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DISTRICT OFFICE, BHADRAK
(Establishment Section)

No. 1549. /Estt. ~~1549~~. Dated: 2.08.2010/

To

The DIO, NIC, Bhadrak.

Sub:- For Up-loading Syllabus for the Recruitment Examination of Junior Clerk Vide Notification No. 151 dated. 26.07.2010.

Sir,

With reference to letter on the subject cited above, I am to say that the Advertisement for the post of Junior Clerk in respect of District Office, Bhadrak has already been published in the Newspaper Daily Samaj & Dheritri dated. 02.08.2010.

Hence you are requested to Up-load the Syllabus for the Recruitment of Junior Clerk in the official website. ~~XXXXXXXXXXXX~~ (Copy of Syllabus enclosed).

~~XXXXXXXXXX~~

Yours faithfully,


Deputy Collector (Estt),
Collectorate, Bhadrak



P.K. Das

Comptroller & A.P.

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GOVERNMENT OF ORISSA
GENERAL ADMINISTRATION DEPARTMENT

NOTIFICATION

Bhubaneswar dated the 12th April, 2010

No. SC(R)-21/2009. 7452 /Gen.- In exercise of the powers

conferred by the proviso to article 309 of the Constitution of India, the Governor of Orissa is pleased to make the following rules further to amend the Orissa Ministerial Services (Method of Recruitment to the posts of Junior Clerks in District Offices) Rules, 1985; namely:-

1. (1) These rules may be called the Orissa Ministerial Services (Method of Recruitment to the posts of Junior Clerks in District Offices) Amendment Rules, 2009.

(2) They shall come into force on the date of their publication in the *Orissa Gazette*.

2. In the Orissa Ministerial Services (Method of Recruitment to the posts of Junior Clerks in District Offices) Rules, 1985, (here-in-after referred to as the "said rules"), rule 10 shall be substituted by the following rule, namely:-

"10. The Scheme and subjects for the examination and the Syllabus shall be as specified in the **APPENDIX**."

3. In the said rules, the **APPENDIX** shall be substituted by the following, namely:-

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**"APPENDIX
(See Rule 10)**

Scheme and Subjects for the Examination

Papers	Subjects	Maximum Marks	Time
WRITTEN TEST			
Paper I	PART I: Language Test(English & Oriya)	100	3 hours
	PART II: Objective General Knowledge	100	
Paper II	PART I: Objective Mathematics	100	3 hours
	PART II: Basis Computer Skills(Objective)	100	
	TOTAL	400	6 hours
PRACTICAL SKILL TEST			
	Basic Computer Skills	50	1 hour.

Note: (i) The standard of examination shall be equivalent to that of Secondary School.

(ii) Those who will qualify the written test shall be called for the practical skill test.

(iii) The practical skill test shall be of qualifying nature.

S Y L L A B U S

1. Language Test (English and Oriya) –

A. English Language Test–

50 marks

- (i) Verbs, Tenses, Active and Passive voice, Subject-verb Agreement,
- (ii) Connectors, Types of sentences, Direct & Indirect speech, Comparison.
- (iii) Articles, noun, Pronouns, Prepositions
- (iv) Unseen passage (400-450 words in length) with a variety of comprehension questions

B. Oriya Language Test –**50 marks****(a) Grammar : 20 marks****(b) Composition : 20 marks**

(1) Essay writing on familiar topics (within 250 words) (10 marks)

(2) Letter Writing (Personal letter, applications, Business or Official) (within 150 words) 05 marks

(3) Translation (One English passage of around 100 words to be translated into Oriya): 05 marks

(c) Comprehension of an unseen prose passage (5 x 2) = 10 marks

Five short questions to be asked

2. Objective General knowledge –

In this category, there should be a series of matching questions of different categories like –

- (a) Matching Historical events with dates, personalities and places,
- (b) Geographical facts with places,
- (c) States, countries and institutions with headquarters,
- (d) Books and authors,
- (e) Scientific facts and discoveries with dates, persons and uses,
- (f) Current events with places and personalities, and,
- (g) Matching questions of miscellaneous type,

3. Objective Mathematics –

- (i) Number System
- (ii) HCF and LCM
- (iii) Squares and Square Roots
- (iv) Cubes and Cube Roots
- (v) Percentage and Averages
- *(vi) Simple Interest and Compound Interest
- (vii) Profit, Loss and Discount
- (viii) Partnership
- (ix) Ratio and Proportion

Under this, there will be a series of question in practical Mathematics required for day-to-day use. The questions would be such as to test candidate's ability to work out with quickness and accuracy,

4: Basic Computer Skills-

(1) MS Windows: Introduction of Windows

(2) MS Office: MS Word, MS Power Point and MS Excel

5. Practical Skill Test:

Topics for practical test

I. **WINDOWS** operating system: *To test some of the following basic system operations on file/folder(s):

- Create, Rename, Copy/Cut/Paste, Delete,

II. **MS Word**: *A Paragraph in MS Word incorporating some of the tools given below:

- Editing and Formatting text and paragraph.
- Page and Paragraph Setup

III. **MS Power Point**: *A Power Point presentation with 2/3 slides using the tools given below:

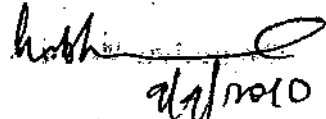
- Editing and formatting slides

IV. **MS Excel**: *A problem in spreadsheet related to some of the tools given below:

- Formatting cells and data
- Functions

* Printouts of the documents(s) should be attached with the answer sheet.*

By order of the Governor



Special Secretary to Government