

ANNUAL ACTION PLAN OF RECRUITMENT CELL

Sl. No.	Item	January-March	April-June	July-September	October-December
1	Conduct of Examination	<p>Open Competitive Examination</p> <p>(i) Conduct of Simultaneous Interpretation Tests for the post of Junior Parliamentary Interpreter (English/Hindi, Assamese, Marathi and Urdu);</p> <p>(ii) Conduct of Interviews for the following posts advertised <i>vide</i> Advt. No. 1/2016: (a) Security Asstt. Gr. II; (b) Stenographer; (c) Jr. Clerk (English and Hindi); (d) Translator; (e) Jr. Proof Reader; (f) Jr. Parliamentary Interpreter (Eng./Hindi); (g) Jr. Parliamentary Interpreter (Assamese, Marathi & Urdu languages); and (h) Jr. Parliamentary Reporter (English and Hindi).</p> <p>(iii) Preparation of Final results and recommendation of names of finally selected candidates to the Personnel Section for appointment.</p> <p>(iv) Conduct of Preliminary Examinations/Oration Tests as applicable, for the following 10 posts</p>	<p>Open Competitive Examination</p> <p>(i) Declaration of result of Preliminary Examinations/Oration Tests in r/o Advt. No. 1/2017.</p> <p>(ii) Conduct of Skill Tests for the posts of (a) Stenographer (English) (b) Secretariat Asst.(Eng) (c) Secretariat Asst. (Hindi) (d) Secretariat Asst. (Urdu)</p> <p>(iii) Conduct of Physical Measurement and Physical Fitness Test (PMPFT) for the post of Security Assistant Grade-II; and</p> <p>(iv) Declaration of Results of Skill Test/ (PMPFT) of all the posts having Skill Tests</p> <p>(v) Any work pending from previous quarter.</p> <p>Conduct of Departmental Examinations:</p> <p>(i) Parliamentary Reporter (English); (ii) Parliamentary Interpreter (English/Hindi); and (iii) Exe./Leg./Com./Protocol Officer.</p>	<p>(i) Conduct of Written Test/ Main Examinations, as applicable, for all the posts advertised <i>vide</i> Advt. No. 1/2017.</p> <p>(ii) Conduct of Simultaneous Interpretation Test (SIT) for the posts of Parliamentary Interpreter (English/Hindi and Odia).</p> <p>(ii) Declaration of Results of Written Test/ Main Examinations of all the posts and SIT.</p> <p>Any work pending from previous quarter.</p>	<p>(i) Conduct of Interviews for the posts advertised <i>vide</i> Advt. No. 1/2017:</p> <p>(ii) Preparation of Final results and recommendation of names of finally selected candidates to the Personnel Section for appointment.</p> <p>(ii) Any work pending from previous quarter.</p>

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		advertised <i>vide</i> Advt. No. 1/2017:- (a) Parliamentary Interpreter (English/Hindi); (b) Parliamentary Interpreter (Odia); (c) Asst. Leg./Com./Protocol/ Exe. Officer; (d) Stenographer (English); (e) Security Assistant Grade-II; (f) Secretariat Assistant.(Eng); (g) Secretariat Asst. (Hindi); (h) Secretariat Asst. (Urdu); (i) Translator and (j) Proof Reader. Conduct of Departmental Examination for the post of Jr. Clerk.			
2	Scheme of Examination	The existing scheme will be reviewed with particular reference to Interview to be or not to be integral part of recruitment process and bringing more objectivity to the recruitment process.	For Departmental Examinations: (i) Exe./Leg./Com./Protocol Officer; and (ii) Parliamentary Interpreter.		-----
3	Syllabus of Examination	-----	For Departmental Examination: (i) Exe./Leg./Com./Protocol Officer; and (ii) Parliamentary Interpreter.		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 2019 within the stipulated time limit; and
5	Annual Report	Preparation and submission of Annual Report on the works done by the	-----	-----	-----

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		Recruitment Cell in 2017.			
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.			
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 opening 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, if any, of the inspecting officer nominated by the O & M Section and submission of Action Taken Report.		
10	Work to be done in Hindi	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 of within the stipulated time limit and the record of number of receipts received/dealt/ pending will be updated on quarterly basis.			