

LOK SABHA SECRETARIAT

FAX: 23010756

PARLIAMENT HOUSE ANNEXE
NEW DELHI-110001

No. 9/5/JRC/2018

16 January, 2018

From

Ramesh Lal
Additional Director

To

All concerned

Subject : Conduct of Typing Test (Hindi and English) for filling up vacancies for the post of Junior Clerk in Lok Sabha Secretariat on Direct Recruitment basis - Inviting Quotations.

Sir/Madam,

Joint Recruitment Cell (Parliament of India) intends to conduct **Typing Test (in Hindi and English) of 10 minutes duration** for filling up the vacancies for the post of **Junior Clerk** in Lok Sabha Secretariat on Direct Recruitment basis **on 24th February, 2018 (Saturday).**

2. **The total number of candidates for the above-said Typing test is 575 Approx. (475 for English Stream and 100 for Hindi Stream).**

3. For smooth conduct of the above-said typing test, the following services/infrastructure will be required by Joint Recruitment Cell :-

(i)	Computer labs equipped with sufficient number of latest computer terminals for use by the candidates for typing the test passage. For Hindi Typing Test, the Key Boards should have bigger 'Shift' Key;
(ii)	Sufficient number of high speed laser printers in LAN in working condition for taking out hardcopy/printout of passage/matter typed by the candidates. <u>A-4 size papers required for this purpose will be provided by JRC;</u>
(iii)	Sufficient number of Engineers/support staff shall be deployed by you to handle the complaints regarding smooth/proper working of the computer terminal(s), taking print out etc. during the course of the typing test;
(iv)	Clean toilets(for males and females) and drinking water facility for the candidates and officers of JRC at the Centre of test shall be made by you; and
(v)	Intimation to the concerned local police station regarding holding the test at the Centre, if required, shall be sent by you.

4. The Centre Supervisor, Invigilators for invigilation duty etc., shall be provided by the Joint Recruitment Cell.

5. **The payment will be made in respect of number of candidates who will actually appear in the Typing Test.**

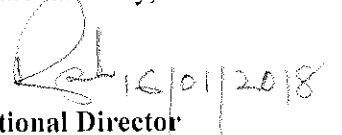
6. Accordingly, sealed quotations (indicating the service charges including the applicable taxes), are invited from professionals, experienced and resourceful service providers, duly approved/authorised by concerned Government agencies, for consideration by Joint Recruitment Cell/Lok Sabha Secretariat for allotment of the above-said work order. **The sealed quotation should reach the undersigned (Room No. 149 Parliament House Annexe, New Delhi-110001) latest by 22 January, 2018 (at 11.00 A.M.).**

7. The total number of computer terminals available including the number of rooms/computer labs should also be mentioned in the proposal/quotation. The information regarding experience in conducting Typing Tests of various organizations should also be furnished.

8. It may please be noted that the service providers may be asked for demonstration /inspection of their premises/examination centre/infrastructure before assigning the above-said work-order. The Service Provider shall not be allowed to change the Centre of examination once allotted to Joint Recruitment Cell as all the candidates will be intimated in their Call Letters/Admit Cards accordingly.

9. Joint Recruitment Cell, Lok Sabha Secretariat will have full and final authority to reject any/all offer(s)/quotation at any time in the process of awarding/availing of the above-said services without assigning any reason therefor.

Yours faithfully,

Handwritten signature and date: 16/01/2018

Additional Director

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