

Roll No. _____

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

APPLICATION FORMAT

Affix recent self-attested passport size Photograph

Advt. No. 2/2019

Name of the Post applied for: **Parliamentary Reporter** (_____) (Please indicate Language/Stream-English/Hindi/Both)

1. FULL NAME (In Capital Letters):

Signature of Candidate

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) _____ Email 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 self-attested copy of the matriculation certificate)

D	D	M	M	Y	E	A	R
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9. PLACE OF BIRTH (Village/Town/City/District/State): _____

10. AGE AS ON 28.01.2020: Years _____ Months _____ Days _____

11. CATEGORY (GEN/SC/ST/OBC/EWS): _____ (The candidates belonging to SC/ST/OBC/EWS category must enclose self-attested 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 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. SHORTHAND SPEED: (ENG.) _____ w.p.m. (HINDI) _____ w.p.m.

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

(a) Educational Qualifications:

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

(b) Professional/Technical Qualifications:

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

16. 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.

17. Please specify clearly whether the experience mentioned in column 16 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	

18. Do you possess the essential educational qualifications as required for the post applied for? Yes/No

19. Do you possess any of the desirable qualifications? Yes/No

20. Please specify the language/stream for which you want to be considered. _____

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 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 as mentioned in column nos. 8, 11, 13 (wherever applicable) and 15 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. 2/2019

2. Name of the Post: Parliamentary Reporter: _____

(Please indicate Language/Stream-English/Hindi/Both)

**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)

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.2/2019) 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 14th 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 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.2/2019 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 :

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 ofVillage/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***:

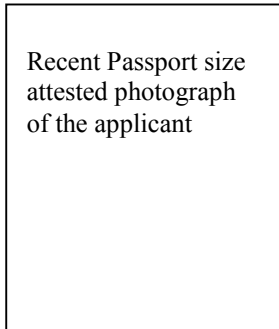
- I. 5 acres of agricultural land and above;
- II. Residential flat of 1000 sq. ft. and above;
- III. Residential plot of 100 sq. yards and above in notified municipalities;
- IV. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

2. Kumari/Smt./Shribelongs 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/ 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.