ANNUAL ACTION PLAN OF RECRUITMENT CELL

Sl. No.	Item	ACTIVITY			
		JANUARY-MARCH	APRIL-JUNE	JULY-SEPTEMEBR	OCTOBER-DECEMBER
1	**Conduct of Examination**	**(i)** Issue of advertisement for inviting online application for vacancies (Jr. Parliamentary Interpreter (Eng./Hindi), Jr. Parliamentary Interpreter (Regional languages), Jr. Parliamentary Reporter(Hindi), Jr. Parliamentary Reporter(English),Sr. Exe. Assistant; Research Assistant; Stenographer; Security Assistant Gr. II; Jr. Library Assistant; Jr. Clerk; and Translator;) in Rajya Sabha Secretariat. The examination (Pre.) will be held in Delhi & Mumbai to attract sufficient no. of candidates.	**(i)** Conduct of preliminary examinations for following posts:- (a) Jr. Parliamentary Interpreter (Eng./Hindi); (b) Jr. Parliamentary Interpreter (Regional languages); (c) Jr. Parliamentary Reporter(Hindi); (d) Jr. Parliamentary Reporter(English); (e) Sr. Exe. Assistant; (f) Research Assistant; (g) Stenographer; (h) Security Asstt. Gr. II; (i) Jr. Library Assistant; (j) Jr. Clerk; and (k) Translator. **(ii)** Any work pending from previous quarter.	**(i)** Conduct of skill tests for the posts which involve skill tests. **(ii)** Conduct of main examination for the posts which do not involve skill tests. **(iii)** Conduct of interviews and declaration of results of the posts mentioned above. **(iv)** Any work pending from previous quarter.	**(i)** Conduct of main examinations for the posts which involve skill tests. **(ii)** Conduct of interviews and declaration of final results. **(iii)** Preparation for conducting examination for the vacancies arising during the next year by way of ascertaining the vacant posts, tying up with the concerned agencies. The examination centres will also be increased from Delhi and Mumbai to Chennai/Kolkata's so that sufficient candidates are available and no post remains vacant. **(iv)** Any work pending

Sl. No.	Item	ACTIVITY			
		JANUARY-MARCH	APRIL-JUNE	JULY-SEPTEMEBR	OCTOBER-DECEMBER
					from previous quarter.
2	**Scheme of Examination**	-----	-----	-----	The existing scheme will be reviewed after the conduct of examinations for modifications, if any.
3	**Syllabus of Examination**	-----	-----	-----	The existing syllabus will be reviewed after the conduct of examinations for modifications, if any.
4	**Annual Action Plan**	-----	-----	-----	**(i)** Preparation and submission of Annual Action Plan for the year 2017 within the stipulated time limit; and **(ii)** Submission of status of Annual Action Plan 2016.
5	**Annual Report**	Preparation and submission of Annual Report on the works done by the Recruitment Cell in 2015.	-----	-----	-----
6	**Web page**	Necessary information regarding scheme and syllabus of examinations, date, time and venue of examinations, list of eligible candidates, results and other details will be uploaded on the webpage as and when required during the conduct of various examinations.			

Sl. No.	Item	ACTIVITY			
		JANUARY-MARCH	APRIL-JUNE	JULY-SEPTEMEBR	OCTOBER-DECEMBER
7	**Record Management/ Weeding out of old Records**	Files/documents will be recorded and weeded out as per the approved Record Management Policy.			
8	**Computerized Diary; Updation of Records on website and Maintenance of Register(s) etc.**	Record of files and receipts will be maintained in DMIS and the registers such as expenditure register, file register etc. will be updated on regular basis.			
9	**Annual Office Inspection; ATR on observation of Inspecting Officer**	Annual Office Inspection to be carried out on the directions of the O&M Section.	Steps will be taken to implement the recommendations/ observations of the inspecting officer nominated by the O & M Section and submission of Action Taken Report.		
10	**Work to be done in Hindi**	Bilingual (English and Hindi) advertisement will be issued. Question papers (except for language papers) will be bilingual. All the communications received in Hindi shall be responded in Hindi.			
11	**Work relating to Information sought under RTI Act, 2005**	Applications seeking information under the RTI Act, 2005 will be disposed off within the stipulated time limit and the record of number of receipts received/dealt/ pending will be updated on quarterly basis.			
12.	**New Initiative(s) proposed**	**(i)** Online application shall be introduced to invite applications from the prospective candidates for Recruitment examinations to be conducted by Recruitment Cell; and **(ii)** Preliminary Examination will be conducted at one more centre outside Delhi.			
13.	**Court Cases**	The work relating to court cases, if any, shall be disposed off expeditiously.			