

## LOK SABHA SECRETARIAT

FAX: 23010756

PARLIAMENT HOUSE ANNEXE  
NEW DELHI-110001  
2<sup>ND</sup>, February, 2021

LAFEAS-RB015/12/2021-R.B

From:

C. Vanlalruata,  
Additional Director

To

All concerned

**Subject: Conduct of Stenography Test for filling up the vacancies for the post of Parliamentary Reporter in Lok Sabha Secretariat on Direct Recruitment Basis – Inviting Quotations.**

Sir/Madam,

Recruitment Branch (Lok Sabha Secretariat - Parliament of India) intends to hold the Stenography Test (Shorthand and Transcription) for filling up the vacancies for the post of **Parliamentary Reporter (Hindi and English)** in Lok Sabha Secretariat on Direct Recruitment basis in the first half of May, 2021.

2. The Scheme of the Stenography Test is as under:-

(i) 160 w.p.m. of 10 minutes duration to be transcribed within 1 hour 30 minutes (which includes 10 minutes for reading of notes) in case of English Stenography Test and 1 hour 55 minutes (which includes 10 minutes for reading of notes) in case of Hindi Stenography Test

(ii) 140 w.p.m. of 10 minutes duration to be transcribed within 1 hour 20 minutes (which includes 10 minutes for reading of notes) in case of English Stenography Test and 1 hour 45 minutes (which includes 10 minutes for reading of notes) in case of Hindi Stenography Test.

3. The total number of candidates for the above-said Stenography test is 7000 Approx.

4. For smooth conduct of the above-said stenography test, the following services/infrastructure will be required by Recruitment Branch.

(i)	Rooms equipped with 20-25 number of comfortable bench-chairs for sitting of the candidates for taking dictation of the stenography passage. Arrangement of one podium in the above rooms for use of the person who will be giving dictation of the stenography passage;
(ii)	Computer labs equipped with sufficient number of latest computer terminals for use by the candidates for typing the transcriptions/dictated passage. For Hindi Stenography Test, the Key Boards should have bigger 'Shift' Key;
(iii)	Sufficient number of high speed laser printers in LAN in working condition for taking out hardcopy/printout of passage typed by the candidates. A-4 size papers required for this purpose will be provided by Recruitment Branch;
(iv)	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 of transcription, etc. during the course of the test/examination;

(v)	Clean toilets (for males and females) and drinking water facility for the candidates and officers of Recruitment Branch at the Centre of test shall be made by you; and
(vi)	Intimation to the concerned local police station regarding holding the test at the Centre, if required, shall be sent by you.
(vii)	Professionals and Service Providers will maintain all the protocols imposed due to COVID-19 pandemic by Govt. of India, State Government and Local Administration. All the expenses for sanitization etc. would be borne by organization. Keeping in view of the current scenario of COVID-19 and protocol the Social Distancing should be maintained during the above said Test.

5. The centre Supervisor, Invigilators for invigilation duty etc., dictators for dictating the passage(s), both in English and Hindi, shall be provided by Recruitment Branch.

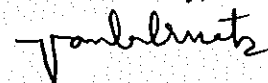
6. Accordingly, sealed quotations (indicating the service charges including the applicable taxes), are invited from professionals, experienced and resourceful service providers, duly approved/authorized by concerned Government agencies, for consideration by Recruitment Branch/Lok Sabha Secretariat for allotment of the above-said work order. **The sealed quotation should reach the undersigned (Room No.332, Parliament House Annexe, New Delhi-110001) latest by 08<sup>TH</sup> February, 2021 (at 05.00 P.M. hours).**

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 Stenography 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 Recruitment Branch as all the candidates will be intimated in their Call Letters/Admit Cards accordingly.

9. Recruitment Branch, 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 thereof.

Yours faithfully,



**Additional Director**  
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