

**PARLIAMENT OF INDIA
RAJYA SABHA SECRETARIAT
NEW DELHI**

No. RS.35/5/19-Perl

Advt. No.1/2020

ENGAGEMENT OF CASUAL LABOURERS

Applications are invited for drawing a panel for need based short term engagement as Casual Labourer in Rajya Sabha Secretariat from eligible Indian citizens.

Educational Qualification :- The applicant shall possess minimum educational qualification of 10th Pass (Matriculation) or its equivalent from a Government recognized school/ Institute and shall have requisite working knowledge of English and Hindi.

Age limit :- The candidate should not be less than 18 years of age and more than 27 years of age as on the closing date of application. Age relaxation upto 5 years is permissible for candidates belonging to SCs and STs categories and upto 3 years for candidates belonging to OBC category. Upper age limit is also relaxable upto 10 years for Persons with Disabilities (PwDs)

Multi-skill abilities :- Preference would be given to persons possessing/ ability to possess one or more skills including cycling, motor driving, typing, knowledge of basic computer applications, binding of books/ reports/ documents, photocopying, bearing etc.

Application procedure :-

- (a) Eligible candidates have to apply in type-written form strictly in the prescribed format, either in English or Hindi. Application form can be downloaded from the Official website of Rajya Sabha (<http://www.rajyasabha.nic.in>).

- (b) Application complete in all respects should be sent by ordinary post or drop in box placed at Reception, Parliament House Annexe, in an envelope superscribing on the cover of the envelope 'Application for engagement as Casual Labourer' to :-

Deputy Secretary (Personnel)
Rajya Sabha Secretariat
Room No. 628, Parliament House Annexe,
New Delhi-110001.

Applications which are illegible, incomplete, not conforming to the prescribed format and the instructions given in this advertisement or received after the last date will be summarily rejected. Application sent by any other manner shall not be entertained and will be summarily rejected.

- (c) Only one application should be sent in an envelope and in case more than one application is found in an envelope, all applications so received, shall be summarily rejected.
- (d) The last date for receipt of application shall be 15 days from the date of publication of advertisement (date of publication of advertisement in the Employment News is 25th January, 2020). Candidates should ensure that the application reaches the designated address before the last date for receipt of applications. Rajya Sabha Secretariat will in no case be responsible for non-receipt of their applications or any delay in receipt thereof on any account whatsoever.
- (e) The candidates shall enclose with the application form self attested copies of documents relating to their age, educational qualifications, category and other skills, if any, possessed by them etc. They would be required to produce the original documents at the final stage of the interview/ empanelment process for verification and for determining their eligibility for the same. At that time, if any claim made by a candidate in the application is not found substantiated or supported by relevant documents/ certificates, except for the present address, his/ her candidature will be summarily rejected.

Selection procedure :-

- (a) Rajya Sabha Secretariat has the right to restrict the number of applicants who may be called for test/ interview. **1st stage** will be for screening of candidates only and the marks secured at this stage will not be counted while preparing the panel.
- (b) The shortlisted candidates who fulfil the prescribed conditions of eligibility will have to appear in test/ interview before the Selection Committee at the **2nd stage** to judge their suitability for empanelment as Casual Labourers in this Secretariat. Marks secured at this stage will be reckoned for empanelment and determining the merit order.
- (c) Both 1st stage screening and 2nd stage selection process will be held in Delhi only. The candidates will be required to carry a valid photo ID proof such as PAN card/ Passport/ Voter ID/ Driving License/ Aadhar Card/ Permanent Identity Card issued by a University/ College or any other valid proof of identification issued by Government having a latest photograph of the candidate. No candidate would be entitled for any TA/ DA claim for appearing in the selection process.
- (d) The minimum cut-off percentage of marks is 50%, 45% and 40% for positions in Unreserved, OBC and SC/ ST categories respectively.
- (e) Reservations to persons belonging to Scheduled Castes, Scheduled Tribes, Other Backward Class, Economically Weaker Section and Persons with Disabilities would be provided in the select panel as per the existing instructions.

Remuneration :- Casual Labourer engaged by the Secretariat are entitled for daily wages at the rate of 1/30th of the pay of minimum stage in pay scale of Attendant plus dearness allowance thereon, as payable as on date for each full day of work.

Right to cancel the programme of engagement of Casual Labourers :- Rajya Sabha Secretariat reserves the right to cancel the programme of engagement of

Casual Labourers at any stage without any prior notice and without assigning any reason thereof or to modify this advertisement or part of it at any stage, if considered necessary.

General instructions/ directions/ conditions :-

- (i) Candidates claiming to be SC/ ST/ OBC / EWS / PWD must ensure that the name of the candidate and his/ her father in the certificate should be strictly as recorded in the Matriculation Certificate. The caste/ sub-caste name should be strictly according to the Central List. For EWS category, the certificate should be as per DoPT OM dated 31st January, 2019. If the SC/ ST/ OBC/ EWS certificate is in language other than English/ Hindi, the candidate should submit an attested translated version of the same in English/ Hindi.
- (ii) The engagement of Casual Labourers in Rajya Sabha Secretariat shall be short term and need based. Mere empanelment of Casual Labourer does not bestow any right to a person for engagement as Casual Labourer in Rajya Sabha Secretariat. Even if engagement as Casual Labourer is made, it will not give any claim for regular appointment in Rajya Sabha Secretariat nor will it give any claim for any benefit available to the regular employees.
- (iii) Unless decided otherwise, the validity of the panel of Casual Labourer shall be for a period of 2 years from the date of its constitution approved by the competent authority or formation of any subsequent panel whichever is earlier.
- (iv) Attempts to influence the empanelment process or canvassing in any manner would lead to summary rejection of application/candidature.

By order

K. Sudhakaran
Director

**PARLIAMENT OF INDIA
RAJYA SABHA SECRETARIAT**

Application Form

(To be filled by the candidate with Ball Point Pen in his/ her own handwriting. Applications which are incomplete/ without signatures will be rejected)

For official purpose :-

PASTE A RECENT GOOD QUALITY PASSPORT SIZE PHOTOGRAPH HERE (DO NOT STAPLE)

Signature of candidate

1. Full Name of the candidate in capital letters (leave a blank space between each part of name) :

2. Father's Name :

3. Mother's Name :

4. Gender (write M for Male & F for Female) :

5. (a) Date of Birth :

D	D		M	M		Y	Y	Y	Y
		-			-				

(b) In words : _____

6. Address for correspondence (Please write clearly in block letters) :

Name : _____

Address : _____

_____ PIN CODE _____

7. Permanent Address :- _____

_____ PIN CODE _____

8. Phone No. (with STD code) _____ Mobile No. _____

9. Educational Qualifications : _____

10. Whether you know cycling (Write 1 for Yes & 2 for No) :

11. Whether you know Driving (Write 1 for Yes & 2 for No) :

12. Whether you possess a valid Driving License (Write 1 for Yes & 2 for No) :

13. Category * (Write 1 for SC, 2 for ST, 3 for OBC, 4 for PWD# & 5 for UR):

14. Is any age relaxation being claimed (Write 1 for Yes, 2 for No) :

15. Any other skills like typing, knowledge of basic computer applications, binding, photocopying, bearing, etc. possessed by you : _____

Declaration

I hereby declare all statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that the Rajya Sabha Secretariat may cancel/terminate my candidature/empanelment in case any information given in this application form is found false or incorrect at any stage.

Place :

Date :

Signature of candidate

*Mention each category separately in case you belong to more than one category
#PWD (Persons with Disabilities)