

By Speed Post.

DISTRICT OFFICE, BHADRAK  
(Establishment Section)

To No. 1512 / Estt. Dated. 26.7.10

The Deputy Director (Advertisement) I & PR Department,  
Govt. of Orissa, Bhubaneswar.

Sub:- Publication of Advertisement for Direct Recruitment to the post  
of Junior Clerk.

Sir,

I am to send herewith the Advertisement No. 1511 dated. 26.07.2010 along with application form for Direct Recruitment to the post of Junior Clerk and request you to kindly take steps for publication of Advertisement in two leading local Newspaper and Oriya employment News within a week.

Further, you are requested to send complimentary copy of the Advertisement published in the News Paper to this office for record.

Encl:-

Advertisement No. 1511 dt. 26.07.10  
along with format of application for the  
Post of junior Clerk... 4 Pages.

Yours faithfully,

*[Signature]*  
Addl. District Magistrate,  
Bhadrak.

Memo No. 1513 / Estt. Dated. 28.7.10 /

Copy forwarded to the DI&PRD, Bhadrak for information and necessary action. He is requested to pursue the matter in the Department for publication of Advertisement No. 1511 dated. 26.07.2010 of Junior Clerk in Bhadrak District.

Copy to DIO, NIC Bhadrak with a request to host the advertisement in District Website for public access.

*[Signature]*  
Deputy Collector (Estt),  
Collectorate, Bhadrak.

**ADVERTISEMENT FOR JUNIOR CLERK IN BHADRAK  
DISTRICT  
COLLECTORATE, BHADRAK**

Adv. No 1511 /Estt Dated. 26.07.2010

i-Application in the prescribed format are invited from eligible candidates for filling up of the post of **Junior Clerks** for the District and Sub-Ordinate Offices of **Bhadrak District** under Revenue Administration and Treasuries on regular basis in the pay band PB-1, Rs 5200/- - 20,200/- with Grade Pay Rs 1900/- per month which should reach the **Collector, Bhadrak** on or before **30<sup>th</sup> Aug,2010**. The eligible candidates should submit their application complete in all respect along with attested copy of requisite testimonials through **Registered or Speed post** only. No application will be received directly. Incomplete, unsigned and defective applications are liable for rejection. Candidate can exercise his preference for Revenue Administration or Treasury.

Category of Post	SC	SC (W)	ST	ST (W)	SEBC	SEBC (W)	GEN	GEN (W)	Total
Revenue Admn.	2	1	3	1	3	1	5	2	18
Treasury Office	1	-	1	-	1	-	-	-	03

Reservation of vacancies according to required percentage from each category of **Ex-Serviceman, Sports Persons & Persons with Disability** will be strictly followed as per Govt. in General Administration Deptt. L.No.18442 Dt.26.6.96 & No.25384 Dt.20.9.05 at the time of selection.

The previous advertisement made vide this office **Advertisement No.1095 Dt.1.6.99** is hereby cancelled. Candidates who have applied previously as per advertisement No.1095 dt.1.6.99 should also apply a fresh if eligible as per eligibility criteria of this advertisement.

**ii- Eligibility Criteria:-**As per OMS Rule,1985 & Amendment Rule, 2009.

The Candidate should

1. (a) be a citizen of India and Permanent Resident of Bhadrak District
- (b) have passed the **Matriculation** or equivalent examination.
- (c) have registered his/her name in any employment Exchange of Bhadrak District or State Employment Exchange on or before the date of submission of application.

- (d) shall not be less than 18 years and more than 32 years of age on **1.4.2010**. The upper age limit shall be relaxed by **5 years** in case of SC/ST and women candidates and **3 years** in respect of SEBC candidates.
- (e) be of good character .
- (f) be of sound health, good physique and active habits.
- (g) be able to speak ,read and write Oriya and has (i) passed the M.E Exam with Oriya as language subjects or (ii) passed the Matriculation or equivalent Exam with Oriya as the medium of exam in non-language subjects or (iii) Passed in Oriyas language subject in the final Examination of Class-VII or above or (iv) Passed a test in Oriya in M.E School standard conducted by the Education Department.

2-No person who has more than one spouse living shall be eligible for appearing in the examination.

3. **FEES**:- No application except in case of candidates belonging to SC/ST shall be considered unless it is accompanied by Treasury challan showing payment of **Rs.75/- (Seventy five)** only into Govt Treasury as fees for application and examination under the Head "**0075- Miscellaneous General Services-800-Other Receipts -(A) – Other Examination Fees**".(which will not be refundable).

**4. Scheme and Subject for Examination :-** As.per OMS Rule 1985 and Amendment Rule 2009

**(i) Written Examination.**

The competitive Examination shall consist the following papers.

<b>Papers</b>	<b>Subjects</b>	<b>Maximum Marks</b>	<b>Time</b>
	Written Test		
Paper-I	Part-I- Language Test (English and Oriya )	100	3 hours
	Part-II -Objective General Knowledge	100	
Paper-II	Part-I -Objective Mathematics	100	3 hours
	Part-II -Basic Computer Skills (objective)	100	
	<b>Total</b>	<b>400</b>	<b>6 hours</b>
	Practical Skill Test -Basic Computer Skill	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**.

5. **Documents to be produced:** The candidates shall furnish the following documents with their application forms

- 1-Three copies of recent coloured Passport size Photograph duly attested by Gazetted Officer.
- 2-Two self addressed envelop of 23cms X 10 cms with postage stamp of worth Rs25/- each
- 3-Attested Copy of Certificate and Marksheet of High School Certificate examination or equivalent examination showing educational qualification and Date of birth .
4. Attested copy of Certificate for Basic Computer Skill
- 5-Two Character Certificate in Original from any two Gazetted Officers not related to the candidate.
- 6-Attested copy of the Recent Cast Certificate issued by competent Revenue Authority.
- 7-Attested Copy of the Recent Residence Certificate issued by competent Revenue Authority.
- 8- Attested Copy of the valid Employment Registration Certificate .
- 9-Declaration regarding one spouse living.
10. Checklist of documents submitted

**Note:**

- A) The authority reserves the right to reject any application and modify / cancel the advertisement / examination without assigning any reason thereof.
- B) No TA/DA will be allowed to attend the recruitment test .
- C) The advertisement & Application Form can be download from District website  
[http:// bhadrak. nic. in](http://bhadrak.nic.in)

6. **How to apply:** Application in the prescribed form along with above required documents may be submitted to the **Collector, Bhadrak, Collectorate, Bhadrak** in the envelop super scribed **“APPLICATION FOR THE POST OF JUNIOR CLERK” & “ BELONGS TO CATEGORY – SC /ST or SEBC”** by registered post / speed post only.

Last Date of application - 30th **August 2010 ( 5 P.M.)**

The date and place of examination will be intimated to the candidates by registered post whose applications are found to be in order and complete in all respect. Inclusion in the merit list confers no right to appointment.

Sd/- (27.07.2010 )  
COLLECTOR, BHADRAK

# APPLICATION FORM FOR THE POST OF JUNIOR CLERK IN BHADRAK DISTRICT

(Write in **CAPITAL LETTER** in English in own hand. Put tick (✓) mark in Boxes to indicate your choice )

Space for 3 passport size photographs duly attested and with full signature of candidate on top

1. Post Applied for \_\_\_\_\_
2. Preference of Post:      1<sup>st</sup> Choice            2<sup>nd</sup> Choice        
 (Rev. Admn or Treasury)
3. Name of the Applicant: \_\_\_\_\_

4. Fathers / Husbands Name: \_\_\_\_\_

5. Sex:                      Male                            Female     

6. **Category:** Mention Category and Code No in given Box: **SC-1, ST-2, SEBC-3 and Other- 4**  
 Category                            Code     

7. a.) Religion : \_\_\_\_\_ b) Nationality : \_\_\_\_\_

8. Permanent Residential Address : At- \_\_\_\_\_ Po- \_\_\_\_\_ PS- \_\_\_\_\_ Dist: \_\_\_\_\_

9. Present / Mailing Address \_\_\_\_\_

Mobile No . \_\_\_\_\_ Nearest Contact No \_\_\_\_\_

10. Marital Status :- 1. Married                            2. Un-Married.     

If, Married, How may spouse (husband or wife) living with -(a) One            (b) more then one     

11. Date of Birth: - ( As per H.S.C. Certificate)

Day                      Month                      Year

           

Age on 01.04.2010      \_\_\_\_\_ Years      \_\_\_\_\_ Months

12. **Educational details – From H.S.C. onward.**

Exam	Year	Board Institution	Mark obtained	Full mark.	Percentage (%)	Division	Subject.
1	2	3	4	5	6	7	8
Education							
Basic Computer Skill							

13. Language skill – ODIA    Read :                       Write :                       Speak:   
    English Read :                       Write :                       Speak:

14. Do you have Certificate on Basic Computer Skill:- Yes                            No     

15. Have you Registered your Name in Employment Exchange      Yes      No

16. Name of Emloyment Exchange \_\_\_\_\_ registration No \_\_\_\_\_ Valid Upto \_\_\_\_\_

17. Whether ODIA is one of the subjects in H.S.C. .      Yes      No

18. Challan Number \_\_\_\_\_ Date \_\_\_\_\_ & Name of Treasury \_\_\_\_\_

**\* Before mailing please verify and attach attested copy of following documents -Checklist**

- (a) Resident Certificate      ( b ) Caste certificate      ( c ) Educational Certificate & Mark sheet (H.S.C)      (d) Basic Computer Skill Certificate      (e) 3 passport size photos      ( f ) Two Self Addressed stamped ( Rs. 25/-) Envelope      (g) Original Challan

I do hereby declare that all the information given in this application are true, complete and correct in all respects. In the event of any information given hereby is found false or in correct at any stage here after, my candidature / selection / appointment shall be liable to be cancelled without any notice to me.

Date :  
Place:

**Full Signature of the Applicant**