

**PARLIAMENT OF INDIA**  
**(RECRUITMENT BRANCH, LOK SABHA SECRETARIAT)**

521, PARLIAMENT HOUSE ANNEXE,  
NEW DELHI-110001  
Dated: 10<sup>th</sup> February, 2021

No. LAFEAS-RB017/1/2021-R.B

**CALL LETTER**

To

Kum./ Smt./Shri \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

**SUBJECT: RECRUITMENT TO THE POST OF TRANSLATOR IN LOK SABHA SECRETARIAT - ADVT. NO. 1/2020**

You have been permitted to appear in the Examination for the post of Translator in Lok Sabha Secretariat.

2. Your Roll No. is .....(Kindly refer the list of eligible candidates for the post of Translator as uploaded on the Lok Sabha Secretariat website).
3. The following will be the Scheme of Examination:

**DATE :** 7<sup>TH</sup> MARCH, 2021 (SUNDAY).

**VENUE :** Please refer to Page No. 2.

**I Preliminary Examination:**

	Subject	Marks	Time
Part A:	General Knowledge and Current Affairs	50	09:00 A.M. to 10:15 A.M. (75 minutes)
Part B:	General English	50	
Part C:	General Hindi (50 multiple choice objective type questions in each part)	50	

The candidates will have to secure the Minimum qualifying marks in each component and aggregate in the Preliminary Examination. The marks secured by the candidates in the Preliminary Examination **will not be counted** while preparing the final selection list. **The answer sheets of Main Examination of only those candidates, who obtain the minimum qualifying marks in each component and aggregate in the Preliminary Examination, will be evaluated.**

**II Main Examination:**

Paper	Subject	Marks	Time
I : Part A	Translation from English to Hindi	75	11:15 A.M. to 01:15 P.M. (2 hours)
Part B	Translation from Hindi to English	75	
II : Part A	English Essay, Precis and Grammar**	50	02:30 P.M. to 05:30 P.M. (3 hours)
Part B	Hindi Essay, Precis and Grammar**	50	
<b>Total</b>		<b>250</b>	

**\*\* Essay (25 Marks), Precis (15 Marks) and Grammar (10 Marks)**

From amongst the candidates who secure the minimum qualifying marks in each component of Papers I and II of the Main Examination, selection will be made on the basis of the overall performance of candidates in the Main Examination, subject to the availability of vacancies. The candidates belonging to SC, ST and OBC categories availing the benefit of their category in marks obtained for qualifying the Preliminary Examination and/or Main Examination and/or in age will not be entitled to occupy UR vacancy.

4. Multiple Choice Objective Type Questions in the Preliminary Examination Paper [Parts (A), (B) & (C)] will be in one booklet. In the answer sheets, four alternatives will be shown as A, B, C, and D against each question serial number. You are required to mark 'X' for the right answer on the answer sheet.

5. You are required to **bring and submit Attendance Sheet** (Page no. 3) with duly affixed thereon the same photograph which was affixed on the application form before submitting scanned copy of the application form to Recruitment Branch by e-mail and a self-attested **copy of each of following documents, wherever applicable, to the Invigilator:-**

- (i) Caste/Category certificate issued by the competent authority (in case of SC, ST, OBC and EWS candidates).
- (ii) Discharge Book in case of Ex-Serviceman.
- (iii) PH Certificate in format as prescribed in the advertisement.

In case of any discrepancy in the name (either of the candidate or her/his parents) including the spelling error or otherwise as recorded in the certificate(s), etc. and as mentioned in the application by the candidate, a self attested photocopy of an affidavit/gazette notification (as the case may be) to the effect that the name(s) belong to the one and the same person is to be submitted by the candidate along with the above said documents/certificates.

6. The minimum cut off percentage of marks in Written Test (Preliminary and Main Exams) is 50%, 45% and 40% for vacancies in GENERAL/EWS, OBC and SC/ST categories, respectively. The above percentages are relaxable by 5% in case of physically challenged persons of relevant disability and category for appointment against the vacancies reserved for physically challenged persons. These percentages are the minimum marks which a candidate is required to secure in each paper/component and aggregate in the written test. However, the cut-off percentages may be raised in individual component/paper/aggregate to arrive at a reasonable vacancy : candidate ratio.

7. Your candidature is strictly provisional and it can be cancelled at any time in case any declaration in your application does not match with the requirements advertised for the post. You are, therefore, required to satisfy yourself that you fulfill the eligibility conditions for the post as advertised, before attending the examination.

8. You are required to abide by the instructions given below; special instructions for ongoing COVID -19 pandemic; and those that may be given in the Examination Hall, failing which your candidature will be cancelled.

  
(DEPUTY SECRETARY)  
Tel. Nos.: 011 - 23034521/5564

### Venue of the Examination

Sl. No.	Roll Nos. (from-to)	Venue of Examination
1.	1 - 240	ATAL ADARSH BAL VIDYALAYA, MANDIR MARG, NEW DELHI - 110001 (NEAR BIRLA MANDIR POLICE STATION).
2.	241 - 660	ATAL ADARSH VIDYALAYA, HAVLOCK SQUARE, NEW DELHI - 110001 (BEHIND RML HOSPITAL).
3.	661- ONWARDS	ATAL ADARSH VIDYALAYA, TILAK MARG, NEW DELHI - 110001 (NEAR PATIALA HOUSE COURT).

### PART A: GENERAL INSTRUCTIONS

1.	Candidates will be allowed to enter the examination centre in a systematic manner (one candidate at a time) one hour before the commencement of the examination. <b>No Candidate will be allowed entry into the examination Centre after <u>09.00 A.M.</u></b>
2.	Use either Blue or Black <u>Ball pen</u> only.
3.	Write only your Roll Number at the prescribed space on the answer-sheets.
4.	Candidates shall not bring articles such as books, notes, loose sheets, handbag etc. into the Examination Hall. They should leave these articles outside the Examination Hall and should not have access to them during the examination.
5.	A signal will be given at the beginning of the examination and again at the closing time. As soon as the signal for closing time is given, all candidates must stop writing or revising their answers. The candidate, who is found violating this instruction, will be penalised.
6.	While in Examination Hall, you must observe complete silence. Consultation with fellow candidates or any attempt to adopt unfair means will result in immediate expulsion from the Examination Hall.
7.	Candidates should not cause any damage to the property at the Examination Venue(s).
8.	Carrying of mobile or any other electronic gadgets and wireless equipments (even in switch off mode) into the examination premises is <b>NOT</b> permitted. Their possession by a candidate in switched on or switched off mode is considered by the Lok Sabha Secretariat as a manipulate practice and will invite cancellation of her/his candidature and/or debarment from the examinations conducted by Lok Sabha Secretariat. No arrangements for safekeeping of the mobile phone etc. at the examination centre(s) have been made. Hence, Lok Sabha Secretariat shall not be responsible for any loss in this regard.
9.	Do not leave the Examination Hall unless both the question paper and the answer sheet have been collected from you by the Invigilator. Candidates shall not leave the examination hall without prior permission of the Invigilator. <b><u>No candidate will be allowed to leave the Examination Hall before the examination is over in case of Preliminary Examination and before expiry of half time in case of Main Examination.</u></b>
10.	If you belong to Scheduled Caste/Scheduled Tribe and intend to claim Travelling Allowance admissible to you as per Govt. Rules, bring an attested copy of SC/ST certificate issued by Competent Authority, necessary travel documents and a cancelled Cheque leaf (after cutting the cheque number) and submit the same after the examination. <b><u>Admissible amount of TA will be transferred electronically into candidate's Bank Account.</u></b>
11.	Smoking/drinking is prohibited at the venue of examination.
12.	<b><u>The Chief Supervisor at the Examination Centre is authorized to expel a candidate from the examination centre for any misconduct by the candidates.</u></b>

**PARLIAMENT OF INDIA**  
(RECRUITMENT BRANCH, LOK SABHA SECRETARIAT)

**ATTENDANCE SHEET**

1. Advt. No. 1/2020

2. Name of the Post: **TRANSLATOR**

Affix self-attested  
passport size  
Photograph  
which was affixed on  
application form before  
scanned copy of the  
same was sent to  
Recruitment Branch by  
e-mail

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 \_\_\_\_\_

8. Mobile no(s) \_\_\_\_\_ e-mail address: \_\_\_\_\_

9.

Subject	Date of Exam.	Left Thumb impression	Signature
Preliminary Examination General Knowledge and Current Affairs General English General Hindi	07.03.2021		
Main Examination Paper I: (a) Translation from English to Hindi (b) Translation from Hindi to English	07.03.2021		
Paper II: (a) English Essay, Precis and Grammar (b) Hindi Essay, Precis and Grammar	07.03.2021		

10.

ROLL NO.	
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**Note: Please fill up all the above columns except at sl. no.9 and bring this page at the Examination Centre along with photo identity card.**

**SPECIAL INSTRUCTIONS FOR ONGOING COVID -19 PANDEMIC**

In view of the prevailing situation in the country due to COVID-19, candidates appearing in the examination are advised to follow the following instructions (in addition to General Instructions at page 2) to prevent the spread of the disease in and around the examination halls/premises:

1.	In light of COVID-19 pandemic, the candidates are advised to reach the venue of examination well before gate closure time so as to avoid last minute crowding at the entry gate.
2.	Candidates should wear their own face mask covering the mouth and nose throughout the course of examination.
3.	Wearing of face mask is mandatory for all candidates. Candidates without face mask will not be allowed entry into the venue. Candidates, however, will have to remove their masks for verification, whenever required by the examination functionaries.
4.	Candidates are advised to carry their own bottle of sanitizer (transparent and small in size) as well as their own transparent bottle of drinking water.
5.	Candidates shall be allowed to enter the examination premises only after thermal screening. It is strictly mentioned that candidates should not come to the examination centre for writing the examination, if they are tested COVID-19 positive whether symptomatic or asymptomatic or having any of the symptoms like fever, cough, sneezing, breathing problem, headache, running nose, chest congestion, sore throat etc., during the last 10 days or under self-isolation or quarantine or returned from any foreign country within the last 14 days of the examination or any other instructions/guidelines in this regard issued by the concerned authorities from time to time.
6.	Candidates shall be provided with hand sanitizer to clean their hands before entering the examination premises/ hall and also while leaving the examination premises.
7.	Candidates are advised to refrain from standing in groups outside and inside the examination centre premises either before or after the conclusion of examination and strictly adhere to the social distancing norms, as prescribed.
8.	Candidates should maintain proper hygiene and avoid spitting anywhere in the examination premises.
9.	In case any candidate feels unwell or any difficulty, he/she should immediately report the same to the invigilator/supervisor, etc.
10.	All candidates are advised to co-operate with the examination functionaries for adherence to the COVID-19 and other guidelines during conduct of examination.
11.	Candidates should carry with them exam related documents (i.e., Attendance Sheet, Photo Identity Card) face mask, transparent water and sanitizer bottles. Sharing of personal belongings shall not be allowed.