

OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE, NAYAGARH
(ESTABLISHMENT SECTION)

ADVERTISEMENT

No. 374/Estt. Dt. 7.03.2011

Applications in the prescribed format are invited from eligible candidates for direct recruitment by way of combined competitive examination for filling up of vacant post of Junior Clerks in the District and Sub-Ordinate Offices of Nayagarh District under Revenue Administration on regular basis in the scale of Pay Band-1, i.e., Rs. 5200-20200/- with Grade Pay of Rs. 1900/- and other allowances as admissible to the State Government employees from time to time.

The category wise vacancies are mentioned below.

Vacancy of District & Sub-Ordinate Offices:

S.C.	S.C. (Women)	S.T.	S.T. (Women)	S.E.B.C.	S.E.B.C. (Women)	Un-Reserved	Un-Reserved (Women)	Total
05	02	06	03	08	03	08	05	40

Reservation of vacancies for Ex-Servicemen, Sports Persons and Physically Handicapped category shall be filled up as per the rules in force for the above vacancies only.

The number of vacancies shown above and the category-wise reservation position are tentative and subject to change as per rules as would be in force at the time of publication of result / issue of appointment orders.

- (1) A candidate in order to be eligible for appearing in the competitive examination shall-
 - be a citizen of India;
 - be a permanent resident of Nayagarh District;
 - (a) Register his/her name in any Employment Exchange in this District or in the State Employment Exchange, Bhubaneswar or in the Special Employment Exchanges of the State on or before the date of submission of application with valid Registration number.
 - (b) Have passed the Matriculation or equivalent Examination & knowledge on basic computer skill
 - (c) Not be less than 18 (eighteen) year and not more than 32 (thirty-two) years of age on 01st day of April, 2011. Maximum upper age limit is relaxable by 05 (five) years in case of SC/ST/SEBC/Woman candidates and 10 (ten) years in case of P.H. candidates and the period of entire admissible service rendered as per rules in case of Ex-Servicemen. A person who comes under more than one category mentioned above shall be eligible for only one benefit of relaxation which shall be considered most beneficial to him/her.
 - (d) Be of good character;
 - (e) Be of sound health, good physique, active habits;
 - (f) Be able to speak, read and write Oriya and has
 - i) Passed the M.E. School Examination with Oriya as language subject; or
 - ii) Passed the Matriculation or equivalent examination with Oriya as the medium of Examination in non-language subjects; or
 - iii) Passed in Oriya as 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.
 - (g) Not having more than one spouse living (if married).
 - (h) Must not have been debarred from appearing in any other competitive examination or from holding Govt. service as ordered by any competent authority/court.
- (2) A 'Group-D' regular state govt. employee who is not more than 40 (forty) years of age on the day as mentioned in clause (c) and possesses the requisite educational qualifications mentioned in clause (b) and (e) under point (1) above shall also be eligible to apply to appear in the competitive examination for recruitment to the post of Junior Clerks in the aforesaid offices. He/She should apply in the prescribed application form along with required documents through proper channel.

(3) SCHEME AND SUBJECT FOR THE EXAMINATION:

Paper	Subject	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: Basic 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.

SYLLABUS

1. Language Test (English & 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
- i) Essay writing on familiar topics (within 250 words): 10 marks
- ii) Letter Writing (Personal letter, applications, Business or Official within 150 words): 05 marks
- iii) 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 question 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.
- g) Matching questions of miscellaneous type.

3. Objective Mathematics:

- a) Number System
- b) HCF and LCM
- c) Squares and Square Roots
- d) Cubes and Cube Roots
- e) Percentage and Averages
- f) Simple interest and compound interest
- g) Profit, Loss and Discount
- h) Partnership
- i) 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:

- a) MS Windows: Introduction of Windows
- b) 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 document(s) should be attached with the answer sheet”.

(4) EXAMINATION FEES:

Candidates other than S.T./S.C. are required to deposit **Rs. 75/- (Rupees seventy five, Non-refundable)** only in shape of Bank Draft in favour of Collector, Nayagarh payable at **State Bank Of India, Main Branch, Nayagarh.**

The S.C./S.T. candidates are exempted from Examination Fees .

(5) HOW TO APPLY:

The complete Application in the prescribed format duly filled in by the applicant in his/her own hand writing in Bold Capital letter in Blue/Black Ball pen along with the required documents shall be submitted in an Envelope superscribed “Application for the post of Junior Clerk (in District Office & Sub-ordinate office)” in the address of the **COLLECTOR, NAYAGARH, Pin-752069** through **registered / Speed Post** only. Submission of application in any other mode will be rejected. Application should reach the office on or before **04.04.2011 till 05.00 P.M.** The authority will not be responsible for any postal delay.

(6) DOCUMENTS TO BE FURNISHED ALONG WITH THE APPLICATION FORM:

The candidate shall furnish self attested copy of following documents with the application form.

- i) Certificate of Matriculation or equivalent Examination passed.
- ii) Certificate showing passing of required Examination as specified in clause (h) under point (1) above, if applicable.
- iii) Certificate of Character from two Gazetted Officers (in original).
- iv) Caste Certificate (SC/ST/SEBC) issued by the Revenue Authority (not below the rank of Tahasildar).
- v) Permanent Resident Certificate issued by the Revenue Authority (not below the rank of Tahasildar) for the purpose.
- vi) Valid Employment Registration Certificate (as on the date of submission of application).
- vii) Certificate from a Medical Officer to the effect that the candidate is of sound health & free from any contagious disease (in original).
- viii) A declaration to the effect that the candidate has not more than one spouse living, if married (in original).
- ix) Three recent passport size colour photographs which should be signed by the applicant in the front side. One of the said photographs should be pasted in the appropriate place in the application form.
- x) Two self-addressed envelope of 23” x 10” cm. affixing postage stamp worth Rs. 25/- each.
- xi) Original **Bank Draft** bearing Number & Date.

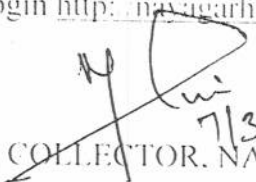
- xii) Copy of Identity Card issued by competent authority and the document identifying the period of service rendered in Defence Services, in case of Ex-Servicemen.
- xiii) Copy of Identity Card issued by the Directorate of Sports, in case of Sports Person.
- xiv) Certificate issued by the CDMO and Identity Card issued by the DSWO concerned, in case of Physically Handicapped person.

(7) CONDITIONS:

- i) The selection will be held in accordance with the Orissa Ministerial Services Rules, 1985 as amended up-to-date with Amendment Rules, 2009
- ii) No claim for refund of fee referred to in point (4) above shall be entertained in any case.
- iii) The candidate shall be required to produce the originals of the above Certificates if selected in the recruitment tests, failing which he/she shall be liable to be disqualified.
- iv) No TA/DA will be allowed to attend the recruitment tests.
- v) The incomplete application forms without any requisite documents or the application forms without signature of the applicant or the application forms received after the due date shall be summarily rejected without assigning any reason.
- vi) No application form other than the prescribed application form will be accepted.
- vii) No application shall be considered unless it is accompanied with the Original Bank Draft bearing Number & Date as referred to in point (4) above.
- viii) The Date, Time & Place of recruitment tests shall be intimated to the eligible candidates in due course.
- ix) The authority reserves the right to reject any application without assigning any reason there of.
- x) The authority also reserves the right to cancel or postpone the recruitment tests if so warranted without assigning any reason.
- xi) The list of successful candidates shall be drawn up in order of merit on the basis of the performance in the written test & practical skill test and shall be equal to the number of the vacancies.
- xii) Inclusion in the merit list confers no rights to appointment.

Note:

The detail information shall also be available in the notice board of Block Office /Tahasil Office /Employment Exchange Office and by login <http://nayagarh.nic.in>


7/3/11
COLLECTOR, NAYAGARH.

APPLICATION FORMAT

(For the post of Junior Clerk in the District and Sub-Ordinate Offices of Nayagarh District)

(To be filled up in Block letter)

Space for
photograph with
full signature of
the candidate on
the front side

1. Name of the Applicant (in full):
2. Name of Father/Husband:
3. Permanent Address:

4. Present Postal Address for correspondence with Pincode, phone if any :

5. Nationality:

6. Religion:

7. Date of Birth in Christian era: Day _____ Month _____ Year _____

(As recorded in HSC)

8. Age as on 01.04.2011: Year _____ Month _____ Days _____

9. Category belongs to (SC/ST/SEBC/UR) : _____ / Sub-Caste: _____

10. Whether Ex-Serviceman/Sports Person/P.H.(if yes, specify):

11. Sex (Male/Female):

12. Martial Status (Married/Unmarried):

13. Name of the Employment Exchange registered with Registration number, year and date of validity:

14. Original Bank Draft No. & date with name of the Bank
(Applicable for other than SC / ST category):

15. Educational Qualification:

Sl. No.	Name of the Examination Passed	Name of the Board/University	Year of Passing	Division (1 st /2 nd /3 rd)	Subjects
1	2	3	4	5	6

16. Whether passed Matriculation or equivalent Exam. with Oriya as one of the subject (Yes / No):

17. Whether able to speak, read and write Oriya (Yes / No) :
18. Whether passed the Examination as specified in clause-f (i) under point (1) of the advertisement, if applicable (Yes/No) :
19. Whether a Group -'D' regular state govt. employee, if yes, state the name of the office where presently working and department :
20. Whether debarred from appearing in any other competitive examination or holding Govt. service by any competent authority / court (Yes/No), if yes give details :

List of enclosures (See Point-6 of the advertisement) : Put tick () mark against the document submitted along with the application form.

- i) Certificate of Matriculation or equivalent Examination passed. ()
- ii) Certificate showing passing of required Examination as specified in clause (h) under point (1) above, if applicable. ()
- iii) Certificate of Character from two Gazetted Officers (in original). ()
- iv) Caste Certificate (SC/ST/SEBC) issued by the Revenue Authority (not below the rank of Tahasildar). ()
- v) Resident Certificate issued by the Revenue Authority (not below the rank of Tahasildar) for the purpose. ()
- vi) Valid Employment Registration Certificate (as on the date of submission of application). ()
- vii) Certificate from a Medical Officer to the effect that the candidate is of sound health & free from any contagious disease (in original). ()
- viii) A declaration to the effect that the candidate has not more than one spouse living, if married (in original). ()
- ix) Three recent passport size colour photographs which should be signed by the applicant in the front side. One of the said photographs should be pasted in the appropriate place in the application form. ()
- x) Two self-addressed envelope of 23" x 10" cm. affixing postage stamp worth Rs. 25/- each.
- xi) Original **Bank Draft** bearing Number & Date. ()
- xii) Copy of Identity Card issued by competent authority and the document identifying the period of service rendered in Defence Services, in case of Ex-Servicemen. ()
- xiii) Copy of Identity Card issued by the Directorate of Sports, in case of Sports Person. ()
- xiv) Certificate issued by the CDMO/ Medical Board and Identity Card issued by the DSWO concerned, in case of Physically Handicapped person. ()

DECLARATION

I, Sri/Smt./Miss _____ do hereby declare that all the information furnished above are true, complete and correct to the best of my knowledge and belief. In the event of any of the aforesaid information found false or incorrect at any stage hereafter, my candidature/selection/appointment will be liable to be cancelled without any notice to me.

Place:

Date:

Full Signature of the Applicant.

Memo No 375/Estt. Dt. 7.03.2011

Copy with a copy of the advertisement forwarded to the Director, Information & Public Relations Department, Orissa, Bhubaneswar for information & necessary action. He is requested to take immediate steps to publish the same at least in two Oriya dailies of the State within three days for wide publication. A.C.D. Containing the advertisement is also enclosed.


COLLECTOR, NAYAGARH.

Memo No 376/Estt. Dt. 7.03.2011

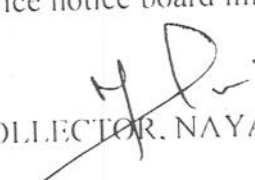
Copy forwarded to the Additional Secretary to Government of Orissa, Revenue & Disaster management Department, Bhubaneswar for information with reference to their letter No. 9003/R&DM Dt. 26.02.2011, and 10077/R&D.M dt. 4.3.11.

Copy forwarded to the Secretary to the RDC (CD), Cuttack for information.


COLLECTOR, NAYAGARH.

Memo No. 377/Estt. Dt. 7.03.2011

Copy with a copy of advertisement forwarded to all B.D.Os./all Tahasildars (through e-mail except Nayagarh) / Dist. Employment Officer, Nayagarh / D.I. & P.R.O., Nayagarh for information & necessary action. They are requested to place the same in their office notice board immediately for wide publication.


COLLECTOR, NAYAGARH.

Memo No 378/Estt. Dt. 7.03.2011

Copy with a copy of the advertisement forwarded to the D.I.O, NIC, Nayagarh, for information and necessary action. She is requested to take immediate steps for hosting the same in District website.


COLLECTOR, NAYAGARH.