

# DISTRICT OFFICE: KENDRAPARA

No.3108/ Estt. Dt.04.03.2011

## ADVERTISEMENT

12-F: I. Application in the prescribed format are invited from eligible candidates for filling up of the of post of Junior Clerks for the District and Sub-Ordinate Offices of Kendrapara district under Revenue Administration & under Circle Inspector, Kendrapara and Joint Commissioner of Commercial Taxes, Cuttack Range-II, Cuttack on regular basis in the pay band PB- (I)- 5200-20200/- along with Grade pay 1900/- per month which should reach to the Collector, Kendrapara on or before **04.04.2011 by Registered post/Speed Post**. The successful candidates should produce the required documents in original at the time of the appointment. Incomplete, defective and applications received after due date shall not be taken into consideration and liable for rejection. The date and place of Examination will be intimated to the candidates whose applications are found to be in order and complete in all respects. Inclusion in the merit list confers no right to appointment.

### VACANCY POSITION:

	SC	SC(W)	ST	ST(W)	SEBC	SEBC(W)	UR	UR(W)	TOTAL
Rev. Admn	1	1	7	3	6	3	7	3	31
Circle Inspector of Schools, Kendrapara	-	-	1	-	1	-	1	-	3
Joint Commissioner of Commercial Taxes, Cuttack Range II Cuttack	1	-	-	1	1	-	1 (Ex-serviceman)	-	4

Reservation of Ex-Servicemen, Physical Handicapped and sports persons is to be strictly followed vide Govt. in General Admn. Deptt. Letter No.18442 Dt.26.06.1996 at the time of selection.

### **Eligibility of candidates:**

- be a citizen of India.
- have registered his/her name in any Employment Exchange of Kendrapara District on or before the date of submission of application.
- have passed the Matriculation or equivalent examination.
- not be less than eighteen years and not more than thirty two years of age on **1<sup>st</sup> April 2011**. The upper age limit shall be relaxed by 5 years in cases of SC/ST / Women /Ex-Serviceman/ SEBC candidates.
- be of good character.
- be of sound health, good physique, active habits.
- be able to speak , read and write Oriya and has

- (I) passed the ME Exam. with Oriya as language subject or
- (II) passed the Matriculation or equivalent exam with Oriya as the medium of exam 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 ME School standard conducted by the Education Deptt.

(h) No person who has more than one spouse living shall be eligible for appearing in the examination.

(i) No application except candidates belonging to SC/ST category shall be considered unless it is accompanied by Bank Draft amounting Rs.75/- (Seventy Five) only drawn in favour of Collector ,Kendrapara & payable at Kendrapara.

**Application Form:** Candidates must apply in the prescribed Application Form which is also available in the District Website [www.kendrapara.nic.in](http://www.kendrapara.nic.in).

**Documents to be attached :**

- (1) Three copies of recent Passports size photographs duly attested by Gazetted Officer, one should be pasted in the application form at the space provided for the purpose & the other two are to be attached with the application.
- (2) Two self addressed envelope of 23 cm×10 cm one with postage stamp due for Registered Post and another with U.C.P.
- (3) Attested copy of Mark Sheet and Certificate of H.S.C. or equivalent examination.
- (4) Two Character Certificates in Original form any two Gazetted officers not related to the candidates.
- (5) Attested copy of the recent Caste Certificate issued by the competent Revenue Authority.
- (6) Attested copy of the recent (issued within 6 months to the date of Advertisement) Residence certificate issued by the competent Revenue Authority.
- (7) Attested copy of valid Employment Registration Certificate.
- (8) Declaration regarding one spouse living.
- (9) Original Bank Draft
- (10) Attested copy of the Certificate of Ex-Service man/Physically Handicapped/Sports persons.

**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 attend the recruitment test.
- C) The Advertisement can be downloaded from District website [www.kendrapara.nic.in](http://www.kendrapara.nic.in).
- D) **How to apply:** - Application in the prescribed format along with required documents may be sent to the DEPUTY COLLECTOR, (ESTABLISHMENT) COLLECTORATE, KENDRAPARA in an envelope super scribed "APPLICATION FOR THE POST OF JUNIOR CLERK" THROUGH REGD. POST /SPEED POST ONLY.

- E) The authority shall not be liable of any postal delay or loss of application in transit at any stage of examination.

**Scheme and Subject for the Examination:**

Papers	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 Basis Computer Skill (objective)	100	
	Total	400	6 hours
	Practical Skill Test		
	Basic Computer Skill	50	1 hours

- Note: (i) The standard of examination shall be equivalent to that of Secondary School  
(ii) Those who will qualify in 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 and Indirect speech, Comparison
- iii. Articles, noun , Pronouns, Prepositions
- iv. Unseen passages(400-500 words in length) with variety of Comprehension Questions.

**(B) Oriya Language Test -50 marks**

- i. Grammar: 20 Marks
- ii. Composition :20 Marks
  - a. Essay Writing on familiar topics (within 250words) (10 Marks)
  - b. Letter writing (personal letter) or applications( business or Official) within 150 wards. (05marks)

- c. Translation (one English passage of around 100 words to be translated in to Oriya)  
(05 Marks)

iii. Comprehension of an unseen prose passage (5x2=10 Mark)

*(Five short Questions to be asked)*

**(2)Objective General knowledge.**

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

- i. Matching Historical events with dates, personalities and places.
- ii. Geographical facts with places.
- iii. States, Countries and institutions with Head Quarters.
- iv. Books and authors.
- v. Scientific facts and Discoveries with dates, persons and uses.
- vi. Current events with places and personalities.
- vii. 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. Ration and Proportion

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

**(4)Basic Computer Skills**

- i. MS Windows :Introduction of Windows
- ii. MS Office: MS Word, MS Power Point and MS Excel.

**(5)Practical Skill Test**

Topic for Practical Test

- i. **Windows operating system** "To test some of the following"
  - 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 PowerPoint:** " A PowerPoint presentation with 2/3 slides using the tools given below:"
  - Editing and Formatting slides
- iv. **MS Excel:** A problem in spreadsheet related top some of the tools given below:
  - Formatting cells and Data
  - Functions
  - Printouts of the documents should be attached with the answer sheet.

  
COLECTOR, KENDRAPARA

**Memo No. 3109/Dt.04.03.2011**

Copy along with the copy of application form to the D.I.O.N.I.C. ,Collectorate ,Kendrapara for information and necessary action with a request to upload the above advertisement in the District Website today positively for wide publication.

  
COLECTOR, KENDRAPARA

**Memo No. 3110/Dt.04.03.2011**

Copy along with the copy of application form forwarded to all the Tahasildars and BDOs of the District for information and necessary action with a request to publish the above advertisement and the application form in their Notice Boards for wide publication .

Copy to Notice Board of Collectorate, Kendrapara for information and necessary action.

  
COLECTOR, KENDRAPARA

**APPLICATION FORM FOR THE POST OF JUNIOR CLERKS IN KENDRAPARA DISTRICT**

1. Full name of the candidate (in Block Letter):
2. Father /husband's name:
3. Date of Birth and age as on 01.04.2011:
4. a)Permanent address (in Block Letter):

Affix One recent  
passport size  
photograph duly  
attested by a  
gazetted Officer

b)Present address (For correspondence including Mobile/ :  
phone No (if any in Block letter)

5. Nationality.
6. Sex.
7. Educational qualification.

<i>Sl. No.</i>	<i>Name of the Exam.</i>	<i>Year of passing</i>	<i>Board/ University</i>	<i>Full marks</i>	<i>Marks secured</i>	<i>Percentage of mark secured</i>	<i>Remarks</i>
<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	<i>6</i>	<i>7</i>	<i>8</i>

8. Category belongs to (ST/SC/ SEBC):
9. Whether Ex-Serviceman/ Sportsman/ P.H(Mention category and percentage):
10. Married or un-married:  
(If married, declaration of having not more than one spouse should be attached)
11. Name of the Employment Exchange of  
Kendrapara District, Number, and validity of the Registration.
12. Details of Examination fees paid :  
i)Bank Draft No & Date:  
ii)Name of the Bank:

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

Place:

Date:

**FULL SIGNATURE OF THE CANDIDATE**