

**PARLIAMENT OF INDIA**  
**LOK SABHA SECRETARIAT**  
**(ADMINISTRATION BRANCH – I)**

Applications are invited for filling up **02 vacancies** for the post of Welfare Officer (ex-cadre) in Level 10 in the Pay Matrix on deputation basis in Lok Sabha Secretariat from amongst persons from Centre/State Government or Legislature Secretariat or Centre/State Public Sector Undertakings/ Autonomous Bodies/ Supreme Court of India/ High Courts or Local Self-Government Institutions and fulfillment of the following conditions:

- (i) Officers in Level-10 in the Pay Matrix**  
**OR**
- (ii) 3 years Service in Level-8 in the Pay Matrix**  
**OR**
- (iii) 5 years combined service in Level-8 and Level-7 in the Pay Matrix**

**DESIRABLE:**

- (i) Knowledge of CGHS, CS(MA) Rules, 1944, Financial Rules**
- (ii) Knowledge of location of Government Hospitals and Hospitals recognized under CGHS/ CS(MA) Rules, 1944**
- (iii) Ability to recognize Members of Lok Sabha**
- (iv) Proficiency in Computer**

**2. UPPER AGE LIMIT**

The upper age limit for the said post is 56 (Fifty Six) years.

**3. LAST DATE OF APPLICATION AND DATE OF RECKONING**

The last date of receipt of application is **26<sup>th</sup> July, 2021**. Further, the essential eligibility condition, experience and qualifications and upper age limit mentioned at paras 1 to 2 above will also be reckoned as on the last date of receipt of application.

**4. SELECTION PROCEDURE**

The selection procedure for the said post for all eligible candidates will be decided in due course, separately.

**5. PERIOD OF DEPUTATION**

The initial period of deputation shall be for 03 (three) years extendable for maximum period of 07 (seven) years on the terms and conditions in accordance with the instructions contained in Department of Personnel & Training (DoPT) O.M. No.6/8/2009-Estt(Pay-II) dated 17.06.2010 and O.M. No.6/8/2016-Estt.(Pay-II) dated 17.02.2016, as adopted by Lok Sabha Secretariat *vide* R&CS Order No.Misc.87/2011 dated 04.02.2011, No.Misc.123/2016 dated 30.11.2016 respectively, as amended.

## **6. ACCOMMODATION**

Subject to availability, residential accommodation will be provided to the incumbent from Lok Sabha Secretariat Pool till she/he is on deputation in this Secretariat.

## **7. SUBMISSION OF APPLICATION & DOCUMENTS/CERTIFICATES**

7.1 Application of the eligible candidates may be forwarded, **THROUGH PROPER CHANNEL ONLY (NO ADVANCE COPY WILL BE ENTERTAINED)**, in the prescribed format given in **ANNEXURE** alongwith her/his duly attested degree(s), certificate(s), mark-sheet(s) etc., and her/his complete and up-to-date attested copies of Annual Confidential Reports (ACRs)/Annual Performance Appraisal Reports (APARs) for the last 05 (five) years of service, Vigilance and Integrity Certificate in respect of the applicant(s) so as to reach **Administration Branch-I [Deputy Secretary (E-C)], Lok Sabha Secretariat, Room No.613, Parliament House Annexe, New Delhi –110 001** latest by **26<sup>th</sup> July, 2021**. The applicant once selected will not be allowed to withdraw her/his candidature subsequently.

7.2 Application(s) without accompanying ACRs/APARs will be summarily rejected and no correspondence relating thereto will be entertained. Further, in case any adverse entry is found in the ACRs/APARs of a candidate (for the prescribed years of service) at any stage, her/his candidature/appointment is liable to be cancelled/ terminated.

7.3 Application(s) which are illegible, not conforming to the instructions contained in this advertisement or received after the last date will be summarily rejected. Incomplete applications shall also be summarily rejected.

## **8.0 GENERAL CONDITIONS**

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

8.2 **NUMBER OF VACANCIES:** The number of vacancies specified is subject to change.

8.3 **RIGHT TO CANCEL THE PROGRAMME OF RECRUITMENT:** Mere submission of application 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 therefor. Lok Sabha Secretariat also reserves the right to modify the advertisement or part of it at any stage, if considered necessary.

8.4 The Hon'ble High Court of Delhi at New Delhi will have the jurisdiction to settle and decide all matters and disputes related to this recruitment process.

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**PARLIAMENT OF INDIA**  
**LOK SABHA SECRETARIAT**  
**(ADMINISTRATION BRANCH-I)**

**APPLICATION FORMAT FOR THE POST OF WELFARE OFFICER (EX-CADRE) ON**  
**DEPUTATION BASIS.**

*Affix recent  
passport size  
photograph*

1. Name (in Block Letters) : \_\_\_\_\_

2. Father's/Husband's Name : \_\_\_\_\_

3. Mother's Name : \_\_\_\_\_

4. Nationality : \_\_\_\_\_

5. Address

(a) For communication : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(b) Permanent : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6. Present office address : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone/Mobile No. : \_\_\_\_\_ e-mail: \_\_\_\_\_

7. (a) Date of Birth : \_\_\_\_\_

(b) Age as on 26.07.2021 : \_\_\_\_\_(years)\_\_\_\_\_ (months)\_\_\_\_\_ (days)

8. Date of superannuation : \_\_\_\_\_(month)\_\_\_\_\_ (year)

9. Category (SC/ST/OBC/EWS/GEN) : \_\_\_\_\_

10. Details of service (please attach separate sheet, if required) :

Sl. No.	Name of the Organisation	Post held	Scale of pay	Served From - To	Length of service	Whether regular or not	Nature of duties performed
(i)	(ii)	(iii)	(iv)	(v)	(vi)	(vii)	(viii)

11. Educational qualifications (including professional/ technical qualifications, if any):  
(Please attach separate sheet, if required).

Sl. No.	Exam passed	Institute/ University	Subjects studied	Year of passing	% of marks

12. Any other relevant information : \_\_\_\_\_  
(please attach separate sheet, \_\_\_\_\_  
if required) \_\_\_\_\_

13. **DECLARATION :**

I declare that I fulfil the eligibility conditions as per the Advertisement No.../2021 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 said Advertisement, my candidature/appointment is liable to be cancelled/terminated.

**Signature of the candidate**

**Place:**

**Date:**

**VIGILANCE AND INTEGRITY CERTIFICATE**  
**(To be given by the Head of Office of the applicant)**

1. It is certified that the particulars furnished by the applicant are correct.
2. It is certified that no disciplinary/vigilance case is pending against the applicant and she/he is clear from the vigilance angle.
3. Her/his integrity is beyond doubt.
4. It is certified that no minor/major penalties have been imposed on the applicant during the last ten years or during the period of her/his service, whichever is more.
5. Copies of Annual Confidential Reports (ACRs)/Annual Performance Appraisal Reports (APARs) for the last 05 (five) years, are enclosed.
6. It is certified that in the event of selection, the officer will be relieved of her/his duties immediately.

Signature of the forwarding authority

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

**Note:**

*Application form not accompanied by complete and up-to-date attested copies (on each page) of ACRs/APARs for the last 05 (five) years, along-with Vigilance and Integrity Certificate will be summarily rejected and no correspondence relating thereto will be entertained.*