA SECRETARIAT  
ROOM NO. 521, PARLIAMENT HOUSE ANNEXE,  
NEW DELHI-110001.**

Incomplete applications shall be summarily rejected.

- XI. AGE/QUALIFICATIONS/EXPERIENCE:** Age/qualifications/experience will be reckoned as on 13.01.2020.

(a) The candidates are required to furnish self-attested copies of her/his certificates, degrees, marks sheets etc. The candidates are required to submit 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, marks sheets etc. at the time of Personal Interview for verification failing which the candidate may not be allowed to appear in the Personal Interview.

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

- XII. The names 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 in the name(s) of the candidate and/or her/his parents as mentioned in the application and 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 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 both the names belong to the same person, shall be furnished.

### **XIII. AGE RELAXATION:**

The upper AGE LIMIT specified above is for General Category candidates. Further relaxation\* in upper AGE LIMIT to Government/PSU Employees, ex-Serviceman and in-house candidates of Lok Sabha Secretariat will be as indicated hereunder:

- (a) The upper age limit is further 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 **13.01.2020** and they should continue in their service till their final selection. Persons who are appointed on ad-hoc/daily wages/hourly paid/contract basis are not eligible for age relaxation.

**NOTE:** 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 servants as per provisions in Para XIII(a) above.

- (b) Ex-Serviceman: Length of military service plus 3 years (up to the maximum of 45 years) for 'GEN' category candidates [Please attach 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.]

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\* 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 under these categories. The posts mentioned in this advertisement have not been identified suitable for physically challenged persons.

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.**]

- (c) There is no age limit for employees of Lok Sabha Secretariat, provided three years' continuous service has been completed in Lok Sabha Secretariat.

#### XIV. CASTE/CATEGORY CERTIFICATE(S):

- (i) The name(s) 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 translated version of the same either in English or in Hindi.
- (ii) In case of the candidates claiming to be SC/ST/OBC, the candidate's Caste; the Act/Order under which the Caste is recognised as SC/ST/OBC; and the village/town the candidate is ordinarily a resident of, should be clearly indicated in the certificate.
- (iii) In SC/ST/OBC certificate, the caste and/or sub caste name should be strictly according to the Central List as is available on the website i.e. socialjustice[dot]nic[dot]in in respect of SCs, on tribal[dot]nic[dot]in in respect of STs and on nbc[dot]nic[dot]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, 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 01.04.2019, 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.

- XV. Preference will be given to those having experience in working in the Parliament Museum.**
- XVI. **NUMBER OF VACANCIES:** The number of vacancies specified in respect of the posts is subject to change.
- XVII. **RIGHT TO CANCEL THE PROGRAMME OF RECRUITMENT FOR A POST OR POSTS:** Lok Sabha Secretariat reserves the right to cancel the programme of recruitment to any post(s) at any stage without any prior notice and without assigning any reason therefor.
- XVIII. **The last date for receipt of applications is 13.01.2020.**
- XIX. Candidates should clearly note that the Recruitment Branch 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 that their applications reach the Recruitment Branch on or before the last prescribed date.
- XX. Candidates can put their applications in the box kept for the purpose at the Reception Office, Parliament House Annexe, New Delhi. However, no acknowledgement will be issued for the same.
- XXI. 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.
- XXII. 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.
- XXIII. The applicants are advised to keep on visiting the website [http://www\[dot\]loksabha\[dot\]nic\[dot\]in](http://www[dot]loksabha[dot]nic[dot]in) under the link 'Recruitment' from time to time relating to:
- (i) Cancellation or addendum or corrigendum to this Advertisement, if any;
  - (ii) Date(s) of Aptitude Test/Personal Interview; and
  - (iii) Result of the Aptitude Test/Personal Interview.
- XXIV. The Hon'ble High Court of Delhi at New Delhi will have the jurisdiction to settle and decide all matters and disputes, if any, related to this recruitment process.

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Roll No.

(To be filled in by RB)

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

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**APPLICATION FORMAT**

**Advt. No.1/2019**

Post No. applied for: \_\_\_\_\_

Name of the Post applied for: \_\_\_\_\_

**Affix recent  
self-attested  
passport size  
Photograph**

Signature of Candidate

1. FULL NAME (In Capital Letters):

First Name	Middle Name	Surname
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(Exactly as mentioned in the Matriculation certificate. Please leave one box blank between each part of name)

2. FATHER'S NAME (In Capital Letters): \_\_\_\_\_  
(Exactly as mentioned in the Matriculation certificate of the applicant.)

3. MOTHER'S NAME (In Capital Letters): \_\_\_\_\_  
(Exactly as mentioned in the Matriculation certificate of the applicant.)

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

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

PIN \_\_\_\_\_

Phone No. \_\_\_\_\_ Mobile No. \_\_\_\_\_ E-mail address \_\_\_\_\_

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

ADDRESS	PERIOD OF STAY

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

PIN \_\_\_\_\_

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

DD	MM	YEAR

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

10. AGE AS ON 13.01.2020: Years \_\_\_\_\_ Months \_\_\_\_\_ Days \_\_\_\_\_



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

12. Whether you are physically challenged \_\_\_\_\_ Yes/No  
(if yes, please attach a self-attested copy of the certificate in the prescribed format)

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 a self-attested 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. GROUNDS FOR CLAIMING AGE RELAXATION: \_\_\_\_\_

15. DETAILS OF EDUCATIONAL, PROFESSIONAL & TECHNICAL QLFNS.  
(Please enclose a self-attested copies of the certificates as well as marks sheets)

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

16. DETAILS OF EXPERIENCE (Candidates are advised to fill-up this column carefully and in terms of conditions stipulated in the Advertisement to avoid rejection).

(a) GOVERNMENT SERVICE

Name of Govt. organisation	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 Govt. organisation	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.

(c) Present Pay: Rs. \_\_\_\_\_ Total emoluments: Rs. \_\_\_\_\_

17. Do you possess the essential educational qualification as required for the post applied for? \_\_\_\_\_ Yes/No

18. Do you possess relevant experience prescribed for the post applied for? Yes/No  
If yes, please specify clearly whether the experience has been obtained from:

Sl. No.	Category	Tick (✓) in appropriate category
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	
8.	Printing Press coming under the purview of Factories Act, 1948, as amended	

*(Please attach a self-attested copy of the experience certificate.)*

19. Any other relevant information which you would like to mention in support of your suitability for the post applied for: \_\_\_\_\_

## 20. 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 enclosed the typed Attendance Sheet duly completed and affixed self-attested recent passport size photograph thereon.

**PLACE:**

**DATE:**

**(SIGNATURE OF CANDIDATE)**

**Note:** Applications without self-attested copies of necessary certificates/documents as mentioned in column nos. 8, 11, 12 (where applicable), 13 (where applicable), 15 and 18 and also recent identical photographs affixed at the prescribed spaces in the Application Form and the Attendance Sheet will be summarily rejected.

**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.1/2019  
 2. Post No. \_\_\_\_\_  
 3. Name of the Post: \_\_\_\_\_  
 \_\_\_\_\_

**Affix recent  
self-attested  
passport size  
Photograph**

Signature of candidate

4. **NAME** *(In block letters)*: \_\_\_\_\_  
 5. **CATEGORY** \_\_\_\_\_  
 6. **FATHER'S NAME** *(In block letters)*: \_\_\_\_\_  
 7. **MOTHER'S NAME** *(In block letters)*: \_\_\_\_\_  
 8. **ADDRESS FOR COMMUNICATION**: \_\_\_\_\_  
 \_\_\_\_\_ **PIN** \_\_\_\_\_

*(To be filled in by the candidate at the Examination Venue)*

9.

Subject	Date of Exam.	Signature
Aptitude Test		
Personal Interview		

10.

<b>ROLL NO.</b>	
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*(To be allotted by Recruitment Branch)*

**FORMAT OF DISABILITY CERTIFICATE  
(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)**

RECENT PASSPORT SIZE ATTESTED PHOTOGRAPH (SHOWING FACE ONLY) OF THE PERSON WITH DISABILITY
--

**Certificate No.****Date:**

This is to certify that I have carefully examined Shri/Smt./Kum. \_\_\_\_\_  
 son/wife/daughter of Shri \_\_\_\_\_  
 Date of Birth \_\_\_\_\_ Age \_\_\_\_\_ years, male/female \_\_\_\_\_

(DD) (MM) (YY)

Registration No. \_\_\_\_\_ permanent resident of House No. \_\_\_\_\_ Ward/Village/street  
 \_\_\_\_\_ Post Office \_\_\_\_\_ district

State \_\_\_\_\_, whose photograph is affixed above, and am satisfied that she/he is a case of \_\_\_\_\_  
 disability. Her/his extent of percentage physical impairment/disability has been evaluated as per guidelines (specified) and is shown  
 against the relevant disability in the table below :-

(Please strike out the disabilities which are not applicable.)

Sl. No.	Disability	Affected part of Body	diagnosis	Permanent physical impairment/mental disability (in %)
1.	Locomotor disability	@		
2.	Low vision	#		
3.	Blindness	Both Eyes		
4.	Hearing impairment	\$		
5.	Mental retardation	X		
6.	Mental-illness	X		

2. The above condition is progressive/non-progressive/likely to improve/not likely to improve.

3. Reassessment of disability is:

(i) not necessary,

**or**

(ii) is recommended/ after \_\_\_\_\_ years \_\_\_\_\_ months, and therefore this certificate shall be valid till

\_\_\_\_\_  
(DD)\_\_\_\_\_  
(MM)\_\_\_\_\_  
(YY)

continued.....

@ e.g. Left/Right/both arms/legs

# e.g. Single eye/both eyes

\$ e.g. Left/Right/both ears

4. The applicant has submitted the following document as proof of residence:-

Nature of Document	Date of issue	Details of authority issuing certificate

5. Sh./Smt./Kumari \_\_\_\_\_ meets the following physical requirements for discharge of her/his duties:-

- |  |        |
|--|--------|
| (i) F-can perform work by manipulating with fingers.   | Yes/No |
| (ii) PP-can perform work by pulling and pushing.       | Yes/No |
| (iii) L-can perform work by lifting.                   | Yes/No |
| (iv) KC-can perform work by kneeling and crouching.    | Yes/No |
| (v) B-can perform work by bending.                     | Yes/No |
| (vi) S-can perform work by sitting(on bench or chair). | Yes/No |
| (vii) ST-can perform work by standing.                 | Yes/No |
| (viii) W-can perform work by walking.                  | Yes/No |
| (ix) SE-can perform work by seeing.                    | Yes/No |
| (x) H-can perform work by hearing/speaking.            | Yes/No |
| (xi) RW-can perform work by reading and writing.       | Yes/No |
| (xii) C- can communicate                               | Yes/No |
- (Please strike out which is not applicable)

(Authorised Signatory of notified Medical Authority)  
(Name and Seal)

**Countersigned**

{Countersignature and seal of the CMO/Medical Superintendent/Head of Government Hospital, in case the certificate is issued by a medical authority who is not a government servant (with seal)}

Signature/Thumb impression of the person in whose favour disability certificate is issued.
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Note: In case this certificate is issued by a medical authority who is not a government servant, it shall be valid only if countersigned by the Chief Medical Officer of the District.

Note: The principal rules were published in the Gazette of India *vide* notification number S.O.908(E), dated the 31<sup>st</sup> December, 1996.

**UNDERTAKING**

I understand that I shall not be eligible to be appointed to the post of \_\_\_\_\_ in Lok Sabha Secretariat (vacancies notified *vide* Advt. No.1/2019) 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 14.08.2014.

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. No.36033/1/2013- Estt.(Res.) dated 27.05.2013 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.1/2019 before Personal Interview for the post of \_\_\_\_\_.  
 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.***