



ODISHA STAFF SELECTION COMMISSION
UNIT – II Bhubaneswar – 751001

Advertisement No.IIE- 21/2022- 5243/OSSC;

Date: 05.08.2022

Recruitment to the posts of Junior Executive Assistant as “Initial Appointees” for Odisha Secretariat (Odisha Lokaseva Bhawan) under Home Department, Government of Odisha (POST CODE: 229)

1) Application Invited:

- a. Applications are invited online through the OSSC website www.osscc.gov.in for recruitment to the posts of **Junior Executive Assistant** as “Initial Appointees” under Home Department, Govt. of Odisha.

	Start Date	End Date
Online Registration	12.08.2022	11.09.2022
Submission of Online Application Form	12.08.2022	11.09.2022
Mode of Application	Online Mode only through the website www.osscc.gov.in . No Physical copy/Hard copy of the Online Application Form need to be submitted by the applicant.	

- b. Candidates must have their valid e-Mail Id and Mobile number while applying for the post and keep the same active till completion of this recruitment process, so as to receive important messages from the Commission.
- c. The appointment will be as “Initial Appointees” carrying a remuneration as shown in the table below as per Group “C” and Group “D” posts (contractual appointment) Amendment Rules, 2021 published vide Govt. in G.A. & P.G. Department Notification No.-GAD-SC-RULES-0037-2017-28621 dated.27th October 2021 & conditions of service shall be guided by Odisha Group-C and Group-D posts (contractual appointment) Rules, 2013 and Amendments thereof as well as Odisha Secretariat Executive Assistants’ and Personal Assistant (Method of Recruitment and Conditions of Service) Rules, 1997 and as per Odisha Secretariat Executive Assistants’ and Personal Assistant (Method of Recruitment and Conditions of Service) Amendment Rules, 2022. The remuneration is subject to revision as per decision of the Government of Odisha from time to time.

Name of the post	Group	Consolidated monthly remuneration for first year
Junior Executive Assistant	Group-C	Rs.14,200/- per month

- d. No examination fee is payable for the post.
- e. Candidates should ensure that they fulfil all the eligibility criteria prescribed for the post as laid down in the advertisement. Admission of a candidate to the written examination & other tests shall be provisional and on the basis of information furnished by her/his in the Online Application Form.
- f. Online applications submitted to OSSC if found to be incomplete in any respect are liable for rejection without entertaining any correspondence with the applicants on that score.
- g. If at any stage of recruitment or thereafter, it is found that any information furnished by the candidate in her/his Online Application Form is false/incorrect or the candidate has suppressed any relevant information or the candidate otherwise does not satisfy the eligibility criteria prescribed for the post, her/his candidature for the posts shall be cancelled. She/He may further be debarred either temporarily or permanently from the recruitment examination(s) conducted by the Commission
- h. No Admission Letter for the recruitment at any stage shall be sent by post. The candidates are therefore advised to be in touch with the Commission's website www.osscc.gov.in regularly to know updates regarding date of examination, downloading of Admission Letter and to know the status of their applications etc.
- i. The candidates are advised to submit the Online Application Form well in advance without waiting for the closing date to avoid last hour rush.

Important instructions to candidates about filling up of Online Application and "How to Apply" is enclosed as Annexure-A to this advertisement.

2) a. Category-wise break -up of 130 vacancies alongwith reservation thereof:

UR		SEBC		SC		ST	
Total	Out of which Women	Total	Out of which Women	Total	Out of which Women	Total	Out of which Women
85	28	19	06	Nil	Nil	26	09



Reservation For Special Categories											
Ex - Sm	SP	PwD									
		Cat-I		Cat-II		Cat-III		Cat-IV			
		VI	VI	HI	HI	OH	OH	MI	MI	MD	MD
		Total	Out of which Women	Total	Out of which Women	Total	Out of which Women	Total	Out of which Women	Total	Out of which Women
05	02	02	01	02	01	02	Nil	Nil	Nil	01	Nil

- b. Candidates belonging to transgender community are also eligible to apply.
- c. As per the Social Security & Empowerment of Persons with Disabilities Department, Govt. of Odisha Resolution No.1843/SSEPD Dtd.25.02.2021, the PWD candidates having disability of permanent nature not below 40% in the following categories and bench mark disability shall be eligible to apply for the post as follows: -

Category	Types of Disabilities	No. of Vacancy
Category-I	Visually Impaired a) LV-LOW VISION	02(W-01)
Category-II	Hearing Impaired; a) PD- PARTIALLY DEAF b) HH-HARD OF HEARING (WITH SUITABLE AID) c) HI-HEARING IMPAIRED ((WITH SUITABLE AID)	02(W-01)
Category-III	(Orthopaedically Handicapped) a) LC- LEPROSY CURED b) DW- DWARF c) AAV- ACID ATTACK VICTIM d) LD- LOCOMOTOR DISABILITY • BL- BOTH LEG AFFECTED NOT ARMS • MNR-MOBILITY NOT BE RESTRICTED • BL-BOTH LEG AFFECTED NOT ARMS (MOBILITY NOT BE RESTRICTED)	02

	<ul style="list-style-type: none"> • OL-ONE LEG AFFCETED (R OR L) • OA-ONE ARM AFFECTED (R OR L) – (a) IMPARED REACH , (b) WEAKNESS OF GRIP , (c) ATAXIA • OA- ONE ARM AFFECTED (R OR L) 	
Category-IV	Multiple Disability	01
	Total	07

UR- Unreserved

SEBC- Socially and Educationally Backward Class

SC- Scheduled Caste

ST- Scheduled Tribe

Ex-Sm-Ex-Service Men

SP-Sports Person

Code	Physical Requirement
F	Work performed by manipulating (with fingers)
H	Work performed by hearing/speaking
L	Work performed by Lifting
R W	Work performed by reading and writing
SE	Work performed by seeing
ST	Work performed by standing
S	Work performed by sitting (on bench or chair)
W	Work performed by walking

d. Provision of assistance of Scribe

PwD candidates who have not less than 40% of disability of permanent nature and have limitation in writing shall have the option to use their own scribe with due permission of the Commission. The intending candidates have to give option for scribe in the Online Application

Form and have to submit the required certificate in prescribed format as per Advisory Notice No.3453/OSSC dated 24.10.2019 available in the website of the Commission.

NOTE:

- i. In case of non-availability of eligible/suitable Women candidates belonging to the respective categories the unfilled vacancies of that category shall be filled up by eligible or suitable male candidate(s) of the same category.
- ii. The number of vacancies and reservation of Vacancies to be filled up on the basis of this recruitment are subject to change without any prior notice as per discretion of the Commission, the Requisitioning Authorities and the Government.

3) Eligibility:

a. General criteria of eligibility: -

Candidate applying for the above post should be

- a citizen of India,
- of good character,
- of sound health, good physique and free from organic defects or bodily infirmity (Not applicable to physically Challenged candidates)
- if married, must not have more than one spouse living.
- must be able to read, write and speak Odia fluently and
- must have passed M.E. School Examination with Odia as language subject, or
- have passed HSC Examination or equivalent examination with Odia as Medium of examination in non-language subject, or
- passed in Odia as language subject in the final examination of Class-VII and above, or
- passed a test in Odia in M.E. School standard conducted by Education Department.

b. Age:

- The minimum age for the post is 21 years and the maximum age is 38 years as on dated 01-01-2022. The upper age limit is relaxable by 5 years for candidates belonging to SEBC, SC, ST & all Women candidates, 10 years for candidates belonging to PWD category & the total period of service rendered in defence service in case of Ex-servicemen. PwD candidates in the ST & SC category shall be entitled to cumulative age relaxation of ten years over & above the normal relaxation specified for the category. However, a candidate who comes under more than one category shall be eligible for only one benefit of age relaxation as per rule which will

be more beneficial to him/her. To be eligible, candidates not enjoying any relaxation of upper age limit, must not have been born earlier than 02.01.1984 and not later than 01.01.2001. Persons in Defence Forces having more than six months to retire/ discharge from the forces as on the last date of the submission of online application are not eligible to apply as Ex-Serviceman for the post , provided that those ex-serviceman who have already secured regular employment under the State Government in Civil Post and services would be permitted the benefit of age relaxion as admissible for ex-serviceman for the securing another employment in any higher post and services under the state Govt. but such candidates shall not be eligible for the benefit of reservation.

- Moreover, Persons of Defence Forces, due to retire within six months from the last date of Online Application form should note that they must submit the discharge certificate on the date of certificate verification for considering their claims under Ex-Serviceman category.
- **Note For Ex-serviceman** Once an Ex-Serviceman has joined the Govt. Service on civil side after availing benefit as an Ex-Serviceman for his re-employment, his ex-serviceman status for the purpose of re-employment in Govt. jobs shall cease. He can avail age relaxation only. However as per clause-4 of the O.M No. 36034/2014-Estt.(Res) dt.14 August,2014 of Ministry of personnel, Public Grievances and Pensions, Department of Personnel & training , Government of India, if an Ex-serviceman applies for various post before joining any civil employment , as soon as he joins any civil employment, he should give self-declaration/ undertaking to the concerned employer about the date wise details of application for various post which he /she had applied for before joining .The applicant should furnish the copy of above declaration duly endorsed by the employer on the date of document / certificate verification for consideration of the claim of reservation under Ex-Servicemen Category.
- (NOTE: Border Security Force, Indian Coast Guard, CRPF and other Para Military Forces are not within the definition of Ex-Servicemen.)
- The upper age limit is relaxable for the candidates coming under Rule-8(a) of Odisha Group – B & Group-C posts (Contractual Appointment) Rules,2013 as per rules provided, they satisfy the conditions mentioned therein. They must be less than 45 years as on 01.01.2022. They should upload their self-attested copies of their appointment letter(s) for the entire period of contractual engagement in the online application form. If they have different spells of engagement, it should be mentioned clearly in the online application and such appointment letter shall be uploaded. Such candidates shall keep the original appointment letter in support of their claim with them for verification during certificate verification.



- Date of Birth entered in the High School Certificate Examination by the Board of Secondary Education, Odisha or equivalent Certificate issued by the recognised Board/Council/ by an Indian University as equivalent there to shall be acceptable by the Commission.
- c. Minimum educational qualification:
- A candidate must possess a Bachelor's Degree from any Indian University or an Educational Institution established by an act of Parliament or deemed to be an university under section 3 of the University Grants Commission Acts, 1956 or a Foreign University approved the central Govt. time to time. She or He must possess a minimum speed of forty words per minute in English type writing (Self-certification).

4) Syllabus and Plan of Examination

The Recruitment Examination in respect of Junior Executive Assistant shall comprise of the following tests –

- A. (a) Language test in English and Odia (100 marks) -60 Minutes
- (i) English -Only working knowledge in English language shall be tested (50 marks) - 30 minutes
 - (ii) Odia- Only working knowledge in Odia language shall be tested (50 marks) - 30 minutes
- (b) To test the working knowledge in English and Odia , the question shall cover correct spelling of words , filling in the blanks by most appropriate words , to correct grammatical mistakes in the given sentences , to select the words with opposite meaning from a given group of words and to punctuate a passage. The Language Test in English and Odia shall be of MCQ (Multiple Choice Questions) type with 30 minutes duration of each paper.
- (c) The marks obtained in the Language test in English and Odia shall not be counted for ranking. The candidates who obtain such minimum qualifying marks in this test, as may be fixed by the Commission at their discretion, shall be shortlisted to the Typing Test in English.
- B. Typing Test in English (MS word) (50 marks) -10 minutes
- (a) The typing test shall be held for 10 (Ten) minutes at a speed of 40 (forty) words per minute from a printed matter containing 400 words and candidate who fails to type 400 words shall be disqualified.
 - (b) One (1) mark shall be awarded for every eight correctly typed words and minimum qualifying marks in the typing test shall be 20 (Twenty) marks.
 - (c) A candidate who shall not appear in the typing test shall not be allowed to appear the Test in Computer Application.
- C. Test in Computer Applications (70 marks) = 60 Minutes
- (a) Ms Office Excel (25 Marks) The candidates shall be asked questions relating to working knowledge of MS Office - Excel such as Cell Formatting (such as Bold , Underline , Date , Number etc.) and Formula (sub - total , total , percentage etc.) . They shall have to work out the same by using MS - Office (Excel) .

(b) Ms Office Power Point (25 marks) The candidates shall be asked questions relating to working knowledge of MS Office - Power Point and they shall have to work out the same by using MS - Office (Power point).

(c) Internet and e-mail (20 marks) The candidates shall be asked questions on basic functions and features of internet and e-mail and the same is to be answered by using MS Office-word. After completion of the Test in Computer Application, all the worksheets shall be submitted by the examinees for evaluation.

(d) Candidates numbering about 10(Ten) times of the vacancies advertised , category wise will be shortlisted for typing test in English based on their performance in Language Test.

5) Place and Date of written examination:

- a. Tentative Date for Language test will be between 15th October 2022 to 15th November 2022. The Exact Date, Time and Venue will be conveyed in due course through Notice and / or Admission Letter.
- b. The Date, Time & Venue of the Typing Test and Test in Computer Application and Certificate Verification will be conveyed to the eligible candidates in the Admission Letter(s) in due course. The Admission Letters can be downloaded by the eligible candidates by accessing the Commission's website from time to time.

6) Certificate verification and submission of Detail Application Form (DAF)

Candidates numbering about **2 (two) times** of the vacancies category wise shall be shortlisted for certificate verification basing on their sum total of marks secured Typing Test in English and Test in Computer Application taken together in order of merit.

The candidates will be required to produce their Original Academic Certificates, Mark sheets, caste certificate, special category certificate and other documents as intimated in the admission letter for verification along with a set of self-attested photocopy of the same and OSSC copy of the application duly signed by the applicant. (Details is enclosed in Annexure-B)

The candidates those who fail to appear for documents verification will not be considered for final selection and their names will be deleted from the merit list.

7) Admission Letter:

- The Commission shall upload the admission letter for the convenience of the admitted candidates on its Website. "www.osscc.gov.in". Applicants should click on the button 'candidates' login' and then provide 'user Id' and 'Password' upon which the status of the application will be displayed on the screen. The eligible applicant may click on "Download Admission Letter" to download the Admission Letter and take print out.



- Admission of a candidate for the written examination & other tests shall be provisional and shall be on the basis of the information furnished by her / him in the online application form.
- The admitted candidates will have to produce the print out of the admission letter at the venue allotted for appearing in the examination / test.
- The admission letter contains issue date, time and venue of the examination, and bears the photo and signature of the candidate and facsimile signature of the Secretary of Commission.

8) Select List:

The select list of the candidates who found suitable in certificate verification shall be prepared in order of merit, category wise equal to the vacancies advertised, basing on their sum total of marks secured in Typing test in English & Test in Computer Application.

10) Action against candidates found guilty of misconduct / malpractice:

- (a) If a candidate is found to indulge at any stage in any of the malpractices / misconduct listed below, before during or after conduct of examination, his/her candidature for this examination will be cancelled and they will be debarred from the examinations of the Commission for a specified period or permanently.
- Taking away any Examination related material such as OMR sheets, Rough Sheets, Answer Sheet etc. from the examination hall or passing it on to unauthorized persons during the conduct of examination.
 - Leaving the Examination Venue uninformed during the Examination
 - Misbehaving, intimidating or threatening in any manner the examination functionaries' i.e. Supervisor, Invigilator, Security Guard, or Commission's representatives etc.
 - Obstruct the conduct of examination/ instigate other candidates not to take the examination.
 - Making statements which are incorrect or false, suppressing material information, submitting fabricated documents, etc.
 - Obtaining support/ influence for his candidature by any irregular or improper means.
 - Possession of Mobile Phone in either 'switched on' or 'switched off' mode.
 - Appearing in the same examination more than once in contravention of the rules.
 - A candidate who is working on examination related matters in the same examination.
 - Damaging examination related infrastructure/ equipment.
 - Appearing in the Exam with forged Admit Card, identity proof, etc.
 - Possession of fire arms/ weapons during the examination.



- Assault, use of force, causing bodily harm in any manner Threatening/ intimidating to the examination functionaries' i.e. Supervisor, Invigilator, Security Guard or Commission's representatives etc.
 - Using unfair means in the examination hall like copying from unauthorized sources such as written material on any paper or body parts, etc.
 - Possession of Bluetooth Devices, spy cameras, and any other electronic gadgets in the examination hall.
 - Impersonate/Procuring impersonation by any person.
 - Taking snapshots, making videos of question papers or examination material, labs, etc.
 - Sharing examination terminal through remote desktop software's/ Apps/ LAN/ VAN, etc. or attempting the same.
 - Attempt to hack or manipulate examination servers, data and examination systems at any point before, during or after the examination.
- (b) The Commission may also report the matter to Police/ Investigating Agencies, as deemed fit and the Commission may also take appropriate action to get the matter examined by the authorities/ forensic experts concerned.

11. Commission's Decision Final: The decision of the Commission in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection, conduct of examination(s), allotment of examination centers and preparation of merit list & post allocation, debarment for indulging in malpractices will be final and binding on the candidates and no enquiry/ correspondence will be entertained in this regard.

12. Important Instruction/Information for Candidates

- a) Marks scored by candidates in Computer based Preliminary Examination. If such examination is conducted in more than one Sitting/Batch will be normalised by using the formula published by the Commission vide Notice No.2444/OSSC, dt.02.09.2021 and such normalized scores will be used to determine cut-off marks.
- b) In Descriptive Paper candidate must write his/her correct Roll Number and Subject at the prescribed place on the cover page of the Answer Book. Candidates must also affix signature and Left-hand Thumb Impression in the relevant columns in the Answer Book. Answer Books not bearing Roll Number. Subject, Signature and Left-hand Thumb Impression will not be evaluated and such candidates shall be awarded zero marks.



- Candidates shall not write any identity particulars e.g., name, roll number, mobile number, address, etc. inside the Descriptive Answer Book. Candidates who fail to adhere to these instructions will be awarded zero marks.
- c) There shall be no provision for re-evaluation/ re-checking of scores in the Examination. No correspondence in this regard shall be entertained.
 - d) Sharing of marks with candidate: Marks obtained by an applicant in Language Test, Typing Test and Test in Computer Application are proposed to be shared with him/her after final merit list is published.
 - f) If a candidate scoring more than cut-off marks at any Tier/ stage of the examination is not qualified for the subsequent stage/ final selection due to any reason, he must represent to the Commission within one month of the declaration of the result.
 - g) Applicants who are Odisha Government servant should obtain a **"No Objection Certificate"** from their controlling authority and upload the same with the Online Application. At the certificate verification stage, they must produce the original "No Objection certificate". Those who were not Odisha Government Servants at time of application but became subsequently during recruitment process, must submit No Objection Certificate at stage of certificate verification.

By order of the Commission


Secretary

Annexure-A

Important Instructions To Candidates about filling up Online Application:

- Before applying, candidates must go through the instructions given in the notice of examination very carefully.
- Candidates in their own interest should submit online applications much before the closing date and not to wait till the last date to avoid the possibility of disconnection/ inability or failure to login to the OSSC website on account of heavy load on the website during the closing days or for any other reason.
- The Commission is not like to undertake detailed scrutiny of applications for the eligibility and other aspects at the time of written examination and, therefore, candidature will be accepted only provisionally. Candidates must go through the requirements of educational qualification, age, physical and medical standards etc. and satisfy themselves that they are eligible for the post(s). Copies of supporting documents will be sought at the time of Certificate Verification. When scrutiny is undertaken, if any claim made in the application is not found substantiated, the candidature will be cancelled and the Commission's decision shall be final.
- Candidates seeking reservation benefits available for SC/ ST/ SEBC/ PwD/ ESM/Sports Person must ensure that they are entitled to such reservation as per eligibility prescribed in the Notice. They should also be in possession of the certificates in the prescribed format in support of their claim.
- Candidates with only **benchmark physical disability** mentioned in Clause-2 of Advertisement will be considered as Persons with Disabilities (PwD) and entitled to age-relaxation/ reservation for Persons with Disabilities.
- When application is successfully submitted, it will be accepted 'Provisionally'. Candidates should take printout of the online Application Form for their own records.
- Only one online application is allowed to be submitted by a candidate for any recruitment Examination, Therefore, the candidates must exercise due diligence at the time of filling their online Application Forms. In case, more than one application of a candidate with different registration numbers is detected, all the applications will be rejected by the Commission and his candidature for the examination will be cancelled. If a candidate submits multiple applications and appears in the examination (at any stage) more than once, his candidature will be cancelled and he may be debarred from the examinations of all Commission.
- Before submission of the online application, candidates must check that they have filled correct details in each field of the form. After submission of the corrected/ final online application, no change/ correction/ modification will be allowed under any circumstances. Requests received in this regard in any form like Post, Fax, Email, by hand, etc. shall not be entertained by the Commission and will be summarily rejected.
- The candidates must write their name, Date of Birth, father's name and mother's name as given in the Matriculation Certificates otherwise their candidature may be cancelled at the time of Document Verification or as and when it comes into the notice of the commission.
- Applications with blurred/ illegible Photograph/ Signature will be rejected.

- Candidates must fill their correct and active e-mail addresses and mobile number in the online application as correspondence may be made by the Commission through e-mail/ SMS.
- Candidates must carry two passport size recent colour photographs and one original valid Photo ID Proof such as Aadhaar Card/ printout of E-Aadhaar, Driving License, Voter Card, PAN Card, Identity Card issued by University/ College/ Government, Employer ID Card, ESM Discharge Book issued by MoD, or any photo bearing ID card issued by Central/ State Government to the Examination Venue, failing which they will not be allowed to appear for the same. If Photo Identity Card does not have the Date of Birth printed in it, then the candidate must carry an additional original certificate in proof of his/her Date of Birth. In case of mismatch in the date of birth mentioned in the Admission Certificate and Photo ID/ Certificate brought in support of date of birth, the candidate will not be allowed to appear in the examination. PwD candidates availing the facility of scribes shall also be required to carry required Medical Certificate/ Undertaking/ Photocopy of the Scribe's Photo ID Proof, as specified in Advisory Notice No.3453/OSSC dated 24.10.2019 available in the website of the Commission.
- In case of fake/ fabricated application/ registration by misusing any dignitaries name/ photo, such candidate/ cyber cafe will be held responsible for the same and liable for suitable legal action under cyber/ IT act.

How to Apply:

- The applicants should go through this detail advertisement 'before filling up the online application form.
- All eligible candidates have to register themselves by clicking on "APPLY ONLINE" button on the home page of the Commission's website www.osscc.gov.in.
- Those candidates who are applying for the first time have to register for the post by clicking on "NEW USER" button shown on the screen. On submitting the registration form a User Id and Password will be generated.
- On clicking "New user" or "Registered User", instruction for filling up the Online Registration/ Re-registration and Application Forms shall appear on the computer screen. These instructions should be read carefully before proceeding with filling up the Application Form.
- Step by step procedure for registration/re-registration can be viewed by clicking on "Instruction to fill up Online Application Form".

Pre-requisites for filling up online Application Form:

- Applicants should possess and maintain an e-Mail Id and Mobile Number for accessing the OSSC web portal and to make Online Registration/Re-Registration and Application Form. Candidates should keep that e-mail Id and Mobile Number (used by them during registration) active so as to receive all important communication from the Commission till publication of the final result of this recruitment exam.
- Recent Passport size Colour Photograph of the Applicant, scanned in "jpg/jpeg" format with file size range of 20 kb to 100kb may be kept handy for uploading during Registration.
- Full Specimen Signature & Left /Right Thumb Impression of the Applicant, scanned in "jpg/jpeg" format between ranges of 20 kb to 50kb shall be kept handy for uploading during Registration.

- Scanned document must be in "Pdf" format between ranges of 100kb to 500 kb.
- Applicant may keep their required Certificates, Mark sheets, Aadhar Number & other documents ready while filling up the details of the educational qualification & other fields of Online Application Form.
- SC/ST/SEBC category candidates need to submit detail information of the valid online Caste Certificate issued by competent Authority in the online application form. If the valid online Caste Certificate issued by the competent Authority is not in possession of the applicants at the time of submission of the online application form, he/she must give a self-declaration in the format appended in the online application form.
- Candidate claiming reservation/age relaxation under "Ex-Serviceman" category need to upload any one of the Ex-Servicemen Documents i.e. Discharge Certificate/ Identity card/ PPO (wherein the date of entry, date of discharge and period of service rendered in Defence Forces have been reflected). Ex-Servicemen who going to retire within six months from the closing date of online application may apply for the post by obtaining "No Objection Certificate" from the appropriate authority mentioning therein the date of appointment, date of retirement and years of service rendered in Defence Forces. However, such candidates have to submit the discharge certificate on the date of certificate verification for considering their claims under Ex-Serviceman category. The scanned document must be in "Pdf" format between ranges of 100kb to 500 kb.
- Candidates claiming reservation/ age relaxation under "PwD, (Persons with Disabilities)" category need to upload a valid online PwD certificate issued by Unique Disability Identification (UDID). The scanned document must be in "Pdf" format between ranges of 100kb to 500 kb.
- Candidates claiming reservations under Sports Person Category need to upload Sports I card issued by Director of Sports and Youth Service Department. The scanned document must be in "Pdf" format between ranges of 100kb to 500 kb.
- In-service contractual employees of Government Offices claiming age relaxation (maximum age limit 45 years as on 01.01.2021) as per Govt. in G.A. Department Notification No.GAD-SC-Rules-0061-2013-1147/Gen dtd.17.01.2014 for the Group-B Post/ Notification No.GADSC-Rules-0009-2013/32010/Gen dtd.18.11.2013 for Group 'C' & 'D' posts and who have completed minimum one year of continuous service prior to commencement of Odisha Group-B/Group-C & D posts Contractual Appointment Rules, 2013 must possess the required certificate issued by the concerned employer in the Performa prescribed by the Commission vide Advisory Notice No.3568/OSSC dated 01.11.2019 available in the website of the Commission www.osscc.gov.in. They have to fill the information like Name of the Employer, Scheme of appointment, date of appointment, whether covered under Category-I/Category-II (as per clause-4 of Odisha Group-B/Group-C & D of Contractual Appointment Rules-2013), FD Approval/Concurrence Number in the online application form. The candidate has to produce the certificate issued by the employer in the prescribed format, as prescribed in the above Advisory Notice along with original documents during Certificate Verification for consideration and examination of his/her claim under Contractual in-service benefits.
- The candidate should ensure that the scanned Photograph and full Signature, Left/Right Hand Thumb Impression and other relevant documents are clearly identifiable/ visible. Otherwise the

registration and application shall be liable for rejection. No correspondence on this account shall be entertained.

- Candidates must submit correct data /information in the Online Application Form. If at any stage of recruitment or thereafter, it is found that any information furnished by the candidate in his/her online application is false/incorrect or the candidate has suppressed any relevant information or the candidate otherwise does not satisfy the eligibility criteria prescribed for the post, his/her candidature for the post will be cancelled forthwith.

Annexure-B

Document to be Submitted at time of Certificate Verification:

- a. Print Copy of the Online Application legibly signed by the candidate at appropriate place.
- b. HSC certificate & mark sheet or equivalent certificate in support of Date of Birth, issued by the concerned Board/Council.
- c. +2 Certificate & mark Sheet or equivalent certificate.
- d. Bachelor degree certificate & mark sheet.
- e. Caste certificate issued by the competent authority for the purpose of employment/service. (In case of ST, SC & SEBC Candidates only) SEBC category candidates must submit photocopy of valid SEBC certificate issued by the competent authority which must be within one year prior to the closing date of online application.
- f. Certificate either of passing HSC examination with Odia as a compulsory subject, or in lieu thereof a certificate of passing Odia of M.E. standard issued by competent authority.
- g. Photocopy of online disability certificate issued by UDID (by Appropriate Medical Authority) in case of PWD candidates.
- h. Discharge certificate, identity card and document indicating the period of service rendered in defence forces in case of Ex-Servicemen candidates.
- i. Sports I-card issued by Director of Sports & Youth Services in case of Sports person candidates.
- j. The In-Service Contractual employees claiming age relaxation must submit a copy of his/her Appointment Order along-with a certificate from the employer indicating therein the Date of Appointment, Period of Service completed, Post held, Nature of post, Scheme under which appointed and No Objection to appear the examination.
- k. NOC in case of candidates working in Government Service.



भारत सरकार,
कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय,
कार्मिक एवं प्रशिक्षण विभाग,
कर्मचारी चयन आयोग,
ब्लॉक सं12-केन्द्रीय कार्यालय परिसर,
लोधी रोड, नई दिल्ली-110003.

Government of India,
Ministry of Personnel, Public Grievances &
Pensions,
Department of Personnel and Training,
Staff Selection Commission,
Block No. 12, CGO Complex, Lodhi Road,
New Delhi – 110003.

(To be uploaded on the website of the Commission (<https://ssc.nic.in>) on
10.08.2022)

NOTICE

Sub-Inspector in Delhi Police and Central Armed Police Forces Examination, 2022

Dates for submission of online applications	10.08.2022 to 30.08.2022
Last date and time for receipt of online applications	30.08.2022 (2300 hours)
Last date and time for generation of offline Challan	30.08.2022 (2300 hours)
Last date and time for making online fee payment	31.08.2022 (2300 hours)
Last date for payment through Challan (during Working hours of Bank)	31.08.2022
Date of 'Window for Application Form Correction' and online payment of Correction Charges.	01.09.2022 (2300 hours)
Schedule of Computer Based Examination	November, 2022

“GOVERNMENT STRIVES TO HAVE A WORKFORCE WHICH REFLECTS
GENDER BALANCE AND WOMEN CANDIDATES ARE ENCOURAGED TO
APPLY”

F. No. HQ-PPII01/5/2022-PP_II: The Staff Selection Commission will hold an Open Competitive Examination for recruitment of **Sub-Inspector in Delhi Police and Central Armed Police Forces**. Departmental candidates amongst Constables, Head Constables and Assistant Sub-Inspectors of Delhi Police with minimum three years' service and who shall not be more than 30 years (33 years for OBC and 35 years for SC/ST) of age as on crucial date given at **Para 5.1** may also apply for filling up of Open and Departmental Vacancies of Sub-Inspector (Executive) in Delhi Police-Male. The details of posts are as under:

- 1.1 **Sub-Inspector (GD) in CAPFs:** The post carries pay scale of Level-6 (Rs.35,400-Rs.1,12,400/-) and is classified as Group 'B' (Non-Gazetted), Non-Ministerial.
- 1.2 **Sub-Inspector (Executive) - (Male/Female) in Delhi Police:** The post carries pay scale of Level-6 (Rs.35,400-Rs.1,12,400/-) and is classified as Group 'C' by Delhi Police.

2. Vacancies:

Sub-Inspector (Exe.) in Delhi Police-Male

Details	UR	OBC	SC	ST	EWS	Total
Open	79	42	24	12	23	180
Ex-Servicemen	06	03	02	02	0	13
Ex-Servicemen (Special Category)	06	03	01	02	0	12
Departmental Candidates	12	06	03	02	0	23
Total	103	54	30	18	23	228

Sub-Inspector (Exe.) in Delhi Police-Female

Details	UR	OBC	SC	ST	EWS	Total
Open	51	27	15	08	11	112

Sub-Inspector (GD) in CAPFs

CAPFs	Gender	UR	EWS	OBC	SC	ST	Total	Grand Total	ESM @10%
BSF	Male	133	20	104	58	21	336	353	35
	Female	07	01	05	03	01	17		
CISF	Male	33	07	21	11	05	77	86	09
	Female	04	01	02	01	01	09		
CRPF	Male	1217	301	812	450	226	3006	3112	311
	Female	43	10	29	16	08	106		
ITBP	Male	66	14	51	22	09	162	191	19
	Female	12	02	09	04	02	29		
SSB	Male	65	21	56	44	24	210	218	21
	Female	03	0	01	02	02	08		
Total	Male	1514	363	1044	585	285	3791	3960	395
	Female	69	14	46	26	14	169		

2.1. Candidates selected for appointment to posts of SI in CAPFs are liable to serve anywhere in India.

3. **Reservation and suitability of Posts:**

3.1. Reservation for Scheduled Castes (SC)/Scheduled Tribes (ST)/Other Backward Classes (OBC)/Economically Weaker Sections (EWS)/ Ex-Servicemen (ESM), etc. are as determined and communicated by the Indenting/User Ministries/Departments/Offices, as per extant Government Orders.

- 3.2. The Commission makes selection of candidates pursuant to the vacancies reported by the concerned User Departments / Offices for various posts. The Commission does not have any role in deciding the number of vacancies of any User Department / Office. Implementation of reservation policy, maintaining reservation roster and earmarking of vacancies for different categories come under the domain of the User Departments / Offices.
- 3.3. For the post of Sub-Inspector (Exe.) in Delhi Police-Male, reservation is available for Ex-Servicemen and special categories of Ex-Servicemen as detailed below:
- 3.3.1. Out of quota meant for Ex-Servicemen, 50% of such quota will be reserved for following categories of Ex-Servicemen:
- 3.3.1.1. Having served in the Special Force/NSG (Special Action Group),
- or**
- 3.3.1.2. Having received QI “Qualified Instructors” grading in the commando course, **or**
- 3.3.1.3. Officers from the Navy/Air Force who have worked in the specialized commando type units.
- 3.3.2. In case sufficient number of Ex-servicemen candidates under categories at **paras 3.3.1.1, 3.3.1.2 and 3.3.1.3** are not available, the unfilled vacancies will be filled from amongst other available Ex-Servicemen candidates.

4. **Nationality/Citizenship:** A candidate must be either:

- 4.1. a citizen of India, or
- 4.2. a subject of Nepal, or
- 4.3. a subject of Bhutan.
- 4.4. Provided that a candidate belonging to categories **4.2 and 4.3** above shall be a person in whose favour a certificate of eligibility has been issued by the Government of India.
- 4.5. A candidate in whose case a certificate of eligibility is necessary will be admitted to the examination but the offer of appointment will be given only after the necessary eligibility certificate has been issued to him by the Government of India.

5. **Age Limit (as on 01.01.2022):**

- 5.1. Age limit of the candidates should be from 20 to 25 years as on 01.01.2022 (*i.e.*, candidates born not before 02.01.1997 and not later than 01.01.2002).
- 5.2. Permissible relaxation in upper age limit prescribed under **para 5.1** above and category codes for claiming age relaxation will be as follows:

Code	Category	Age-Relaxation permissible beyond the upper age limit / age limit after relaxation
01	SC/ ST	5 years
02	OBC	3 years

06	Ex-Servicemen (ESM)	3 years after deduction of the military service rendered from the actual age as on the closing date.
For the post of SI in Delhi Police (Category Codes-12 and 13)		
12	Widows, divorced women and women judicially separated from their husbands and who are not re-married.	Up to 35 years of age
13	Widows, divorced women and women judicially separated from their husbands and who are not re-married. (SC/ST)	Up to 40 years of age
For Departmental candidates of Delhi Police against the vacancies of Delhi Police only (Category Codes-17, 18 and 19)		
17	Departmental candidates (Unreserved) who have rendered not less than 3 years of regular and continuous service as on closing date.	Up to 30 years of age
18	Departmental candidates (OBC) who have rendered not less than 3 years of regular and continuous service as on closing date.	Up to 33 years of age
19	Departmental candidates (SC/ST) who have rendered not less than 3 years of regular and continuous service as on closing date.	Up to 35 years of age

- 5.3. Date of Birth filled by the candidate in the online application form and the same recorded in the Matriculation/Secondary Examination Certificate will be accepted by the Commission for determining the age and no subsequent request for change will be considered or granted.
- 5.4. Ex-Servicemen (ESM) who have already secured employment in civil side under the Government in Group 'C' & 'D' posts on regular basis after availing of the benefits of reservation given to Ex-Servicemen for their re-employment are not eligible for reservation in ESM category and fee concession. However, he/she can avail of the benefit of reservation as Ex-Serviceman for subsequent employment if he/she immediately after joining civil employment, gives self-declaration/undertaking to the concerned employer about the date-wise details of applications for various vacancies which he/she had applied for before joining the initial civil employment as mentioned in the OM No. 36034/1/2014-Estt (Res) dated 14th August 2014 issued by DoP&T.
- 5.5. The period of "Call up Service" of an Ex-Serviceman in the Armed Forces shall also be treated as service rendered in the Armed Forces for purpose of age relaxation as per rules.
- 5.6. For any serviceman of the three Armed Forces of the Union to be treated as Ex-Serviceman for the purpose of securing the benefits of reservation, he must have already acquired the status of Ex-Servicemen at the relevant time of submitting his application for the Post/Service or be in a position to establish his acquired entitlement by documentary evidence from the competent authority that he would complete specified term of engagement from the Armed Forces within the stipulated period of one year from the closing date for receipt of application, viz., **30.08.2022**.

Such candidates must also acquire the status of an Ex-Serviceman within the stipulated period of one year from the closing date of receipt of applications.

- 5.7. A Matriculate Ex-Serviceman (which term includes an Ex-Serviceman, who has obtained the Indian Army Special Certificate of education or the corresponding certificate in the Navy or the Air Force), who has put in not less than 15 years of service as on closing date with Armed Forces of the Union shall be considered eligible only for appointment to the Group 'C' posts of SI in Delhi Police against the posts reserved for Ex-Servicemen. Thus, those Non-Graduate Ex-Servicemen who have not completed 15 years of service as on the last date for receipt of applications or would not complete 15 years of service within one year from the closing date of receipt of applications are not eligible for any post.

5.8. **Explanation:** An Ex-Serviceman means a person:

5.8.1. Who has served in any rank whether as a combatant or non-combatant in the Regular Army, Navy or Air Force of the Indian Union, and

- (i) Who either has been retired or relieved or discharged from such service whether at his own request or being relieved by the employer after earning his or her pension, or
- (ii) Who has been relieved from such service on medical grounds attributable to Military service or circumstances beyond his control and awarded medical or other disability pension; or
- (iii) Who has been released from such service as a result of reduction in establishment.

or

5.8.2. Who has been released from such service after completing the specific period of engagement, otherwise than at his own request, or by way of dismissal, or discharge on account of misconduct or inefficiency and has been given a gratuity, and includes personnel of the Territorial Army, namely, pension holders for continuous embodied service or broken spells of qualifying service;

or

5.8.3. Personnel of the Army Postal Service who are part of Regular Army and retired from the Army Postal Service without reversion to their parent service with pension, or are released from the Army Postal service on medical grounds attributable to or aggravated by military service or circumstances beyond their control and awarded medical or other disability pension.

or

5.8.4. Personnel, who were on deputation in Army Postal Service for more than six months prior to the 14th April, 1987.

or

5.8.5. Gallantry award winners of the Armed forces including personnel of Territorial Army.

or

5.8.6. Ex-recruits boarded out or relieved on medical ground and granted medical disability pension.

5.9. Age relaxation is not admissible to sons, daughters and dependents of Ex-Servicemen. Therefore, such candidates should not indicate their category as Ex-Servicemen.

6. **Process of Certification and format of certificates:**

- 6.1. OBC certificates issued by Government of National Capital Territory of Delhi (GNCTD) to candidates for OBCs listed by GNCTD but not included in Central list of OBCs will be accepted only for the post of SI in Delhi Police for reservation and age relaxation purposes. Such candidates will be treated as OBC for the post of only SI in Delhi Police and as UR for all other posts.
- 6.2. Candidates who wish to be considered against reserved vacancies or seek age-relaxation must submit requisite certificate from the competent authority, in the prescribed format when such certificates are sought by the concerned authority. Otherwise, their claim for SC/ST/OBC/EWS/ESM etc. will not be entertained and their candidature will be cancelled. The formats of the certificates are **annexed**. Certificates in any other format are liable to be rejected.
- 6.3. A person seeking appointment on the basis of reservation to OBCs must ensure that he/she possesses the caste/community certificate and does not fall in creamy layer on the crucial date. The crucial date for this purpose will be the closing date for receipt of applications, *i.e.*, 30.08.2022.
- 6.4. Candidates may also note that their candidature will remain provisional until the veracity of the concerned certificates/documents relating to the Educational Qualifications, Caste/Category, etc. is verified and found satisfactory by the Appointing Authority. Candidates are cautioned that they will be debarred from the examinations conducted by the Commission in case they fraudulently claim the status of SC/ST/OBC/EWS/ESM/Departmental candidates of Delhi Police, etc.
- 6.5. Crucial date for claim of SC/ST/OBC/EWS status or any other benefit, *viz.*, fee concession, reservation, age-relaxation, etc, where not specified otherwise, will be the closing date for receipt of online applications, *i.e.*, 30.08.2022.

7. **Educational Qualifications (as on 30.08.2022):**

- 7.1. Educational Qualification for all posts is Bachelor's degree from a recognized university or equivalent.
- 7.2. As per Ministry of Human Resource Development Notification dated 10.06.2015 published in the Gazette of India all the degrees/ diplomas/ certificates awarded through Open and Distance Learning mode of education by the Universities established by an Act of Parliament or State Legislature, Institutions Deemed to be Universities under Section 3 of the University Grants Commission Act, 1956 and Institutions of National Importance declared under an Act of Parliament stand automatically recognized for the purpose of employment to posts and services under the Central Government provided they have been approved by the Distance Education Bureau, University Grants Commission. Accordingly, unless such degrees are recognized for the relevant period when the candidates acquired the qualification, they will not be accepted for the purpose of Educational Qualification.
- 7.3. Further, as per University Grants Commission (UGC) (Open and Distance Learning) Regulations, 2017 published in official Gazette on 23.06.2017,

under Part-III (8) (v), the programmers' in engineering, medicine, dental, nursing, pharmacy, architecture and physiotherapy, etc. are not permitted to be offered under Open and Distance Learning mode. However, B. Tech. degree/diploma in Engineering awarded by Indira Gandhi National Open University (IGNOU) to the students who were enrolled up to academic year 2009-10 shall be treated as valid, wherever applicable.

- 7.4. Candidates who have not yet acquired but will acquire the educational qualification, and produce documentary evidence from the Board/University in support thereof, as on **30.08.2022** will also be eligible.
- 7.5. All candidates who are declared qualified by the Commission in Computer Based Examinations, Physical Endurance Test (PET)/Physical Standard Test (PST) and Medical Examinations will be required to produce all relevant Certificates in original such as Mark sheets/Provisional Degree/Diploma Certificate as proof of having acquired the minimum Educational Qualifications (EQs) on or before **30.08.2022** failing which the candidature of such candidates will be cancelled. The candidates who are able to prove by documentary evidence that the result of the qualifying examination was declared on or before the cut-off date and he/she has been declared passed will also be considered to have the required Educational Qualification. It is reiterated that the result of requisite Educational Qualifications (EQs) must have been declared by the Board/University by the specified date. Mere processing of the result by the Board/University by the crucial cut-off date does not fulfill the EQ requirement.
- 7.6. In case of the candidates possessing equivalent educational qualification, such candidates shall also produce relevant Equivalence Certificate from the concerned authorities at the time of Document Verification. Final decision regarding selection of such candidates will be taken by the concerned User Departments/Appointing Authorities.
- 7.7. **For the post of Sub Inspector in Delhi Police only:** Male candidates must possess a valid Driving License for LMV (Motorcycle and Car) on the date fixed for Physical Endurance and Measurement Tests. However, the candidates who do not have a Valid Driving License for LMV (Motorcycle and Car) are eligible for all other posts in CAPFs.
8. **How to apply:**
 - 8.1. Applications are required to be submitted in online mode only at the official website of SSC Headquarters, i.e., <https://ssc.nic.in>. For detailed instructions, please refer to **Annexure-I** and **Annexure-II** of this Notice. Sample Proforma of One-time Registration and online Application Forms are attached as **Annexure-IA** and **Annexure-IIA**.
 - 8.2. In the online Application Form, candidates are required to upload the scanned colour passport size photograph in JPEG format (20 KB to 50 KB). The photograph should not be more than three months old from the date of publication of the Notice of Examination. Image dimension of the photograph should be about 3.5 cm (width) x 4.5 cm (height). The photograph should be without cap and spectacles.
 - 8.3. If the proper photograph is not uploaded by a candidate, his/her candidature will be cancelled. **Specimen of photographs which are acceptable/not acceptable is given at Annexure-XI.**
 - 8.4. Scanned signature in JPEG format (10 to 20 KB). Image dimension of the

signature should be about 4.0 cm (width) x 2.0 cm (height). Applications with illegible/ blurred signature will be rejected.

8.5. Last date and time for submission of online applications is **30.08.2022 (2300 hours)**.

8.6. Candidates are advised in their own interest to submit online applications much before the closing date and not to wait till the last date to avoid the possibility of disconnection/ inability or failure to login to the SSC website on account of heavy load on the website during the closing days.

8.7. The Commission will not be responsible for the candidates not being able to submit their applications within the last date on account of the aforesaid reasons or for any other reason beyond the control of the Commission.

8.8. Before submission of the online application, candidates must check that they have filled correct details in each field of the form.

9. **Application Fee:**

9.1. Fee payable: Rs.100/- (Rupees One Hundred only).

9.2. Women candidates and candidates belonging to Scheduled Castes (SC), Scheduled Tribes (ST) and Ex-Servicemen (ESM) eligible for reservation are exempted from paying fee.

9.3. Fee can be paid through BHIM UPI, Net Banking or by using Visa, Mastercard, Maestro, RuPay Credit, or Debit cards or in cash at SBI Branches by generating SBI Challan.

9.4. Online fee can be paid by the candidates up to 31.08.2022 (2300 hours). However, candidates who wish to make cash payment through challan of SBI, may make the payment at designated branches of SBI within the working hours of bank up to **31.08.2022** provided the challan has been generated by them before **30.08.2022 (2300 hours)**.

9.5. Applications received without the prescribed fee shall not be considered and summarily rejected. No representation against such rejection will be entertained.

9.6. Candidates who are not exempted from fee payment must ensure that their fee has been deposited with SSC. If the fee is not received by SSC, status of Application Form is shown as 'Incomplete' and this information is printed on the top of the printout of online Application Form. Further, status of fee payment can be verified at the "Payment Status" link provided in the candidate's login screen. Such applications which remain incomplete due to non-receipt of fee will be SUMMARILY REJECTED and no request for consideration of such applications and fee payment after the period specified in the Notice of Examination shall be entertained.

9.7. Fee once paid shall not be refunded under any circumstances nor will it be adjusted against any other examination or selection.

10. **Window for Application Form Correction [01.09.2022 (2300 hours)]:**

10.1 After the closing date for receipt of online applications, the Commission will provide a period of 01 day to enable candidates to correct/ modify online application parameters, wherein candidates will be allowed to re-submit applications after making requisite corrections/changes in the one-time registration/ online application data as per their requirement.

10.2 A candidate will be allowed to correct and re-submit his

modified/corrected application two times during the 'Window for Application Form Correction' i.e., if he has made mistake in his updated application also, he will be allowed to re-submit one more modified/corrected application after making requisite corrections/modifications. No more corrections in the application form will be allowed under any circumstances.

- 10.3 Only those candidates will be allowed to make corrections in the application form, whose completed online applications along-with payment of requisite fee, have been received by the Commission within the specified period.
- 10.4 Latest modified application will be treated as the valid one and the previous application(s) submitted by such candidates will be cancelled.
- 10.5 The Commission will levy a uniform correction charges of ₹ 200/- for making correction and re-submitting modified/corrected application for the first time and ₹ 500/- for making correction and re-submitting modified/ corrected application for the second time. The correction charges will be applicable to all candidates irrespective of their gender/ category.
- 10.6 The correction charges can be paid only by online mode through BHIM UPI, Net Banking or by using Visa, Mastercard, Maestro, RuPay Credit or Debit cards or in cash at SBI Branches by generating SBI Challan.
- 10.7 The correction charges once paid shall not be refunded under any circumstances nor will it be adjusted against any other examination or selection.
- 10.8 Before submission of the corrected application, candidates must check that they have filled correct details in each field of the form. After expiry of 'Window for Application Form Correction', no change/ correction/ modification will be allowed under any circumstances. Requests received in this regard in any form like Post, Fax, Email, by hand, etc. shall not be entertained by the Commission and will be summarily rejected.

11 **Centers of Examination:**

- 11.1 A candidate must indicate the Centre(s) in the online Application Form in which he/ she desires to take the examination. Details about the Examination Centers and Regional Offices under whose jurisdiction these Examination Centres are located are as follows:

S No.	Examination Centres & Centre Code	SSC Region and States/ UTs under the jurisdiction of the Region	Address of the Regional Offices/ website
1	2	3	4
1.	Agra (3001), Bareilly (3005), Gorakhpur (3007), Jhansi (3008) Kanpur (3009), Lucknow (3010), Meerut (3011), Prayagraj (3003), Varanasi (3013), Bhagalpur (3201), Muzzaffarpur (3205), Patna (3206), Purnea (3209),	Central Region(CR)/ Bihar and UttarPradesh	Regional Director (CR), Staff Selection Commission, 34-A, Mahatma Gandhi Marg, Civil lines, Kendriya Sadan, Prayagraj – 211001. http://www.ssc-cr.org

2.	Port Blair(4802), Ranchi (4205), Bhubaneswar (4604), Kolkata (4410).	Eastern Region (ER)/ Andaman & Nicobar Islands, Jharkhand, Odisha, Sikkim and West Bengal	Regional Director (ER), Staff Selection Commission, 1 st MSO Building, (8 th Floor), 234/4, Acharya Jagadish Chandra Bose Road, Kolkata, West Bengal- 700020 www.sscer.org
3.	Bengaluru (9001), Belagavi (9002), Hubballi (9011), Kalaburagi (Gulbarga)(9005), Mangaluru (9008), Mysuru (9009), Shivamogga (9010), Udupi (9012), Thiruvananthapuram (9211), Kannur (9202), Kollam (9210), Kottayam (9205), Kozhikode (9206) Thrissur (9212).	Karnataka, Kerala Region (KKR)/ Lakshadweep, Karnataka and Kerala	Regional Director (KKR), Staff Selection Commission, 1 st Floor, "E" Wing, Kendriya Sadan, Koramangala, Bengaluru, Karnataka-560034 www.sscskr.kar.nic.in
4.	Delhi NCR (2201), Ajmer (2401), Bikaner(2404), Jaipur (2405), Jodhpur (2406), Udaipur(2409), Sikar (2411), Dehradun (2002), Haldwani (2003), Roorkee (2006).	Northern Region (NR)/ Delhi, Rajasthan and Uttarakhand	Regional Director (NR), Staff Selection Commission, Block No. 12, CGO Complex, Lodhi Road, New Delhi-110003 www.sscnr.net.in
5.	Itanagar (5001), Dibrugarh (5102), Guwahati (Dispur) (5105) Jorhat (5107), Silchar (5111), Tezpur (5112), Kohima (5302), Shillong (5401), Imphal (5501), Churachandpur (5502), Agartala (5601), Aizwal (5701)	North Eastern Region (NER)/ Arunachal Pradesh, Assam, Manipur, Meghalaya, Mizoram, Nagaland and Tripura.	Regional Director (NER), Staff Selection Commission, Housefed Complex, Last Gate, Beltola-Basistha Road, P. O. Assam Sachivalaya, Dispur, Guwahati, Assam-781006 www.sscner.org.in
6.	Guntur (8001), Kurnool (8003), Rajahmundry (8004), Tirupati (8006), Visakhapatnam (8007), Vijayawada (8008), Kakinada (8009), Nellore (8010), Chirala (8011), Vizianagaram (8012), Chennai (8201), Coimbatore (8202), Madurai (8204), Salem (8205), Tiruchirapalli (8206), Tirunelveli (8207), Vellore (8208), Puducherry (8401), Hyderabad (8601), Warangal (8603), Karimnagar (8604)	Southern Region (SR)/ Andhra Pradesh, Puducherry, Tamil Nadu and Telangana.	Regional Director (SR), Staff Selection Commission, 2 nd Floor, EVK Sampath Building, DPI Campus, College Road, Chennai, Tamil Nadu- 600006 www.sscsr.gov.in
7.	Ahmedabad (7001), Vadodara (7002), Rajkot (7006), Surat (7007), Mumbai (7204), Pune (7208), Amravati (7201) Nagpur (7205), Aurangabad (7202), Kolhapur (7203),	Western Region(WR)/ Dadra and Nagar Haveli, Daman and Diu, Goa, Gujarat and	Regional Director (WR), Staff Selection Commission, 1 st Floor, South Wing, Pratishtha Bhawan, 101, Maharshi Karve Road, Mumbai, Maharashtra-

	Panaji (7801).	Maharashtra	400020 (www.sscwr.net)
8.	Bhopal (6001), Gwalior (6005), Indore (6006), Jabalpur (6007), Satna (6014), Ujjain (6016), Bilaspur (6202), Raipur (6204) Durg-Bhilai (6205)	Madhya Pradesh Region (MPR) Chhattisgarh and Madhya Pradesh	Dy. Director (MPR), Staff Selection Commission, 5th Floor Investment Building, LIC Campus-2, Pandri, Raipur, Chhattisgarh-492004. (www.sscmpr.org)
9.	Jammu (1004), Leh (1005), Srinagar (1007), Samba (1010), Hamirpur (1202), Shimla (1203), Jalandhar (1402), Amritsar (1404), Mohali (1406), Chandigarh (1601)	North Western Region (NWR)/ Chandigarh, Haryana, Himachal Pradesh, Jammu and Kashmir, Ladakh and Punjab	Regional Director (NWR), Staff Selection Commission, Block No.3, Ground Floor, Kendriya Sadan, Sector-9, Chandigarh-160009 (www.sscnwr.org)

11.2 A candidate has to give option for three Centres, in the order of priority, within the same region. No request for change of Centre will be considered later under any circumstances. Hence, the candidates should select the Centers carefully and indicate the same correctly in their applications.

11.3 The Commission reserves the right to cancel any Centre and ask the candidates of that Centre to appear from another Centre. Commission also reserves the right to divert candidates of any Centre to some other Centre to take the examination.

12 **Scheme of Examination:**

12.1 The examination will consist of Paper-I, Physical Standard Test (PST)/Physical Endurance Test (PET), Paper-II and Detailed Medical Examination (DME). All these stages of the examination are mandatory. Details of these Papers/ Tests are as follows:

Paper-I:

Part	Subject	Number of Questions	Maximum Marks	Time Duration
I	General Intelligence and Reasoning	50	50	2 Hours
II	General Knowledge and General Awareness	50	50	
III	Quantitative Aptitude	50	50	
IV	English Comprehension	50	50	

PAPER-II:

Subject	Number of Questions	Maximum Marks	Time Duration
English language & Comprehension	200	200	2 Hours

- 12.2 Questions in both papers will be of Objective Multiple Choice Type. Questions will be set in Hindi and English in Parts-I, II and III of Paper-I. There will be negative marking of 0.25 marks for each wrong answer in Paper-I & Paper-II. Candidates are, therefore, advised to keep this in mind while answering the questions.
- 12.3 Marks scored by candidates in Computer Based Examination will be normalized by using the formula published by the Commission through Notice No.1-1/2018-P&P-I dated 07-02-2019 and such normalized scores will be used to determine final merit and cut off marks.
- 12.4 Tentative Answer Keys will be placed on the website of the Commission after the Examination. Candidates may go through the Answer Keys and submit representations, if any, within the time limit given by the Commission through online modality only, on payment of Rs.100/- per question which is non refundable. Any representation regarding Answer Keys received within the time limit fixed by the Commission at the time of uploading of the Answer Keys will be scrutinized before finalizing the Answer Keys and the decision of the Commission in this regard will be final. No representation regarding Answer Keys shall be entertained later.
- 12.5 National Cadet Corps (NCC) certificate holders (as on 30.08.2022) will be given bonus marks in Paper-I and Paper-II which will be added to the normalized scores of such candidates as per following scheme:

S. No.	Type of NCC Certificate	Bonus Marks in each Paper (Paper-I and Paper-II)
1	NCC 'C' Certificate	10 marks (5% of the maximum marks)
2	NCC 'B' Certificate	6 marks (3% of the maximum marks)
3	NCC 'A' Certificate	4 marks (2% of the maximum marks)

- 12.6 The dates of examinations indicated in the Notice are tentative. Any change in the schedule of examinations will be informed to the candidates only through the website of the Commission.
- 12.7 There shall be no provision for re-evaluation/re-checking of the scores. No correspondence in this regard shall be entertained.
- 12.8 **Indicative syllabus for Computer Based Examination:**

12.8.1 Paper-I:

- 12.8.1.1 **General Intelligence and Reasoning:** It would include questions of both verbal and non-verbal type. This component may include questions on analogies, similarities and differences, space visualization, spatial orientation, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship concepts, arithmetical reasoning and figural classification, arithmetic number series, non-verbal series, coding and decoding, statement conclusion, syllogistic reasoning etc. The topics are, Semantic Analogy, Symbolic/Number Analogy, Figural Analogy, Semantic Classification, Symbolic/ Number Classification, Figural Classification, Semantic Series, Number Series, Figural Series, Problem Solving, Word Building, Coding & de-coding, Numerical Operations, symbolic Operations,

Trends, Space Orientation, Space Visualization, Venn Diagrams, Drawing inferences, Punched hole/ pattern-folding & un-folding, Figural Pattern- folding and completion, Indexing, Address matching, Date & city matching Classification of centre codes/ roll numbers, Small & Capital letters/ numbers coding, decoding and classification, Embedded Figures, Critical thinking, Emotional Intelligence, Social Intelligence, etc.

12.8.1.2 **General Knowledge and General Awareness:** Questions in this component will be aimed at testing the candidates' general awareness of the environment around him and its application to society. Questions will also be designed to test knowledge of current events and of such matters of every day observations and experience in their scientific aspect as may be expected of any educated person. The test will also include questions relating to India and its neighboring countries especially pertaining to History, Culture, Geography, Economic Scene, General Polity, Indian Constitution, Scientific Research, etc.

12.8.1.3 **Quantitative Aptitude:** The questions will be designed to test the ability of appropriate use of numbers and number sense of the candidate. The scope of the test will be computation of whole numbers, decimals, fractions and relationships between numbers, Percentage, Ratio and Proportion, Square roots, Averages, Interest, Profit & Loss, Discount, Partnership Business, Mixture and Alligation, Time and distance, Time & work, Basic algebraic identities of School Algebra and Elementary surds, Graphs of Linear Equations, Triangle and its various kinds of centres, Congruence and similarity of triangles, Circle and its chords, tangents, angles subtended by chords of a circle, common tangents to two or more circles, Triangle, Quadrilaterals, Regular Polygons, Circle, Right Prism, Right Circular Cone, Right Circular Cylinder, Sphere, Hemispheres, Rectangular Parallelepiped, Regular Right Pyramid with triangular or square base, Trigonometric ratio, Degree and Radian Measures, Standard Identities, Complementary angles, Heights and Distances, Histogram, Frequency polygon, Bar diagram & Pie chart.

12.8.1.4 **English Comprehension:** Candidates' ability to understand correct English, his/ her basic comprehension and writing ability, etc. would be tested.

12.8.2 **Paper-II:**

12.8.2.1 **English Language and Comprehension:** Questions in these components will be designed to test the candidate's understanding and knowledge of English Language and will be based on error recognition, filling in the blanks (using verbs, preposition, articles, etc.), Vocabulary, Spellings, Grammar, Sentence Structure, Synonyms, Antonyms, Sentence Completion, Phrases and Idiomatic use of words, comprehension, etc.

12.9 **Physical Standard Test (PST) and Physical Endurance Test (PET):**

12.9.1 **Physical Standard Test (for all Posts):**

S. No.	Category of candidates	Height (in cm)	Chest (in cm)	
			Unexpanded	Expanded
(i)	Male candidates except those listed at S No (ii) and (iii)	170	80	85
(ii)	Candidates belonging to Hill areas of Garhwal, Kumaon, Himachal Pradesh, Gorkhas, Dogras, Marathas, Kashmir Valley, Leh & Ladakh regions, North-Eastern States and Sikkim.	165	80	85
(iii)	All candidates belonging to Scheduled Tribes	162.5	77	82
(iv)	Female candidates except those listed at S No (v) and (vi)	157	-	-
(v)	Female candidates belonging to Hill areas of Garhwal, Kumaon, Himachal Pradesh, Gorkhas, Dogras, Marathas, Kashmir Valley, Leh & Ladakh regions, North-Eastern States and Sikkim	155	-	-
(vi)	All female candidates belonging to Scheduled Tribes	154	-	-

12.9.2 **Weight:** Corresponding to height (for all posts).

12.9.3 **Physical Endurance Test (PET) (For all posts):**

12.9.3.1 **For male candidates:**

12.9.3.1.1 100 metre race in 16 seconds

12.9.3.1.2 1.6 Kms race in 6.5 minutes

12.9.3.1.3 Long Jump: 3.65 metre in 3 chances

12.9.3.1.4 High Jump : 1.2 metre in 3 chances

12.9.3.1.5 Shot put (16 Lbs): 4.5 metre in 3 chances

12.9.3.2 **For female candidates:**

12.9.3.2.1 100 metre race in 18 seconds

12.9.3.2.2 800 metre race in 4 minutes

12.9.3.2.3 Long Jump: 2.7 metre in 3 chances

12.9.3.2.4 High Jump: 0.9 metre in 3 chances.

12.9.4 There shall be no minimum requirement of chest measurement for female candidates.

12.9.5 Relaxation in height and chest (as the case may be) as mentioned above will be permissible only on production of certificate in the Performa as prescribed in **Annexure-VIII** from the competent authorities of the District where they ordinarily reside(s).

12.9.6 The relaxation in physical standards (height/chest) once granted at

the time of initial appointment in Delhi Police will hold good till the individual concerned remains in Delhi Police.

- 12.9.7 Those candidates who are declared not qualified in Physical Standards, *i.e.*, height and chest may prefer an appeal, if they so desire, to the appellate authority present on the PET/ PST ground. The decision of the appellate authority will be final and no further appeal or representation in this regard will be entertained.
- 12.9.8 PST/ PET will not carry any marks but will be of qualifying/ elimination nature.
- 12.9.9 Ex-Servicemen applying for the posts are not required to undergo PET. However, all Ex-Servicemen are required to pass the written tests and fulfill the physical standards prescribed herein. They should also pass the medical standards prescribed for direct recruits.

12.10 **Medical standard (For all posts):**

12.10.1 Medical Examination: All the candidates who qualify in Paper-II will be medically examined by the Medical Officer of the CAPFs or any other Medical Officer or Assistant Surgeon belonging to Grade-I of any Central/ State Govt. Hospital or Dispensary. Candidates, who are found to be unfit, will be informed of the position and they can make an appeal before Review Medical Board within the prescribed time limit of 15 days. Decision of Re-Medical Board/Review Medical Board will be final and no appeal/representation against the decision of the Re-Medical Board/Review Medical Board will be entertained.

12.10.2 Eye sight: The minimum near vision should be N6 (better eye) and N9 (worse eye). The minimum distant vision should be 6/6 (better eye) and 6/9 (worse eye) of both eyes without any correction like wearing glasses or surgery of any kind to improve visual acuity. In right handed person, the right eye is better eye and vice versa.

12.10.3 The candidate must not have knock knee, flat foot, varicose vein or squint in eyes and they should possess high colour vision.

12.10.4 They must be in good mental and bodily health and free from any physical defect likely to interfere with the efficient performance of the duties.

12.11 Finally selected candidates for the posts of Sub-Inspector would, as part of training curriculum, have to pass seven obstacle events as mentioned below, failing which they may not be retained in the Force:

12.11.1 Jumping over the Vertical Board.

12.11.2 Holding the rope on jumping from the Board.

12.11.3 Tarzan Swing.

12.11.4 Jumping on the Horizontal Board.

12.11.5 Parallel Rope.

12.11.6 Monkey Crawl

12.11.7 Vertical Rope.

12.12 **Tattoo:** Tattoos will be allowed as per following stipulations only:

12.12.1 Content: Tattoo depicting religious symbol or figures and the name, as followed in Indian Army are permitted.

12.12.2 Location: Tattoos marked on traditional sites of the body like

inner aspect of forearm but only left forearm, being non saluting limb or dorsum of the hands shall be allowed.

- 12.12.3 Size:** Size must be less than $\frac{1}{4}$ of the particular part (Elbow or Hand) of the body.

13 Admission to the Examination:

- 13.1 All candidates who register themselves in response to this advertisement by the closing date and time and whose applications are found to be in order and are provisionally accepted by the Commission as per the terms and conditions of the Notice of Examination, will be assigned Roll numbers and issued Admission Certificates (AC) for appearing in the Computer Based Examination (Paper-I). Subsequently, qualified candidates will be issued Admission Certificates for the next stages of the Examinations.
- 13.2 The Commission will not undertake detailed scrutiny of applications for the eligibility and other aspects at the time of written examination and, therefore, candidature will be accepted only provisionally. The candidates are advised to go through the requirements of educational qualification, experience, age, etc. and satisfy themselves that they are eligible for the post(s). The certificates/documents in support of their Educational Qualifications, Caste/Category, etc. shall be sought at the time of Document Verification by the Indenting/User Departments/Organizations. Candidates may also note that they would be required to submit their certificates/documents of EQs/caste/category, etc. as and when sought by the Commission or the Indenting/User Department/Organization. After scrutiny of the certificates/documents of EQs/caste/category, etc., if any claim made in the application is not found substantiated by certificates/documents, the candidature of such candidate will be cancelled.
- 13.3 Admission Certificates for the Examination will be uploaded on the website of the concerned Regional/Sub-Regional Office of the Commission. Admission Certificate will not be issued by post for any stage of examination. Therefore candidates are advised to visit the website of concerned Regional Office and SSC HQ regularly for updates and information about the examination.
- 13.4 Information about the Examination indicating the time table and City/Centre of examination for the candidates will be uploaded on the websites of the concerned Regional/Sub-Regional Office of the Commission about two weeks before the date of examination. If any candidate does not find his/her details on the website of the Commission, one week before the date of examination, he/she must immediately contact the concerned Regional/ Sub-Regional Office of the Commission with proof of having submitted his/ her application. Failure to do so will deprive him/ her of any claim for consideration.
- 13.5 Candidate must write Registration Number, registered Email-ID and Mobile Number along with name, date of birth and name of the examination, while addressing any communication to the Commission. Communication from the candidate not furnishing these particulars shall not be entertained.
- 13.6 Facility for download of Admit Cards will be available 3-7 days before the examination on the website of concerned Regional/Sub-Regional Office. Candidate must bring printout of the Admission Certificate to the Examination Hall.
- 13.7 In addition to the Admission Certificate, it is mandatory to carry at least two passport size recent colour photographs, original valid Photo-ID proof having the date of birth as printed on the Admission Certificate, such as:

- 13.7.1 Aadhaar Card/ Printout of E-Aadhaar,
- 13.7.2 Voter's ID Card,
- 13.7.3 Driving License,
- 13.7.4 PAN Card,
- 13.7.5 Passport,
- 13.7.6 ID Card issued by University/ College/ School,
- 13.7.7 Employer ID Card (Govt./ PSU),
- 13.7.8 Ex-serviceman Discharge Book issued by Ministry of Defence,
- 13.7.9 Any other photo bearing ID Card issued by the Central/ State Government.

13.8 If Photo Identity Card does not have the date of birth printed on it then the candidate must carry an additional original document (e.g. Matriculation Certificate, Marks Sheet issued only by CBSE/ICSE/State Boards; Birth Certificate, Category Certificate) in proof of their date of birth. In case of mismatch in the date of birth mentioned in the Admission Certificate and photo ID/Certificate brought in support of date of birth, the candidate will not be allowed to appear in the examination.

13.9 Any other document mentioned in the Admission Certificate may also be carried by the candidates while appearing in the Examination.

13.10 Applications with blurred photograph and/ or signature will be rejected.

14 Document Verification: In view of the recruitments to be made by the Government in mission mode and to expedite the whole recruitment process, the Commission has decided that Document Verification (DV) would be done by the Indenting/User Departments/Organizations.

14.1 The candidates are required to appear for Document Verification along with the photocopies and original documents as mentioned at **para: 14.5**.

14.2 The candidates shall be required to indicate their preference of post(s)/force(s) for which they would like to be considered in their order of preference. The details of various posts/forces with their respective codes are as follows:

- 14.2.1 Sub-Inspector in Delhi Police (A)
- 14.2.2 Sub-Inspector in Border Security Force (B)
- 14.2.3 Sub-Inspector in Central Industrial Security Force (C)
- 14.2.4 Sub-Inspector in Central Reserve Police Force (D)
- 14.2.5 Sub-Inspector in Indo-Tibetan Border Police Force (E)
- 14.2.6 Sub-Inspector in Sashastra Seema Bal (F)

14.3 The option/ preference once exercised by the candidates will be treated as FINAL and IRREVERSIBLE. Subsequent request for change of Post/Force by candidates shall not be entertained under any circumstances. If the candidate has not opted for a Post/ Force, he/ she shall not be considered for selection to such post irrespective of his/ her merit position. Therefore candidates must exercise due diligence and be very careful while giving their post-preferences.

14.4 Candidates have to bring two passport size recent colour photographs and

one original valid Photo ID Proof while appearing for the Document Verification. Photo ID Proof can be:

- 14.4.1 Aadhaar Card/ Printout of E-Aadhaar.
- 14.4.2 Voter ID Card.
- 14.4.3 PAN Card.
- 14.4.4 Passport.
- 14.4.5 Driving License.
- 14.4.6 Government School/ College ID Card.
- 14.4.7 Employer ID (Govt./ PSU).
- 14.4.8 Any other Photo bearing ID Card issued by Central/ State Govt.
- 14.5 Candidates will have to submit copies of various documents like:
 - 14.5.1 Matriculation/ Secondary Certificate.
 - 14.5.2 Educational Qualification Certificate.
 - 14.5.3 Order/letter in respect of equivalent Educational Qualifications claimed, indicating the Authority (with number and date) under which it has been so treated, in respect of equivalent clause in Essential Qualifications, if a candidate is claiming a particular qualification as equivalent qualification.
 - 14.5.4 Caste/ Category Certificate, if belongs to reserved categories.
 - 14.5.5 Driving License for Motor Cycle and Car (issued before the date of PET/ PST) for the candidates who have given preference for Delhi Police (applicable for male candidates only).
 - 14.5.6 For Ex-Servicemen (ESM):
 - 14.5.6.1 Undertaking as per **Annexure-IV**.
 - 14.5.6.2 Serving Defence Personnel Certificate as per **Annexure-III**, if applicable.
 - 14.5.6.3 Discharge Certificate, if discharged from the Armed Forces.
 - 14.5.6.4 Candidates belonging to special categories of Ex-servicemen as listed at **para-3.3.1** must produce Certificate/Documentary evidence in its support.
 - 14.5.7 Relevant Certificate if seeking any age relaxation.
 - 14.5.8 Certificate as per **Annexure-IX** by the Departmental candidates of Delhi Police.
 - 14.5.9 No Objection Certificate, in case already employed in Government.
 - 14.5.10 A candidate who claims change in name after matriculation on marriage or remarriage or divorce, etc. the following documents shall be submitted:
 - 14.5.10.1 In case of marriage of women: Photocopy of Husband's passport showing name of spouse or an attested copy of marriage certificate issued by the Registrar of Marriages or an Affidavit from husband and wife along with a joint photograph duly sworn before the Oath Commissioner;
 - 14.5.10.2 In case of re-marriage of women: Divorce Deed/Death Certificate as the case may be in respect of first spouse; and photocopy of present husband's passport showing name of spouse or an attested copy of marriage certificate issued by the Registrar of Marriages or an Affidavit from the husband and wife along with joint photograph duly sworn before the Oath Commissioner.
 - 14.5.10.3 In case of divorce of women: Certified copy of Divorce Decree and Deed Poll/ Affidavit duly sworn before the Oath Commissioner.

14.5.10.4 In other circumstances for change of name for both male and female: Deed Poll/ Affidavit duly sworn before the Oath Commissioner and paper cuttings of two leading daily newspapers in original (One daily newspaper should be of the area of applicant's permanent and present address or nearby area) and Gazette Notification.

14.5.11 Any other document specified in the Admission Certificate for DV.

15 **Mode of Selection:**

- 15.1 All candidates who register themselves in response to this advertisement by the closing date and time and whose applications are found to be in order and are provisionally accepted by the Commission as per the terms and conditions of the Notice of Examination, will be assigned Roll numbers and issued Admission Certificate (AC) for appearing in the Computer Based Examination (Paper-I).
- 15.2 Admission Certificates for all stages of examination will be issued online on the websites of concerned Regional/Sub-Regional Office of the Commission. Candidates are therefore advised to regularly visit the websites of the Commission Headquarters (<https://ssc.nic.in>) and concerned Regional/Sub-Regional office of the Commission under whose jurisdiction the examination centres opted by the candidate are located (details at **Para 11.1**).]
- 15.3 Minimum qualifying marks in Paper-I and Paper-II (without adding bonus marks to NCC) are as follows:
 - 15.3.1 UR: 30%
 - 15.3.2 OBC/EWS: 25%
 - 15.3.3 All other categories: 20%
- 15.4 On the basis of their performance in Paper-I (including bonus marks in case of NCC certificate), candidates will be shortlisted for appearing in PET/PST Examination. The Commission shall have the discretion to fix different cut-off marks in each part of Paper-I taking into consideration among others, category-wise vacancies and category-wise number of candidates.
- 15.5 PET/ PST are mandatory but qualifying in nature. Ex-Servicemen are not required to undergo PET.
- 15.6 Only those candidates who qualified in PET/PST will be allowed to appear in Paper-II Examination.
- 15.7 On the basis of their performance in Paper-I and Paper-II (including bonus marks in case of NCC certificate), candidates will be shortlisted for appearing in Medical Examination.
- 15.8 **Preference for posts:** The candidates shall be required to indicate their preference of post(s)/force(s) for which they would like to be considered in their order of preference. The details of various posts/forces with their respective codes are as follows:
 - 15.8.1 Sub-Inspector in Delhi Police (A)
 - 15.8.2 Sub-Inspector in Border Security Force (B)
 - 15.8.3 Sub-Inspector in Central Industrial Security Force (C)
 - 15.8.4 Sub-Inspector in Central Reserve Police Force (D)
 - 15.8.5 Sub-Inspector in Indo-Tibetan Border Police Force (E)
 - 15.8.6 Sub-Inspector in Sashastra Seema Bal (F)

- 15.9 The option for post(s)/force(s) based on the preference once exercised by the candidates will be treated as FINAL and IRREVERSIBLE. Subsequent request for change of Post/Force by candidates shall not be entertained under any circumstances.
- 15.10 Candidates shall be considered for selection to only those posts which have been opted by them in their preference. If the candidate has not opted for a Post/ Force, he/ she shall not be considered for selection to such post irrespective of his/ her merit position. Therefore candidates should exercise due diligence before giving their post-preferences.
- 15.11 Final selection and allocation of Post/Force will be made on the basis of the performance of candidates in Paper-I and Paper-II (including bonus marks in case of NCC certificate) and the preference of Posts/Forces exercised by them.
- 15.12 Once the candidate has been allotted his/her first available preference, as per his/her merit, he/she will not be considered for any other option. Candidates are, therefore, advised to exercise preference of Posts/Force very carefully.
- 15.13 The direct recruitment of Sub-Inspector in Delhi Police for the departmental candidates amongst Constable, Head Constable and Assistant Sub-Inspector of Delhi Police will be made as per Rule-7 and 27-A of Delhi Police (Appointment & Recruitment), Rules 1980 (Amended in the year, 2013 and 2018) and Standing Order No. 321/2013. Only those candidates will be treated as 'Departmental Candidates of Delhi Police' who have indicated such status in their online Application Form. After the submission of online application form, no request for change of status to Departmental Candidate will be considered.
- 15.14 The departmental candidates of Delhi Police shall firstly be treated against the open vacancies for the post of SI (Executive), Delhi Police by granting applicable age relaxation and thereafter against departmental vacancies by the Delhi Police.
- 15.15 The departmental candidates of Delhi Police will appear in the common Computer Based Examinations (Paper-I and Paper-II), PET/ PST, Medical Examination of Sub-Inspector in Delhi Police and CAPFs Examination, 2022 along with other candidates. However final result against departmental vacancies will be processed by Delhi Police based on the performance of candidates in Computer Based Examinations after declaration of final result of the said examination by the Commission.
- 15.16 SC, ST, OBC, EWS and ESM candidates, who are selected on their own merit without relaxed standards, will not be adjusted against the reserved share of vacancies. Such candidates will be accommodated against the unreserved vacancies in the post as per their position in the overall merit or vacancies earmarked for their category, whichever is advantageous to them. The reserved vacancies will be filled up separately from amongst the eligible SC, ST, OBC, EWS and ESM candidates.
- 15.17 SC, ST, OBC, EWS and ESM candidates who qualify on the basis of relaxed standards, *viz.*, age limit, experience or qualifications, permitted number of chances, extended zone of consideration, etc., irrespective of his/her merit position, is to be counted against reserved vacancies and not against unreserved vacancies. Such candidates may also be recommended at the relaxed standards to the extent of number of vacancies reserved for them, to make up for the deficiency in the reserved quota, irrespective of their rank in the order of merit. In so far as cases of Ex-Serviceman are concerned, deduction of the military service rendered from the age of Ex-Servicemen is permissible against the reserved or unreserved posts and such exemption

will not be termed as relaxed standards in regard to age.

- 15.18 Success in the examination confers no right of appointment unless Government is satisfied after such enquiry as may be considered necessary that the candidate is suitable in all respects for appointment to the service/post.
- 15.19 The candidates applying for the examination should ensure that they fulfill all the eligibility conditions for admission to the examination. Their admission at all stages of the examination will be purely provisional, subject to their satisfying the prescribed eligibility conditions. If, on verification, at any time before or after the written examination, it is found that they do not fulfill any of the eligibility conditions, their candidature for the examination will be cancelled.
- 15.20 Candidates, who are appointed on the basis of this examination, shall be on probation for a period of two years and during the period of probation, the candidates would be required to undergo such training or pass such examinations as prescribed by the Controlling Authority. On successful completion of the period of probation, the candidates shall, if considered fit for permanent appointment, be confirmed to their post by the Controlling Authority.
- 15.21 If a candidate scoring more than cut-off marks in any Tier/ stage of the examination is not qualified for the subsequent stage/ final selection due to any reason, he/ she must represent to the concerned Regional/ Sub-Regional Office of the Commission within two months of the declaration of the result or two weeks prior to the conduct of next stage of the examination, whichever is earlier.
- 15.22 If a candidate is finally selected and does not receive any correspondence from the Commission or the concerned User Department / Organization within a period of one year from the declaration of final result, he/ she must communicate immediately thereafter with the concerned User Department / Organization.
- 15.23 All the posts (except SI in Delhi Police) carry All India Service Liability (AISL) i.e. the candidate, on selection, may be asked to serve anywhere in the country.

16 Resolution of tie cases:

- 16.1 In cases where more than one candidate secures the equal aggregates marks, in Paper-I + Paper-II, tie will be resolved by applying the following methods one after another:
- 16.1.1 Total marks in Paper-II.
- 16.1.2 Date of birth, with older candidates placed higher.
- 16.1.3 Alphabetical order of the names of the candidates.
- 17 In accordance with the directions issued by DoP&T *vide* its O.M. No.39020/1/2016-Estt. (B) dated 21.06.2016 for increasing access of the unemployed candidates to job opportunities it has been decided that after declaration of final result the Commission will make the scores and rankings of unsuccessful candidates in the said open Competitive Examinations conducted by the Commission available on its website in descending order of ranking. Accordingly, it has been decided that the following details of the candidates will be made available on its website: (i) Name of candidate. (ii) Father/ Husband's name (iii) Date of Birth (iv) Category (Gen/ SC/ ST/ OBC/ EWS/ ESM) (v) Gender of the candidate (vi) Educational Qualifications (vii) Total Marks obtained in the qualifying examination (viii) Ranking by which the merit is decided (ix) Complete address (x) E-mail address However, the candidate will have the option, at the

time of filling up of his/her application form, to opt out of disclosing the above details publicly. Accordingly, the scores and rankings in respect of only those candidates who have opted for disclosing the above details or have not exercised their option will be made available on the website of the Commission.

- 18 **Commission's decision final:** The decision of the Commission in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection, conduct of examination(s), allotment of examination centre, selection and allotment of posts/ organizations to selected candidates will be final and binding on the candidates and no enquiry/ correspondence will be entertained in this regard.

19 **Action against candidates found guilty of misconduct:**

- 19.1 If candidates are found to indulge at any stage in any of the malpractices listed below during the conduct of examination, their candidature for this examination will be cancelled and they will be debarred from the examinations of the Commission for the period mentioned below:

S. No	Type of Malpractice	Debarment period
1	Taking away any Examination related material such as Rough Sheets, Commission Copy of Admission Certificate, Answer Sheet, etc. from the examination hall or passing it on to unauthorized persons during the conduct of examination.	2 Years
2	Leaving the Examination Venue uninformed during the Examination.	2 Years
3	Misbehaving with, intimidating or threatening in any manner, the examination functionaries, i.e., Supervisor, Invigilator, Security Guard or Commission's representatives etc.	3 Years
4	Obstruct the conduct of examination/ instigate other candidates not to take the examination.	3 Years
5	Making statements which are incorrect or false, suppressing material information, submitting fabricated documents, etc.	3 Years
6	Obtaining support/ influence for his/her candidature by any irregular or improper means in connection with his/ her candidature.	3 Years
7	Possession of Mobile Phone in either switched on or switched off mode.	3 Years
8	Appearing in the same examination more than once in contravention of the rules.	3 Years
9	A candidate who is also working on examination related matters in the same examination.	3 Years
10	Damaging examination related infrastructure/equipment.	5 Years
11	Appearing in the Exam with forged Admit Card, identity proof, etc.	5 Years
12	Possession of fire arms/ weapons during the examination.	5 Years
13	Assault, use of force, causing bodily harm in any manner to the examination functionaries i.e., Supervisor, Invigilator, Security Guard or Commission's representatives etc.	7 Years
14	Threatening/ intimidating examination functionaries with weapons/ fire arms.	7 Years
15	Using unfair means in the examination hall like copying from unauthorized sources such as written material on any paper or body parts, etc.	7 Years

16	Possession of Bluetooth Devices, spy cameras, and any other electronic gadgets in the examination hall.	7 Years
17	Impersonate/ Procuring impersonation by any person.	7 Years
18	Taking snapshots, making videos of question papers or examination material, labs, etc.	7 Years
19	Sharing examination terminal through remote desktop software/Apps/LAN/VAN, etc.	7 Years
20	Attempt to hack or manipulate examination servers, data and examination systems at any point before, during or after the examination.	7 Years

19.2 The Commission may also report the matter to Police/ Investigating Agencies, as deemed fit. Further, the Commission may also take appropriate action to get the matter examined by the concerned authorities/ forensic experts, etc.

20 **Courts' jurisdiction:** Any dispute in regard to this recruitment will be subject to courts/ tribunals having jurisdiction over the place of concerned Regional/ Sub-Regional Office of the Commission where the candidate has appeared for the Computer Based Examination.

21 **Disqualifications:** No person, (a) who has entered into, or contracted a marriage with a person having a spouse living, or (b) who, having a spouse living has entered into, or contracted a marriage with any person shall be eligible for appointment to the service provided that the Central Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for so doing, exempt any person from the operation of this rule.

22. **Important Instructions to Candidates:**

(a)	BEFORE APPLYING, CANDIDATES ARE ADVISED TO GO THROUGH THE INSTRUCTIONS GIVEN IN THE NOTICE OF EXAMINATION VERY CAREFULLY. THE NOTICE OF EXAMINATION IS PRINTED BOTH IN ENGLISH AND HINDI. IN CASE OF ANY DISPUTE, THE ENGLISH VERSION WILL PREVAIL.
(b)	CANDIDATES IN THEIR OWN INTEREST SHOULD SUBMIT ONLINE APPLICATIONS MUCH BEFORE THE CLOSING DATE AND NOT WAIT TILL THE LAST DATE TO AVOID THE POSSIBILITY OF DISCONNECTION/ INABILITY OR FAILURE TO LOGIN TO THE SSC WEBSITE ON ACCOUNT OF HEAVY LOAD ON THE WEBSITE DURING THE CLOSING DAYS.
(c)	The Commission will not undertake detailed scrutiny of applications for the eligibility and other aspects at the time of written examination and, therefore, candidature will be accepted only provisionally. The candidates are advised to go through the requirements of educational qualification, age, physical and medical standards etc. and satisfy themselves that they are eligible for the post(s). The certificates/documents in support of their Educational Qualifications, Caste/Category, etc. shall be sought at the time of Document Verification by the Indenting/User Departments/Organizations. Candidates may also note that they would be required to submit their certificates/documents of EQs/caste/category, etc. as and when sought by the Commission or the Indenting/User Department/Organization. After scrutiny of the certificates/documents of EQs/caste/category, etc., if any claim made in the application is not substantiated by

	certificates/documents, the candidature of candidate will be cancelled.
(d)	Candidates seeking reservation benefits available for SC/ST/OBC/EWS must ensure that they are entitled to such reservation as per eligibility prescribed in the Notice. They should also be in possession of the certificates in the prescribed format in support of their claim.
(e)	When application is successfully submitted, it will be accepted 'Provisionally'. Candidate should take printout of the application form for their own records. Normally, printout of the online Application Form is not required to be submitted to the Commission.
(f)	The candidates must write their name, date of birth, father's name and mother's name strictly as given in the matriculation certificate otherwise their candidature may be cancelled at the time of Document Verification / any stage.
(g)	Applications with illegible/blurred Photograph/Signature will be rejected summarily.
(h)	Candidates must fill their correct and active e-mail addresses and mobile number in the online application as correspondence may be made by the Commission through e-mail/SMS.
(i)	Candidates must carry two passport size recent colour photographs and one original Photo ID Proof such as Aadhaar Card/ printout of E-Aadhaar, Driving License, Voter Card, PAN Card, Identity Card issued by University/ College/ Government, Employer ID Card, ESM Discharge Book issued by Ministry of Defence, or any photo bearing ID card issued by Central/ State Government to the Examination Venue, failing which they will not be allowed to appear for the same. If Photo Identity Card does not have the Date of Birth then the candidate must carry an additional original certificate in proof of their Date of Birth.
(j)	In case of fake/fabricated application/registration by misusing any dignitaries name/ photo, such candidate/cyber cafe will be held responsible for the same and liable for suitable legal action under cyber/IT Act.
(k)	All the posts (except SI in Delhi Police) carry All India Service Liability (AISL) i.e. the candidate, on selection, may be asked to serve anywhere in the country.
(l)	If a candidate scoring more than cut-off marks at any Tier/stage of the examination is not qualified for the subsequent stage/final selection due to any reason, he/she must represent to the concerned Regional/Sub-Regional Office of the Commission within two months of the declaration of the result or two weeks prior to the conduct of next stage of the examination, whichever is earlier.
(m)	If a candidate is finally selected and does not receive any correspondence from the Commission or the concerned User Department within a period of one year after declaration of result, he/she must communicate immediately thereafter with the concerned User Department.
(n)	Fee payable: Rs 100/- (Rs. one hundred only). Women candidates and candidates belonging to Scheduled Caste (SC), Scheduled Tribe (ST) and Ex-Servicemen (ESM) are exempted from payment of fee.
(o)	Only one online application is allowed to be submitted by a candidate for the Examination during normal period for submission of online applications, which does not include the period of 'Window for Application Form Correction'. Therefore, the candidates must exercise due diligence at the time of filling their online Application Forms. In case, more than one application of a candidate with different registration numbers is detected, all the applications will be rejected by the Commission and his candidature for the examination will be cancelled. If a candidate submits multiple applications

	and appears in the examination (at any stage) more than once, his candidature will be cancelled and he will be debarred from the examinations of the Commission as per rules.
(p)	After the closing date for receipt of online applications, the Commission will provide a period of 1 day to enable candidates to correct/ modify online application parameters, wherein candidates will be allowed to re-submit applications after making requisite corrections/ changes in the onetime registration/ online application data as per their requirement. This facility can be availed by online payment of stipulated correction charges as per details given at Para-10 of the Notice of Examination. Latest modified application will be treated as the valid one and the previous application(s) submitted by such candidates for the examination will be cancelled.
(q)	Before submission of the corrected/ final online application as the case may be, candidates must check that they have filled correct details in each field of the form. After submission of the corrected/ final online application form OR expiry of the period of 'Window for Application Form Correction', no change/ correction/ modification will be allowed under any circumstances. Requests received in this regard in any form like Post, Fax, Email, by hand, etc. shall not be entertained by the Commission and will be summarily rejected.
(r)	In the online Application Form, candidates are required to upload the scanned colour passport size photograph in JPEG format (20 KB to 50 KB). The photograph should not be more than three months old from the date of publication of the Notice of Examination. Image dimension of the photograph should be about 3.5 cm (width) x 4.5 cm (height). The photograph should be without cap and spectacles. If the proper photograph is not uploaded by a candidate, his/her candidature will be cancelled. Specimen of photographs which are acceptable/not acceptable is given at Annexure-XI.
(s)	Special attention is invited to the declaration at the end of the Application Form. Before agreeing to/signing the declaration, the candidates must go through the Application details filled in and the contents of the declaration itself and agree to/sign it only after satisfying themselves that the information furnished is correct. Any concealment/misrepresentation/misdeclaration shall lead to cancellation of candidature.

Under Secretary
Staff Selection Commission (Hqrs)

(Procedure for filling online Application)

The process of filling online application for the examination consists of two parts:

- I. One Time Registration
- II. Filling of online Application for the Examination

Part-I (One-Time Registration)

1. Please read the instructions given in the Notice of Examination carefully before filling up the online 'Registration Form' and 'Application Form'.
2. Before proceeding with One-Time Registration, keep the following information/ documents ready:
 - a. Mobile Number (to be verified through OTP)
 - b. Email ID (to be verified through OTP).
 - c. Aadhaar Number. If Aadhaar Number is not available, please give one of the following ID Numbers. (You will be required to show the original document at a later stage):
 - i. Voter ID Card
 - ii. PAN
 - iii. Passport
 - iv. Driving License
 - v. School/College ID
 - vi. Employer ID (Govt./PSU/Private)
 - d. Information about the Board, Roll Number and Year of Passing the Matriculation (10th) Examination.
 - e. Disability Certificate Number, if you are a Person with Disability.
3. For One-Time Registration, click on 'Register Now' link provided in 'Login' Section on <https://ssc.nic.in>.
4. One-Time Registration process requires filling up of following information:
 - a. Basic details
 - b. Additional and contact details
 - c. Declaration.
5. **For filling up the 'One-Time Registration Form', please follow the following steps:**
 - a. A few critical details (e.g. Aadhaar Number, Name, Father's Name, Mother's Name, Date of Birth etc) are required to be entered twice, in the relevant columns of the Registration Form, for verification purpose and to avoid any mistakes. If there is mismatch between original and verify data column, it will not be accepted and an indication will be given in red text.
 - b. S No-1, provide information about Aadhaar Number/Identity Card and its Number. Any one of these Numbers is required to be given.
 - c. S No-2: Fill your name **exactly** as given in Matriculation (10th Class)

Certificate. In case, you have made any changes in your name after matriculation, indicate the same at S No-2c and 2d.

- d. S No-3: Fill your father's name **exactly** as given in Matriculation (10th Class) Certificate.
- e. S No-4: Fill your mother's name **exactly** as given in Matriculation (10th Class) Certificate.
- f. S No-5: Fill your date of birth **exactly** as given in Matriculation (10th Class) Certificate.
- g. S No-6: Matriculation (10th Class) Examination Details which include:
 - i. Name of Education Board
 - ii. Roll Number
 - iii. Year of passing
- h. S No-7: Gender (Male/Female/Transgender)
- i. S No-8: Level of Educational Qualification (highest).
- j. S No-9: Your Mobile Number. This must be a working mobile number as it will be verified through 'One Time Password' (OTP). It may be noted that any information which the Staff Selection Commission/Delhi Police may like to communicate with you, will be sent on this mobile number only. Your mobile number will also be used for retrieval of password, if required.
- k. S No-10: Your Email ID. This must be a working Email ID as it will be verified through OTP. It may also be noted that any information which the Staff Selection Commission/Delhi Police may like to communicate with you, will be sent on this Email ID only. Your Email ID will also be used for retrieval of password/Registration Number, if required.
- l. Provide detail of State/UT of your Permanent Address.
- m. When the Basic Details provided at S No-1 to 10 are saved, you will be required to confirm your mobile number and email ID. On confirmation, your data will be saved and your Registration Number will be displayed on the screen. Your Registration Number and Password will be provided to you on your mobile number and Email ID.
- n. You have to complete the Registration Process within 14 days failing which your Registration Details saved so far will be deleted.
- o. Login using your Registration Number as username and auto generated password provided to you on your mobile and email. Change your password, when prompted on first login.
- p. After successful password change, you need to login again using your Registration Number and changed password.
- q. On successful login, information about the 'Basic Details' so far filled by you will be displayed. You may edit it, if required or proceed further by clicking on 'Next' button at the bottom to complete your one-time

Registration.

- r. S No-11: Provide information about your Category.
 - s. S No-12: Provide information about your Nationality
 - t. S No-13: Provide information about visible Identification Mark. You may be required to show the above Identification Mark at various stages of examination.
 - u. S No-14: Provide information about disability, if any. Persons with Disabilities (PwD) (Locomotor), Locomotor disability of 40% and above (either one or both leg affected): Yes/No. Provide Disability Certification Number.
 - v. S No: 15 to 18: Provide information about your Permanent and Present Address. Save the data and proceed further to last Part of the Registration Process.
 - w. Save the information provided. Take draft printout and review the information provided thoroughly, before 'Final Submit'.
 - x. Read the 'Declaration' carefully, if you agree with the declaration, click 'I Agree'.
 - y. Upon clicking 'Final Submit' different OTPs will be sent on your mobile number and Email ID. You need to enter one of the two OTPs at designated field to complete the Registration Process.
 - z. After submission of Basic information, if the registration process is not completed within 14 days, your data will be deleted from the system.
6. After completion of registration process, 'Basic Details' can be changed. However, it is advised to the candidates to be cautious while making one time registration.
7. You are again cautioned that name, father's name, mother's name, date of birth, matriculation examination details should be filled exactly as recorded in matriculation certificate. Your candidature may get cancelled in case of incorrect/ wrong information.

Screenshots of One-time Registration Form


BASIC DETAILS

NOTE: Candidates must be cautious while filling up Registration details. Your candidature may get cancelled in case incorrect/ wrong information is furnished.

1. Do you have Aadhaar ? * ☐ Yes ☒ No

1a. Aadhaar Number
Aadhaar Number should be same as mentioned in Aadhaar Card

1b. Verify Aadhaar Number

1c. Type of ID * 
Type of ID and ID Number to be provided if you don't want to give Aadhaar number

1d. ID Number *

2a. Name *
1. Name should be same as mentioned in Matriculation Certificate
2. Please enter name without any salutation (i e Shri/ Smt/ Mr/ Mrs/ Ms/ Dr/ Prof)

2b. Verify Name *

2c. Have you ever changed Name? ☐ Yes ☒ No

2d. New Name / Changed Name

3a. Father's Name *
1. Father's Name should be same as mentioned in Matriculation Certificate
2. Please enter name without any salutation (i e Mr/ Shri/ Late/ Dr/ Prof etc)

3b. Verify Father's Name *


4a. Mother's Name *
1. Mother's Name should be same as mentioned in Matriculation Certificate
2. Please enter name without any salutation (i e Mrs/ Ms/ Smt/ Late/ Dr/ Prof etc)


4b. Verify Mother's Name *

5a. Date of Birth (DD/MM/YYYY) *
Date of Birth should be same as mentioned in Matriculation Certificate

5b. Verify Date of Birth (DD/MM/YYYY) *

6. Matriculation (10th Class) Examination details :

(i). Education Board * 
Education Board of Matriculation Examination

(ii). Verify Education Board * 

(iii). Roll Number *
1. Roll Number should be same as mentioned in Matriculation Certificate
2. Only / and - are allowed , Please enter Roll number without any other special character(s)
3. If Roll Code is given in your Matriculation Certificate then enter "Roll Code - Roll No."

(iv). Verify Roll Number *	<input type="text" value="301739"/>
(v). Year of Passing *	<input type="text" value="2013"/>
(vi). Verify Year of Passing *	<input type="text" value="2013"/>
7a. Gender *	<input checked="" type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Transgender
7b. Verify Gender *	<input checked="" type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Transgender
8. Level of Educational Qualification *	<input type="text" value="Graduation"/>
9a. Mobile Number *	<input type="text" value="811111111"/>
9b. Verify Mobile Number *	<input type="text" value="811111111"/>
10a. Email ID *	<input type="text" value="sample123@gmail.com"/>
10b. Verify Email ID *	<input type="text" value="sample123@gmail.com"/>
• State / UT of Permanent Address *	<input type="text" value="Delhi"/>

SaveResetClose

15b. State/ UT *	<input type="text" value="Punjab"/>
15c. District *	<input type="text" value="Patiala"/>
15d. PIN Code *	<input type="text" value="140401"/>
16. Is Present Address same as Permanent Address?	<input checked="" type="radio"/> Yes <input type="radio"/> No
17a. Present Address *	<div>SAMPLE PERMANENT ADDRESS</div>
17b. State/ UT *	<input type="text" value="Punjab"/>
17c. District *	<input type="text" value="Patiala"/>
17d. PIN Code *	<input type="text" value="140401"/>
18. Contact details for other nationals	<div></div>

PreviousSaveNextResetClose

DECLARATION

Declaration : I hereby declare that the information given by me in this form is true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage,my candidature/appointment is liable to be cancelled/terminated.

☒ I Agree.

PreviousTake Draft PrintFinal SubmitClose

Part-II (Online Application Form)

1. Before proceeding with filling of online application, keep the following data ready:

- a. Recent scanned colour passport size photograph (not more than three months old from the date of publication of the Notice of Examination) in JPEG format (20 KB to 50 KB). Image dimension of the photograph should be about 3.5 cm (width) x 4.5 cm (height). The photograph should be without cap and spectacles. **Applications with blurred photograph will be rejected. If the proper photograph is not uploaded by a candidate, his candidature will be cancelled. Specimen of photographs which are acceptable/not acceptable is given at Annexure-XI.**
- b. Scanned signature in JPEG format (10 to 20 KB). Image dimension of the signature should be about 4.0 cm (width) x 2.0 cm (height). **Applications with illegible/blurred signature will be rejected.**
- c. Details of qualifying educational qualification like passing year, roll number, percentage/CGPA, name of university, etc.

1. Login to online system through your Registration Number and password.
2. Click 'Apply' link in '**Sub-Inspector in Delhi Police and Central Armed Police Forces Examination 2022**' Section under 'Latest Notifications' tab.
3. Information in columns at S No-1 to 13 will be automatically filled from your One-Time Registration Data which is non-editable. However, if you want to modify any of One-Time Registration details, click on 'Modify Registration' tab provided at the left hand top corner of your dashboard and make suitable corrections before proceeding further.
4. S. No.14: Do you belong to castes not included in Central List of OBCs but notified as OBC by the Government of NCT of Delhi (such candidate will be considered as OBC for Delhi Police and UR for other post).
5. S. No.15: Do you belong to castes not included in Central List of OBCs but notified as OBC by the Government of NCT of Delhi (such candidate will be considered as OBC for Delhi Police and EWS for other post).
6. S. No. 16: Select 'Yes', if you are a departmental candidate in the rank of Constable, Head Constable or Assistant Sub-Inspector in Delhi Police.
7. S. No.17.1 to 17.2: Select 'Yes', if you are an NCC Certificate Holder as on 30.08.2022 and provide the details of NCC Certificate.
8. S No. 18.1 to 18.2: Do you possess a degree or post graduate diploma certificate awarded by the Rashtriya Raksha University (RRU)? If 'Yes', provide the details of degree/certificate.
9. S. No. 19: Give your preference of Examination Centres. You may choose Examination Centres within the same Region. Choice for all the three Centres must be given in the order of preference.
10. S. No. 20.1 to 20.6: If you are an Ex-Serviceman, fill up the required information. Wards of Servicemen/Ex-Servicemen are not treated as Ex-Servicemen.
11. S. No.21: Select 'Yes', if you are eligible for special quota of Ex-Servicemen for the post of Sub-Inspector in Delhi Police. Please refer to **para-3.3** of the Notice of

Examination.

12. S. No. 22.1 to 22.2: If you are seeking age relaxation, select appropriate age-relaxation category.
13. S. No. 23: Indicate your highest qualification.
14. S. No. 24: Give details of qualifying Educational Qualification.
15. S. No. 25: Please see **Para-17** of the Notice of Examination and fill up accordingly.
16. S. No. 26, 27 and 28: Information with regard to Present and Permanent Address will be filled up automatically from the One-Time Registration Data.
17. Upload your recent Photograph (**not more than three months old from the date of publication of the Notice of Examination**) as specified at S. No. 1(a) above. **Applications with blurred photograph will be rejected. Specimen of photographs acceptable/not acceptable is given at Annexure-XI. Candidate may refer to the same.**
18. Upload your signature as specified at S. No. 1(b) above. Applications with blurred signatures will be rejected.
19. S. No. 29: The photograph uploaded above should not be more than three months old from the date of publication of the Notice of Examination. Click 'Yes', if the photograph uploaded above is not more than three months old from the date of publication of the Notice of Examination.
20. Go through the declaration carefully and click on "I agree" check box, if you accept the same. Fill up captcha code.
21. Preview and verify the information provided by you. **If you want to modify any entry, click on 'Edit/Modify' button and make requisite corrections before proceeding further.** When you are satisfied that the information is correctly filled, preview and verify the information and submit the Application.
22. Proceed to make fee payment if you are not exempted from payment of fee.
23. Fee can be paid online through BHIM UPI, Net Banking, by using Visa, Mastercard, Maestro, RuPay Credit or Debit cards or in cash at SBI Branches by generating SBI Challan.
24. When application is successfully submitted, it will be accepted '**Provisionally**'. Candidates should take printout of the application form for their own records. Printout of the 'Application Form' is normally not required to be submitted to the Staff Selection Commission at any stage. However, you may be required to provide printout of the online application form to address grievances related to online application, if any.

Sub-Inspector in Delhi Police and Central Armed Police Forces Examination, 2022**Instructions****PLEASE BE VERY CAREFUL WHILE FILLING THE APPLICATION FORM**

1. Candidate's Name: (As per the Matriculation Certificate)	SAMPLE NAME
2. New / Changed Name:	
3. Father's Name: (As per the Matriculation Certificate)	SAMPLE FATHER NAME
4. Mother's Name: (As per the Matriculation Certificate)	SAMPLE MOTHER NAME
5. Date of Birth (DD/MM/YYYY): (As per the Matriculation Certificate)	02/01/1999
6. Age as on 01/01/2022:	22.11
7. Gender:	Male
8. Category:	UR
9. Nationality:	Citizen of India
10. Mark of Visible Identification:	MOLE ON RIGHT CHEEK

11. Matriculation (10 th Class) Examination Board:	Central Board of Secondary Education (CBSE)
12. Matriculation (10 th Class) Roll No.:	301739
13. Matriculation (10 th Class) Year of Passing:	2013
14. Do you belong to castes not included in Central List of OBCs but notified as OBC by the Govt of NCT of Delhi (Such candidates will be considered as OBC for Delhi Police and UR for other posts)*	<input type="radio"/> Yes <input checked="" type="radio"/> No
15. Do you belong to castes not included in Central List of OBCs but notified as OBC by the Govt of NCT of Delhi (Such candidates will be considered as OBC for Delhi Police and EWS for other posts)*	<input type="radio"/> Yes <input type="radio"/> No
16. Are you a Departmental Candidate of Delhi Police?: *	<input type="radio"/> Yes <input checked="" type="radio"/> No
Please refer to the Notice of Examination, Para 15.13	
Verify whether you are a Departmental Candidate of Delhi Police?: *	<input type="radio"/> Yes <input checked="" type="radio"/> No
17.1. Are you a National Cadet Corps (NCC) Certificate holder? : *	<input type="radio"/> Yes <input checked="" type="radio"/> No
Verify whether you are a NCC Certificate holder? : *	<input type="radio"/> Yes <input checked="" type="radio"/> No
Please refer to the Notice of Examination, Para 12.5	

17.2. Type of the NCC Certificate: *

--Please Select--

Confirm Type of NCC Certificate:

--Please Select--

18.1. Do you possess Degree/ Post Graduate Diploma awarded by Rashtriya Raksha University (RRU)? : *

☐ Yes

☒ No

18.2. If Yes, class obtained in Degree/ Post Graduate Diploma: *

--Please Select--

19. Preference of Examination Centres: *

NR-Delhi(2201)

NR-Ajmer(2401)

NR-Alwar(2402)

20.1. Whether you are an Ex-Servicemen (ESM) or serving in the Armed Forces? :*

☐ Yes

☒ No

20.2. Date of Joining the Armed Forces (DD/MM/YYYY):

20.3. Date of Discharge/ Likely Date of Discharge from the Armed Forces (DD/MM/YYYY):

20.4. Length of Service in the Armed Forces:

20.5. Have you already joined a civil post by availing benefit of reservation for Ex-Serviceman (ESM) :

☐ Yes

☐ No

Please refer to the Notice of Examination, Para-5.4

20.6. Date of Joining to Civil Post (DD/MM/YYYY):

21. Whether eligible for special quota as ESM for Delhi Police :
[Please refer to the Notice of Examination, Para-3.3](#)

☐ Yes ☒ No

22.1. Whether seeking Age Relaxation? : *

☐ Yes ☒ No

22.2. If Yes, Age Relaxation code:

--Select Age Relaxation Code--

[Please see Para-5.2 of the Notice](#)

23. Highest Educational Qualification: *

BBA (18)

24. Details of Qualifying Educational Qualification: *

Graduation

Status	Passing Year	State/ UT of Board/ University	Name of Board/ University	Roll No	Percentage	CGPA
<div>Passed</div>	<div>2019</div>	<div>Delhi</div>	<div>GURU GOBIND SINGH I</div>	<div>22019823</div>	<div>69</div>	

25. Do you want to make your personal information available for accessing job opportunities in terms of DoP&T's OM.No.39020/1/2016-Estt.(P) dated 21/06/2016? *

☐ Yes ☒ No

[Please see Para-17 of the Notice](#)

26. Correspondence Address:

Sample Permanent Address

State:

Punjab

District:

Patiala

Pin Code:

140401

27. Permanent Address	Sample Permanent Address
State:	Punjab
Pin Code:	140401
Mobile Number:	8111111111
Email:	sample123@gmail.com

28. Contact Details for Other Nationals:

Photograph and Signature

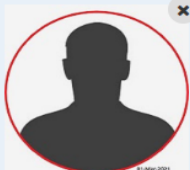
Upload a photo taken on 10-May-2022
or later*

Allowed File Size: 20 KB to 50 KB

Format: JPEG/ JPG

Image Size: About 3.5 cm (width) x 4.5
cm (height)

SamplePhot...hwithdate.jpg




Upload Signature *

Allowed File Size: 10 KB to 20 KB

Format: JPEG/ JPG

Image Size: About 4.0 cm (width) x 2.0
cm (height)

SampleSignature.jpg



29. Whether the photograph has been taken on or after 10-May-2022?:

☒ Yes ☐ No

Declaration

1. I have read the Notice of the Examination, and accept all the Terms & Conditions of the Notice of the Examination.

2. I hereby declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage or not satisfying the eligibility criteria according to the Notice of Examination, my candidature/ appointment is liable to be cancelled/ terminated.

3. I declare that the Photograph uploaded in Application form is not more than 3 months old.

☒ I Agree

LKUDF

Try Another

LKUDF

Preview

Reset

Close

Form of Certificate for serving Defence Personnel

I hereby certify that, according to the information available with me (No)
_____ (Rank) _____ (Name) _____ is due
to complete the specified term of his engagement with the Armed Forces on the
(Date) _____

(Signature of Commanding Officer)
Office Seal

Place:

Date:

UNDERTAKING TO BE GIVEN BY THE EX-SERVICEMEN

I, bearing Roll No....., appearing for the Document Verification of the Examination, 20....., do hereby undertake that:

(a) I am entitled to the benefits admissible to Ex-Servicemen in terms of the Ex-Servicemen Reemployment in Central Civil Services and Posts Rules, 1979, as amended from time to time.

(b) I have not joined the Government job on civil side (including Public Sector Undertakings, Autonomous Bodies/ Statutory Bodies, Nationalized Banks, etc.) in Group 'C' and 'D' posts on regular basis after availing of the benefits of reservation given to ex-serviceman for reemployment; or

(c) I have availed the benefit of reservation as ex-serviceman for securing Government job on civil side. I have joined ason..... in the office of I hereby undertake that I have submitted the self-declaration/ undertaking to my current employer about date wise detail of the application for the above mentioned examination for which I had applied for before joining the present civil employment; or

(d) I have availed the benefit of reservation as ex-serviceman for securing Government job on civil side. I have joined ason..... in the office of Therefore, I am eligible for age-relaxation only; I hereby declare that the above statements are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage, my candidature/ appointment is liable to be cancelled/ terminated.

Signature:

Name:

Roll Number:

Date:

Date of appointment in Armed Forces:

Date of Discharge:

Last Unit/ Corps:

Mobile Number:

Email ID:

FORMAT FOR SC/ ST CERTIFICATE

The form of certificate to be produced by Scheduled Castes and Scheduled Tribes candidates applying for appointment to posts under Government of India

This is to certify that Shri/ Shrimati /Kumari* _____ son/daughter of
of village/town/* in District/Division* _____ of _____ the
State/Union Territory* __ belongs to the _____ caste/ Tribes* which is recognized as
a Scheduled Castes/Scheduled Tribes* under:-

@The Constitution (Scheduled Castes) Order, 1950

@The Constitution (Scheduled Tribes) Order, 1950

@The Constitution (Scheduled Castes) Union Territories Order, 1951

@The Constitution (Scheduled Tribes) Union Territories Order, 1951

[As amended by the Scheduled Castes and Scheduled Tribes Lists (Modification) order, 1956, the Bombay Reorganization Act, 1960 & the Punjab Reorganization Act, 1966, the State of Himachal Pradesh Act 1970, the North-Eastern Area (Reorganization) Act, 1971; the Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976, the State of Mizoram Act, 1986, the State of Arunachal Pradesh Act, 1986 and the Goa, Daman and Diu (Reorganisation) Act, 1987.]

@ The Constitution (Jammu & Kashmir) Scheduled Castes Order, 1956

@The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes order (Amendment Act), 1976.

@The Constitution (Dadra and Nagar Haveli) Scheduled Castes order 1962.

@The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order 1962.

@The Constitution (Pondicherry) Scheduled Castes Order 1964

@The Constitution (Uttar Pradesh) Scheduled Tribes Order, 1967

@The Constitution (Goa, Daman & Diu) Scheduled Castes Order, 1968

@The Constitution (Goa, Daman & Diu) Scheduled Tribes Order 1968

@ The Constitution (Nagaland) Scheduled Tribes Order, 1970

@The Constitution (Sikkim) Scheduled Castes Order 1978

@ The Constitution (Sikkim) Scheduled Tribes Order 1978

@The Constitution (Jammu & Kashmir) Scheduled Tribes Order 1989

@ The Constitution (SC) orders (Amendment) Act, 1990

@The Constitution (ST) orders (Amendment) Ordinance 1991

@ The Constitution (ST) orders (Second Amendment) Act, 1991

@ The Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 2002

@The Constitution (Scheduled Castes) Order (Amendment) Act, 2002

@The Constitution (Scheduled Castes and Scheduled Tribes) Orders (Amendment) Act, 2002

@The Constitution (Scheduled Castes) Orders (Second Amendment) Act, 2002

%2. Applicable in the case of Scheduled Castes/ Scheduled Tribes persons who have migrated from one State/Union Territory Administration to another.

This certificate is issued on the basis of the Scheduled Castes/ Scheduled Tribes
certificate issued to

Shri/Shrimati*_____Father/mother_____of
Shri/Srimati/Kumari*_____of
village/town*_____in District/Division*_____of the
State/Union Territory*_____who belong to the Caste/Tribe* which is recognized
as a Scheduled Caste/Scheduled Tribe in the State/Union Territory* of
_____issued by the _____dated _____

%3. Shri/Shrimati/Kumari*_____and /or * his/her family
ordinarily reside(s) in village/ town*_____of _____District/
Division* of the State/ Union Territory* of _____.

Signature _____

**Designation _____

(with seal of office)
State/ Union Territory*

Place: _____

Date: _____

*Please delete the words which are not applicable

@ Please quote specific presidential order

% Delete the paragraph which is not applicable.

NOTE: The term ordinarily reside(s) used here will have the same meaning as in section
20 of the Representation of the People Act, 1950.

** List of authorities empowered to issue Scheduled Caste/Scheduled Tribe Certificates:

- (i) District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Dy. Collector/Ist Class Stipendiary Magistrate/+Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/ Extra Assistant Commissioner.
+(not below of the rank of 1st Class Stipendiary Magistrate).
- (ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
- (iii) Revenue Officers not below the rank of Tehsildar.
- (iv) Sub-Divisional Officers of the area where the candidate and/or his family normally resides.
- (v) Administrator/ Secretary to Administrator/ Development Officer (Lakshadweep).

**(FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES
APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF
INDIA)**

This is to certify that Shri / Smt. / Kumari _____ son/daughter
of _____ of village/town _____ in
District/Division _____ in the State/Union
Territory _____ belongs to the _____ Community which is recognized as
a backward class under the Government of India, Ministry of Social Justice and Empowerment's
Resolution No. _____ dated _____*.

Shri/Smt./Kumari -----and/or his/her family ordinarily reside(s) in the-----
-----District/Division of the-----State/Union Territory. This is also to
certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in Column
3 of the Scheduled to the Government of India, Department of Personnel & Training O.M. No.
36012/22/93-Estt (SCT) dated 8.9.1993, O.M. No. 36033/3/2004-Estt. (Res) dated 9th March, 2004,
O.M. No. 36033/3/2004-Estt. (Res) dated 14th October, 2008 and O.M. No. 36033/1/2013-Estt. (Res)
dated 27th May, 2013**.

Signature-----
Designation-----\$

Dated:

Seal

*- The authority issuing the certificate may have to mention the details of Resolution of
Government of India, in which the caste of the candidate's is mentioned as OBC.

** - As amended from time to time.

\$- List of Authorities empowered to issue Other Backward Classes certificate will be the same
as those empowered to issue Scheduled caste/ Scheduled Tribe Certificates.

Note: The term "Ordinarily" used here will have the same meaning as in Section 20 of the
Representation of the Peoples Act, 1950.

Government of

(Name & Address of the authority issuing the certificate)

INCOME & ASSEST CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS

Certificate No. _____

Date _____

VALID FOR THE YEAR _____

This is to certify that Shri/Smt./Kumari _____ son/daughter/wife of _____ permanent resident of _____, Village/Street _____ Post Office _____ District _____ in the State/ Union Territory _____ Pin Code _____ Whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual income* of his/her 'family'** is below Rs. 8 Lakh (Rupees Eight Lakh only) for the financial year _____ His/her family does not own or possess any of the following assets *** :

I. 5 acres of agricultural land and above;

II. Residential flat of 1000 sq. ft. and above;

III Residential plot of 100 sq. yards and above in notified municipalities;

IV Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

2. Shri/Smt./Kumari _____ belongs to the _____ caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List).

Signature with seal of Office _____

Name _____

Designation _____

Recent Passport size
attested photograph
of the applicant

*Note 1: Income covered all sources i.e. salary, agriculture, business, profession etc.

** Note 2: The term 'Family' for this purpose include the person, who seeks benefit of reservation, his/ her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.

***Note 3: The property held by a "Family" in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.

**FORM OF CERTIFICATE TO BE SUBMITTED BY THOSE CANDIDATES WHO INTEND
TO AVAIL RELAXATION IN HEIGHT OR CHEST MEASUREMENT**

Certified that Shri/ Smt/ Kumari _____ Son/
daughter of Shri _____ is permanent resident
of village _____, Tehsil/ Taluka _____ District _____ of _____
_____ State.

2. It is further certified that:

- * Residents of entire area mentioned above are considered as _____
(Garhwali, Kumaoni, Dogras, Marathas, Sikkimies) for relaxation in height measurement
for recruitment in the para military forces of the Union of India.
- * He/ she belongs to Himachal Pradesh/ Leh and Ladakh/ Kashmir Valley/ North-
Eastern States which is considered for relaxation in height measurement for
recruitment in the para military forces of the Union of India.
- * He/ she belongs to Scheduled Tribe.

	Signature	
District	Magistrate/	Sub-Division
Magistrate/ Tehsildar		

Date:

Place:

* Delete whichever is not applicable.

**CERTIFICATE TO BE SUBMITTED BY DEPARTMENTAL CANDIDATES OF DELHI
POLICE**

(TO BE FILLED BY THE HEAD OF THE OFFICE)

Certified that as per entries made in the Service Book No. _____ Rank _____ Name _____ who was appointed in the _____ on _____ in the rank of _____ is continuously serving in the _____ and has completed three years regular service as on closing date. It is also certified that he has completed the period of probation satisfactorily on _____. He is presently posted in this unit _____ (name of the unit). During his service he has been awarded _____ major punishments and _____ minor punishments.

Signature of Head of Office

Name _____

Office Seal

Essential Educational Qualification

Educational Qualification	Code
BA	05
BA (Hons.)	06
B. Com.	07
B.Com. (Hons.)	08
B.Sc.	09
B.Sc. (Hons.)	10
B. Ed.	11
LLB	12
BE	13
B. Tech	14
AMIE (Part A & Part B)	15
B.Sc. (Engg.)	16
BCA	17
BBA	18
Graduation issued by Defence (Indian Army, Air Force, Navy)	19
B. Lib.	20
B. Pharm.	21
ICWA	22
CA	23
PG Diploma	24
MA	25
M.Com.	26
M. Sc.	27
M.Ed.	28
LLM	29
ME	30
M. Tech.	31
M. Sc. (Engg.)	32
MCA	33
MBA	34
Others	35

Specimen of Photographs

Acceptable Photograph



Samples of photographs which are not acceptable

Extra Colour



Too close



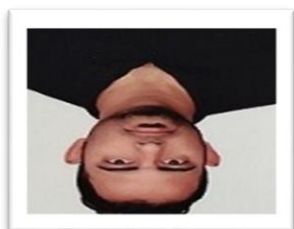
With hat/cap



Blur Photographs



Inverted



Too dark



With goggles



Facing Sideways



Too Small



With spectacles



OFFICE OF THE DISTRICT JUDGE, KANDHAMAL, PHULBANI

Dated, Phulbani the 3rd day of August, 2022

CORRIGENDUM to the Advertisement No.01 of 2022 dated 05.07.2022

In partial modification to this Office Advertisement No.01 of 2022 dated 05.07.2022, the revised vacancy position (category-wise) for the posts of **Junior Clerk-cum-Copyist, Junior Typist, Stenographer Grade-III** of the direct recruitment examination, 2022-23 is hereby notified as follows for general information:

Name of Posts	Scale of Pay as per Pay Matrix of ORSP Rules, 2017	UR	ST	SC	SEBC	Total
Junior Clerk-cum-Copyist	Rs.19,900-63,200/-(Level-4)	14 (5 posts reserved for Women)	4 (1 post reserved for Women)	3 (1 post reserved for Women)	1	22
Junior Typist	Rs.19,900-63,200/-(Level-4)	4 (1 post reserved for Women)	2 (1 post reserved for Women)	1	1	8
Stenographer, Grade-III	Rs.25,500-81,100/-(Level-7)	1	2 (1 post reserved for Women)	--	--	3
	Total	19	8	4	2	33

1. The digit “32” appearing in the first line of Para-I, Clause (iv) is substituted as “38”.
2. The date “03.08.2022” appearing in Para-I, Clause (iv), in Para-IV & in the Format of Application is substituted as “19.08.2022”.

The other contents of the Advertisement No.01 of 2022 dated 05.07.2022 remain unchanged.

**BY ORDER OF THE DISTRICT JUDGE,
KANDHAMAL, PHULBANI**

Sd/-03.08.2022

Registrar, Civil Courts,
Kandhamal, Phulbani.

OFFICE OF THE DISTRICT & SESSIONS JUDGE: ANGUL.

RECRUITMENT YEAR 2022-23

Advertisement No-01, Dated-02.08.2022

Last date for receipt of Application-01.09.2022(05.00 P.M.)

1. Application in plain paper in the format (Form-A) given below are invited from the eligible candidates for filling up the following posts of Junior Clerk-cum-Copyist, Junior Typist & Stenographer Grade-III in the Judgeship of Angul in the Scale of pay Rs. 19,900/- to Rs. 63,200/-(Level 4), Rs. 19,900/- to Rs. 63,200/-(Level 4) & Rs. 25,500/- to Rs. 81,100/-(Level 7) respectively as per ORSP Rule, 2017 per month with usual DA and other allowances as admissible to the Government from time to time *(subject to the result of WP (C) No. 1273/2014 pending before the Hon'ble High Court of Orissa, Cuttack).*

Sl. No.	Posts	U.R.	S.T.	S.C.	S.E.B.C	Total
1	Jr. Clerk-cum-Copyist (Rs. 19,900/- to Rs.63,200/-) in Level-4	04 (W-02)	04 (W-02)	02 (W-01)	02 (W-02)	12
2	Stenographer Grade-III (Rs. 25,500/- to Rs.81,100/-) in Level-7	02 (W-01)	03 (W-01)	01	-	06
3	Jr. Typist (Rs. 19,900/- to Rs.63,200/-) in Level-4	-	02 (W-01)	-	-	02

NOTE:-

- A. The number of above vacancies in different cadre and category of posts may increase or decrease. The reservation of vacancies for Ex-Serviceman, Person with Disabilities and Sports persons shall be filled up according to the existing rules. The District Judge, Angul reserves the right to cancel the recruitment process at any time without prior notice. **The decision of the District Judge, Angul as to the result of the Examination shall be final and in no case, shall be liable to be challenged.**
- B. The applicability of Odisha Group "C" and Group "D" posts (contractual appointment) Rules, 2013 for the subordinate Judiciary of the State is now *sub-judice* before the Hon'ble High Court of Orissa in the Judicial side vide WP (C) No. 1273/2014. Therefore, the base level post advertised for Junior clerk –cum-copyist, Junior Typist and Stenographer Grade III are to be made on **"Regular basis"** in accordance with the provisions contained in Orissa District Subordinate Courts' Non-Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008 and amended Rules, 2010, subject to the result of WP (C) No. 1273/2014.

2. Eligibility of candidate for Junior Clerk –cum-Copyist, Junior Typist and Stenographer Grade III.

A candidate in order to be eligible for the above posts, He/She:-

- (a) Shall be a citizen of India.
- (b) Must have passed at least +2 examination conducted by the Council constituted under Sec. 3 of the Orissa Higher Secondary Education Act, 1982 or equivalent examination of a recognized Council, Board or University, as the case may be.
- (c) Must have at least passed Diploma in Computer Application from a recognized institute.
- (d) Must be over 18 years and below 38 years of age as on **01.09.2022** provided that, the upper age limit is relaxed by 5 year in case of **SC/ST/SEBC/Women candidates** & in respect of PWD candidates and Ex-serviceman candidates shall be relaxed in accordance with the

provisions made under relevant Acts, Rules, Orders or Instructions, for the time being in force, issued in that behalf by the Government. (In view of Letter No. 11635 (30) dated 28.07.2022 of Hon'ble High Court of Orissa, Cuttack and Notification No. 771/Gen dated 11.01.2022 of the G.A. & P.G. Dept., Government of Odisha)

Provided that a person who comes under more than one category mentioned above shall be eligible for only one age relaxation benefit which shall be considered most beneficial to them.

SAVE AS PROVIDED ABOVE THE AGE LIMIT PRESCRIBED SHALL IN NO CASE BE RELAXED.

Date of birth entered in the High School Certificate or equivalent certificate by the concerned Board/ Council will only be accepted by the District Recruitment Committee.

- (e) Must be able to speak, read and write Odia and have passed a test in Odia equivalent to the M.E. standard.
- (f) Must be of good character.
- (g) Must be of sound health, good physique and free from organic defects or bodily infirmity.
- (h) Must not have more than one spouse living, if married.
- (i) For the post of Junior Typist, the candidate shall possess a minimum speed of 40 (Forty) words in type writing per minute.
- (j) For the post of Stenographer Grade III, the candidate shall possess minimum speed of 80 (Eighty) words in short hand and 40 (Forty) words in type writing per minute.
- (k) **Government Servants, whether Temporary or Permanent, are eligible to apply, provided that they possess the requisite Qualification and are within the prescribed age-limit as provided under Para 2 (d) of the Advertisement. They must inform their respective Heads of Office in writing regarding submission of their applications for this recruitment and obtain "No objection Certificate" and same shall be submitted along with the application.**

3. Fee for Examination.

The candidate is required to deposit fees of Rs. 100/- (Rupees One hundred only) in shape of Treasury Challan under the head "0070-Other Administrative Services-01-Administration of Justice-501-Services and Service fees-9904650-Law Department-9916730-Examination fees for Recruitment conducted by Orissa District and Subordinate Courts" for each post applied for.

Provided that the candidate belonging to the Scheduled Castes/ Scheduled Tribes/Persons with disabilities shall not be required to pay the fees for the Recruitment Examination.

4. Process of Selection.

Selection to the post shall be through a written competitive examination followed by computer test and Viva-voce test. The scheme of such examination is mentioned herein below.

A. Scheme of Examination for the post JUNIOR CLERK –CUM-COPYIST.

There shall be an examination on the following subjects for the post of Junior Clerk-cum-Copyist.

	Subject	Marks	Duration
Written Test consisting of			
Part –I	English	100	2 Hours
	Arithmetic	100	1 Hours
	General Knowledge	100	1 Hours
Part-II	Computer Science Test (Practical)	100	
	Viva Voce Test	45	

Only successful candidates in the written examination shall be called for Computer Science Practical test and the candidates selected in the computer Science Practical test shall be called for Viva Voce Test.

B. Details of Syllabus for each subject shall be as follows.

I) **English**

- (a) An Essay to be written in English (30 Marks).
- (b) A letter or application to be written in English (20 Marks).
- (c) One Odia passage to be translated into English (15 Marks).
- (d) One English Passage to be translated into Odia (15 Marks).
- (e) Summary of one English Passage (20 Marks).

II) **Arithmetic:** Vulgar fraction and decimals, HCF and LCM, Simple and compound interest, simple and compound practice, percentages, profits and loss, mixtures, partnership, average, Rate and taxes, Insurance, square and cubic measures, problems on time and work and on time and distance.

Note- Problems more easily solvable by algebraically methods need not be required to solve arithmetically.

III) **General Knowledge:** Knowledge of current events and such other matters of every day observation and experience as may be expected from an educated person.

IV) **Computer Science (Practical):** To test the proficiency of candidate relating to matters like test formatting of the paragraph, insertion of table, skill to print and save, file transfer, website searching/ browsing and downloading e-Mail, use of pen drive and other software, etc and programmes of accounting.

C. Scheme of Examination for the post of Junior Typist and Stenographer Grade-III.

There shall be an examination on the following subjects for the post of Junior Typist & Stenographer Grade-III.

	Subject	Marks	Duration
	Written Test		
Part-I	English (Qualifying in nature) (for both Jr. Typist and Stenographer Grade-III)	100	2 Hours
	Practical Test (Stenography Test and Type Writing Test)		
	Type writing Test for Jr. Typist	50	10 Minutes
	Short hand & Type writing Test for Stenographer Grade-III.	50	15 Minutes
Part-II	Computer Science Test (Practical) (for both Jr. Typist and Stenographer Grade-III)	100	
	Viva Voce Test (for both Jr. Typist and Stenographer Grade-III)	35	

For the post of Junior Typist, there will be a separate test in type writing and in case of Stenographer Grade-III, there will be a separate test in Short hand and typewriting and such type writing and shorthand test will be held after publication of written test. The candidates, who will qualify in the written test for the post of Junior Typist and Stenographer Grade-III, are required to bring their own Type writing Machine during their skill test as stated before. The date of such test will be intimated to the candidates in due course.

NB:- The syllabus for written examination for the post of Junior Typist and Stenographer Grade-III will be same for English subject, as it is for the post of Junior Clerk-cum-Copyist mentioned above.

D. Manner of Selection of candidates.

- i) After receipt of applications for the recruitment examination, career Merit lists for the General and Reserved category according to the descending order of total percentage of marks in H.S.C examination and +2 examination or of equivalent examinations shall be prepared.
- ii) From each category of career merit list, candidates up to **twenty times** of actual vacancy in each category shall be called to appear at the written test.
- iii) Considering the marks secured in the written test, one merit list for the general candidates and separate merit list for each of the reserved categories shall be prepared and the candidates up to **ten times** of vacancy in each category shall be called for Computer Science Test (Practical), short hand and type writing test, as the case may be, and the candidates selected in such practical test shall be called for viva voce test.

5. Last date of receipt of Application.

The last date of receipt of application is fixed on **01.09.2022 05.00 P.M.**. Application along with the required documents and self-attested copies of certificates duly signed by the candidates shall reach the **OFFICE OF THE DISTRICT JUDGE, ANGUL, ODISHA, PIN-759122** by **05.00 PM** on or before **01.09.2022** positively either in person during Office hour on each working day or by speed post/Registered post. The application received after due date & time i.e. **05.00 PM of 01.09.2022** shall be summarily rejected.

6. List of documents to be submitted by the candidates along with their applications are as follows.

- I. Treasury Challan in **Original** showing deposit of examination fee of Rs. 100/- (Rupees One Hundred only) **under the proper head of account** as in para 03 of the advertisement (Except SC/ ST/ Person with disabilities candidates), which is non-refundable. (For Jr. Clerk-cum-Copyist, Stenographer Grade-III & Jr. Typist)
- II. Self-attested copy of Board or equivalent certificate showing proof of age and mark sheet. (For Jr. Clerk-cum-Copyist, Stenographer Grade-III & Jr. Typist)
- III. Self-attested copy of certificates showing passing of +2 or equivalent examination and mark sheet. (For Jr. Clerk-cum-Copyist, Stenographer Grade-III & Jr. Typist)
- IV. Self-attested copy of certificate showing to have passed at least Diploma in Computer application issued by a recognized institute. (For Jr. Clerk-cum-Copyist, Stenographer Grade-III & Jr. Typist)
- V. Self-attested copy of certificate showing successful completion of short hand Course (Stenography Certificate) from a recognized Institute. (For the post of Stenographer Grade-III)
- VI. Self-attested copy of certificate showing successful completion of Type Writing Course from a recognized Institute. (For the post of Junior Typist)
- VII. Two character Certificates issued by two different Gazetted Officers/ Medical Practitioners/ Sarpanch etc. **in original**. (Mention name and designation of the Officers) (For Jr. Clerk-cum-Copyist, Stenographer Grade-III & Jr. Typist)
- VIII. Two self-signed recent passport size photographs of the applicant excluding that affixed in the given box on the application form. (In total 3 nos.)(For Jr. Clerk-cum-Copyist, Stenographer Grade-III & Jr. Typist)

- IX. Two self-addressed envelopes duly stamped of **Rs. 50/-** on each for dispatch of all letters by Registered Post/Speed Post. (For Jr. Clerk-cum-Copyist, Stenographer Grade-III & Jr. Typist)
- X. a) Candidates claiming to be belonging to S.T./ S.C/ S.E.B.C Category of Odisha **by birth** are required to submit the self-attested copy of the relevant caste Certificate as mentioned in their application form and issued by the competent Authority in the prescribed form. Candidates of S.E.B.C. Category (other than Creamy Layer) must submit the self-attested copy of caste Certificate issued by the Competent Authority within the last Three years by the closing date for submission of the Application form.
- b) The SEBC Certificate which is more than 03 years old by the last date of submission of application form is liable for rejection.
- c) Women candidates belonging to S.C/S.T/ S.E.B.C categories are required to submit Caste Certificates by birth showing "daughter of.....". Caste Certificates by virtue of marriage (i.e. showing "wife of") will not be accepted.
- d) OBC CERTIFICATE WILL NOT BE ACCEPTED IN LIEU OF S.E.B.C. CERTIFICATE AND CANDIDATES SUBMITTING O.B.C. CERTIFICATES ARE LIABLE FOR REJECTION.**
- e) The exchange of reservation between Scheduled Caste and Scheduled Tribe will not be considered.
- XI. Self-attested copy of disability certificate for Person with Disabilities issued by Competent Authority showing percentage of disability, if the candidate claims reservation under such category.
- XII. Self-attested copy of identity Card as Sports Person, issued by the Director of Sports, Odisha, if the candidate claims reservation under such category.
- XIII. Discharge Certificate issued by the Commanding Officer of the Unit last served, who claims reservation under Ex-serviceman category. Ex-Serviceman candidates must submit an Affidavit that he has not been appointed against any Civil Post after Military Service, where applicable.
- XIV. Self-attested copy of "**NO OBJECTION CERTIFICATE**" issued by the competent Authority in case the candidate is a Government Servant (Whether Temporary or Permanent).
- XV. **The candidate must submit his/her Mobile No. and e-Mail address in the appropriate space in the application for future communication through e-Mode, if required.**
- XVI. A self-declaration by the candidate to the effect that "He/She has no criminal antecedent".
- XVII. A self-declaration by the candidate to the effect that "He/She has not more than one spouse living, if married".
- XVIII. Self-attested copy of "**Conversation**" Certificate for the candidates who have been awarded with Grade Marks instead of percentage of Marks.

Important instructions to the candidate:

1. The candidates are required to submit their application form dully filled in and signed by their own hand writing by furnishing the required particulars as per the prescribed format in Form-A given below. **Unsigned Applications, if submitted, shall be rejected.**
2. Applicants are advised to indicate/clarify specifically for which category of vacant post he/she is applying. If there is no such indication in the application form, it will be treated that, he/she has applied in the Un-reserved category (UR) of that post. Category of candidate cannot be changed in any circumstances subsequently.

3. The candidates who are in Government employment are required to apply through proper channel and submit their self-attested copy of **"No Objection Certificate"** issued by their employer along with their application, otherwise the application shall be rejected.
4. Non-compliance of any of the requirements mentioned in the advertisement shall entail rejection of his/her application. The application, if found defective/incomplete in any respect at any stage during the recruitment process shall be summarily rejected.
5. While filling up the marks in the application form, the candidate has to mention the actual marks secured by him/her in the H.S.C, +2 or equivalent Examinations (excluding the marks secured in the Extra Optional paper(s)).
6. Every candidate has to mention name of the post clearly (in underlined capital letter) on the top of the envelope.
7. **In case a candidate applies for more than one post so advertised, separate application forms should be submitted for each post mentioning the name of the post clearly (in underlined capital letter) on the top of the envelope. In each such separate application form, the candidate must write the other post(s) advertised for which he/she has also applied separately on the bottom of the Form-A of the application form (in underlined capital letter).**
8. No TA/DA will be allowed to the candidates for attending the Recruitment Examination.
9. The candidates need not submit their original testimonials/ certificates with their applications (except 6 (I) (VII), (XVI) & (XVII) of the advertisement which are required to submit in original), which are to be produced at the time of Viva-voce Test. Date of Examination shall be intimated to the eligible candidates in due course.
10. The candidates are required to mention on copy of each document **"Submitted by me"** and put their **full signature and date on the same. Documents without self-attestation shall be rejected.**
11. Any misrepresentation or suppression of information by the candidate in the application will result in cancellation of his/her candidature.
12. If any document submitted by the candidate is found subsequently to have been obtained fraudulently, the appointment, if made shall be cancelled and appropriate penal action shall be initiated.
13. Applicants are advised to visit the District Court, Angul website i.e. <https://districts.ecourts.gov.in/angul> or <https://angul.nic.in> from time to time for updates regarding the recruitment process and notifications.

Sd/-
District Judge-cum-Chairman,
District Recruitment Committee,
Angul.

Form-A
FORMAT OF APPLICATION
[See Para 2A of Appendix 'A']

Self Attested
Passport size
Photograph

POST APPLIED FOR:- _____

1. Name of the candidate:

(In Block Letter)

2. Father's/ Husband's Name:

3. Sex (Male/ Female):

4. Marital Status (Married/ Unmarried):

5. Permanent Address:

6. Present Address:

7. Date of Birth : (Age as on **01.09.2022**): ____ years ____ months ____ days.

8. Educational Qualification (attached attested Copies of Certificates in support of Qualification)

Name of the Examination Passed	Name of the Board/ University	Year of Passing	Total Marks in the examination (excluding the full marks in the extra optional paper(s), if applicable)	Aggregate of Marks Secured (excluding the marks secured in the extra optional paper(s), if applicable)	Grade/ Division	% of Marks Secured
H.S.C						
+2 Arts/ Science/ Commerce.						
Diploma in Computer Science.						

9. Category (SC/ ST/ SEBC/GEN/ Sports Person/ Ex-Serviceman):

(Strike out which is not applicable and attach the supporting documents issued by the competent authority)

10. Whether physically/ orthopedically Handicapped:

(If yes, attach supporting Medical Certificate issued by the competent Medical Authority/ Board)

11. Whether a Govt. Servant (Temporary or Permanent)? Yes/ No

(If yes, submit "No Objection Certificate" issued by the Competent Authority.)

12. Religion:

13. Nationality:

14. Employment Exchange Registration No.

15. Attach two character Certificates issued by two different Gazetted Officers/ Medical Practitioners/ Sarpanch etc. (mention name, designation of the officers)

16. Details of Treasury Challan with No. & Date.

17. a) Mobile No.-

b) Email ID-

DECLARATION

I do hereby solemnly affirm and state that I am aware about the provisions of Orissa District and Sub-ordinate Courts; Non-Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008 (as amended in 2010), and Odisha Group C & Group D posts (Contractual appointment) Rules, 2013 and the statements made above are true and correct to the best of my knowledge and belief and based on record. Any information, if found incorrect shall entail summary rejection of my candidature.

Place:

Date:

Signature of the Candidate.

*The candidate shall put his/her signature in the given box.

DISTRICT EDUCATION OFFICE, BALANGIR
At/Po/Dist-Balangir, Pin-767001 deobalangir05@gmail.com
No. 5368 Dtd. 28.07.2022

ADVERTISEMENT

Applications are invited for empanelment of Principals and Teachers for the following requirement of posts in different OAVs of Balangir District for the academic session 2022-23 on contractual basis with consolidated remuneration mentioned against each category.

Sl No	Name of the Post	No. of Vacancy	Qualification	Consolidated Remuneration	Age as on Cut of date
01	Principal	03	Retired Principal of KV/JNV OR Retired Joint Director/ District Education Officer/Inspector of Schools/Deputy Director/ Officers of equal status having Master Degree from recognized university with at least 45% of mark in aggregate and B.Ed (a course prescribed by NCTE) OR Retired Reader/Senior Lecture of Govt. College having Master Degree from recognized university with at least 45% of mark in aggregate and B.Ed (a course prescribed by NCTE)	45,000/-	Within max. 65 Years
02	PGT (Phy, Chem, Math, Biology, English) Part time contractual	07	Two years integrated post-Graduate Course with at least 50% marks in aggregate (45% for SC/ST/PH/SEBC candidates) in the respective subjects. OR Master Degree in the concerned subject from a recognized University with at least 50% marks in aggregate (45% for SC/ST/SEBC/PH candidates) in the respective subjects and Bachelor degree in Education (a course prescribed by NCTE) and affiliated to a recognized university. Note: • Proficiency in teaching both in Odia and English Medium. • Knowledge of Computer Application	30,000/-	Within max. 65 Years
03	TGT (Science, English, Math, Hindi, Sanskrit SST) Part time contractual	15	Four years integrated Degree course of Regional College of Education of NCERT in the concerned subjects with at least 50% marks in aggregate (45% for SC/ST/PH/ SEBC candidates) OR Bachelor's Degree in Arts & Science in the concerned subjects with 50% in aggregate (45% for SC/ST/PH/SEBC Candidates) along with a degree in Bachelor in Education (a course prescribed by the NCTE and affiliated to a recognized University. Desirable: • Proficiency in teaching both in Odia and English medium. • Knowledge of Computer Application	25,000/-	Within max. 65 Years

Special Provision:1. Relaxation of B. Ed. qualification- In the absence of suitable candidates with B.Ed. degrees , candidates with following qualification may be considered in different categories without B.Ed. qualification.

A .Post Graduate with 60% marks in Science subjects and 55% marks in Humanities subjects may be considered for the posts of PGTs, if suitable candidates with B.Ed. are not available.

B. Similarly in case of TGTs , B.Sc. with 60% marks and B.A. with 55% marks may be considered for appointment on part time contractual basis if suitable candidates with B.Ed. are not available .

2. Relaxation in CTET – In the absence of CTET qualified candidate, candidate without CTET qualification may be considered if otherwise eligible.

Application form and details relating to category wise requirement, mode of selection etc. can be downloaded from the website www.balangir.nic.in. Interested candidates fulfilling the eligibility criteria mentioned above are requested to apply to "The District Education Officer, Balangir At/Po-Balangir, 767001 with self-attested copies of required documents along with the details of Bio-Data in the prescribed format in an envelope super scribing "Application for the post _____" through Speed Post/Registered Post only on or before **17.08.2022** (during office hour).

The undersigned reserves the right to cancel any or all the proposals without assigning any reason thereof. Vacancies may vary at the time of actual engagement. The applicant to note that this empanelment is being made to meet the urgency for temporary arrangement till the posting regular teachers by OAVS or till return of the teachers on leave. If selected to work they shall not be regularized based on this selection.

District Education Officer, Balangir

SCHOOL-WISE REQUIREMENT POSITION OF OAVs OF BALANGIR DISTRICT

Sl. No.	Name of the Bock	Name of the OAV	Requirement													
			Principal	PGT English	PGT Physics	PGT Chemistry	PGT Biology	PGT Mathematics	TGT English	TGT Odia	TGT SST	TGT Maths	TGT Science	TGT Hindi	TGT Sanskrit	Total
1	PATNAGAR H	OAV BHAINSA	1	0	0	1	0	0	0	0	1	0	0	0	0	3
2	Deogaon	Oav Chandrapur	1	0	0	0	0	0	0	0	0	0	0	0	0	1
3	TITILAGARH	OAV Kursud	0	0	0	0	0	1	0	0	0	0	0	1	0	2
4	Balangir	OAV Patharchepa	0	0	0	0	0	0	1	1	0	1	0	0	0	3
5	khaprakhol	khaprakhol	1	0	0	0	0	0	0	0	0	0	0	1	0	2
6	Turekela	OAV Jharni	1	0	0	0	0	0	0	0	1	1	0	1	1	5
7	MURIBAHAL	OAV MURIBAHAL	1	0	1	0	0	0	0	0	0	0	0	0	0	2
8	PUINTALA	OAV MAHIMUNDA	0	0	0	1	0	0	0	0	0	0	0	0	0	1
9	Loisingha	OAV JHARMUNDA	1	0	0	1	0	1	0	0	0	0	1	0	0	4
10	BANGOMUNDA	OAV BHALUMUNDA	1	0	0	0	0	0	0	0	0	0	0	1	1	3
11	GUDVELA	OAV, Tentulikhunti	1	0	0	0	0	0	0	0	0	0	0	0	0	1
12	Saintala	OAV, Bibina	0	0	0	0	0	0	0	0	1	0	0	0	0	1
13	Belpada	OAV Bharuamunda	1	0	0	0	0	0	1	0	0	0	0	0	0	2
14	Agalpur	OAV Duduka	1	1	1	1	1	1	1	0	1	2	0	0	0	10

**APPLICATION FORM FOR ENGAGEMENT FOR CONTRACTUAL POST
PRINCIPALS/PGTs/TGTs OF ODISHA ADARSHA VIDYALAYAS UNDER BALANGIR
DISTRICT**

Filled up in BLOCK letter only

Applied for Post: _____

1. Name of the candidate : _____
2. Father's / Husband's Name : _____
3. Date of Birth : _____
4. Gender (Male/Female) : _____
5. Material Status
(Married/Unmarried) : _____
6. Category (SC/ST/SEBC/UR) : _____
7. Email address : _____
8. Mobile No. : _____ Alternate Mobile No.: _____
9. Aadhar No. : _____
10. Permanent Address : _____

11. Present Address : _____

12. Languages Known : _____
13. Educational Qualification : _____
14. Extra qualification (If any) : _____

Space for self-attested
colour photograph

Exam Passed	Board/University/Institution	Year of Passing	Division/ Grade	Full Marks excluding extra optional	Marks Secured (excluding extra optional)	% of Marks
H.S.C.						
C.H.S.E.						
Graduation						
Post-Graduation						
M.Phil/ Ph.D.						
B.Ed.						
M.Ed.						

15. Technical Qualification (CTET) : _____

16. Working Experience:

Designation	Nature of the work	Name of the of the organization	Period of Service		
			From	To	Completed Years

DECLARATION

I do hereby declare that the above statements are true and correct to the best of my knowledge and belief.

Place:

Date:

Full Signature of the Candidate

Enclosures:

1. Self-signed photocopy of Residential Certificate/ Aadhar Card
2. Self-signed photocopy of all Educational, Professional and Technical Certificates.
3. Documents in Support of experience.

ODISHA ADARSHA VIDYALAYA SANGATHAN
N-1/9, NAYAPALLI, PO-SAINIK SCHOOL, BHUBANESWAR-751005

**REVISED GUIDELINES FOR EMPANELMENT OF TEACHERS TO MEET
URGENCIES FOR ODISHA ADARSHA VIDYALAYAS (OAVs)**

1. OBJECTIVES:

It has been decided to establish Odisha Adarsha Vidyalaya (OAVs) in all blocks of the state. It is decided to raise a panel of retired teachers/freshers at district/school point for various posts to meet the urgencies. The scheme has been envisaged keeping in view the exigencies of non-availability of teachers for regular engagement, leave vacancies and such situations arising from times to time.

2. ELIGIBILITY

(A) POST OF PRINCIPAL:

Educational Qualifications and age limit:

Retired Principal of Kendriya vidyalaya/Jawahar Navodaya Vidyalaya within the maximum age limit of 65 years are eligible.

OR

Retired Joint Director/District Education Officer/Inspector of Schools/ Deputy Director/ Officers of equal status within age limit of 65 years having masters Degree from recognized University with at least 45% marks in aggregate & BED (a course prescribed by NCTE) from an institution recognized by NCTE and affiliated to a recognized University are eligible.

OR

Retired Readers/Sr, Lectures of Govt. colleges within age limit of 65 years having master degree from a recognized University with a least 45% marks in aggregate and BED(a course prescribed by NCTE) from an Institution recognized by NCTE and affiliated to a recognized University are eligible.

(B) POST OF PGTs/TGTs:

The posts of TGTs, PGTs can be filled up on part time Contractual basis in case any such vacancy exists / arises or when teachers proceed on long leave. Contractual appointments are made till the end of the session or till the regular teacher joins, whichever is earlier.

Teachers engaged on contractual basis, would have no claim or right for appointment on a regular basis nor will they be a part of the cadre of teachers of Odisha Adarsha Vidyalaya Sangathan

The following must be ensured, while making contractual appointment

- ✓ i. The teacher should possess the required educational qualifications prescribed for direct recruitment to the post.
- ii. Minimum and maximum age limit shall be 18 and 65 years respectively.
- iii. She/he would be engaged till such time the regular teacher joins or the end of the academic session, whichever is earlier.
- iv. Candidature of a contractual teacher who has served in a OAV in a year may be considered in subsequent year(s) by selection committee for a fresh appointment as contractual teachers, by following due procedure.
- v. The teachers engaged should be addressed by the Principal in OAVs.

3. Tenure of engagement:

Till such time regular Principal/teachers joins or the end of the academic session whichever is earlier.

4. Documents to be produced by the retired employee:

- a) Self attested copies of all certificates/mark sheets.
- b) Proof of retirement from service.(for retired candidates)
- c) Awards/certificates of merit received during service career.
- d) Two self attested photographs(passport size)
- e) Other relevant documents
- f) Undertaking to be effect that:
 - I. No proceeding is pending against him/her at any level
 - II. He/she has never been convicted by any court of law.
 - III. He is not a member of any political party.
- g) One Identity proof
- h) A declaration to the effect that he/she is receiving full pension. In case of provisional pension, reason to be cited.(for retired candidates)

5. Mode of application:

- a) One advertisement will be floated in the local dailies inviting application from the candidates. The candidates who can conveniently attend the schools in such locations need to apply for empanelment.
- b) The candidate will submit application to the concerned DEO of the district in the prescribed format along with documents by Registered Post.

- c) Interview should be conducted on 15th march of every year for all districts.

6. Selection Procedure:

- I. The candidate will be required to appear before the selection board for empanelment. The Board will ascertain the suitability of the candidate by personal interview.
- II. The Board will consider the career mark and interview performance for empanelment.
- III. Computation of marks for empanelment of principals and Teachers will be as follows:
 - a) The computation of marks will be made taking 10% of the percentage of marks secured in HSC(without extra optional), Bachelor degree and BED level taken together for TGTs and HSC(without extra optional), Bachelor degree, Master Degree, M.phil & PhD and BED level taken together for principals & PGTs. For example: if one candidate has secured 67% in HSC examination, 6.7 marks will be taken into consideration and similarly in bachelor Degree level. If one candidate has secured 67%, 62% and 70% in HSC, Bachelor degree and BED examination respectively, his computation of marks will be $6.7+6.2+7.0=19.9$. Since M.Phil & PhD degree are extra qualification, 5 marks extra for each may be added in computation of marks. There will be interview for 10 marks. The panel will be prepared taking into account marks computed as above and marks secured in interview taken together.
- iv) The selection committee will finalize the list of selected teachers to be engaged as per the vacancies available in the OAVs in the district. The District Education Officer indicating the name of the OAV in which he/she is to be engaged will be intimated to the principal & Principal will issue engagement order.
- v) The engagement of a teachers will automatically come to an end once a regular teacher is appointed/ engaged against the vacant post in OAV. The concerned teacher may be allotted by the District Education Officer in any other OAV preferably in the concerned block area as per the available vacancy against sanctioned vacant post.
- vi) The Retired teacher, who has been awarded punishment in a vigilance case or Departmental proceeding or criminal proceeding, shall not be considered

member of any political party after his/her retirement shall also not be eligible for engagement under the scheme.

- vii) The Maximum age limit of such retired teachers shall not exceed 65(sixty five) years. In exceptional cases the selection committee may relax the upper age limit maximum by one more year specifying the reason of such relaxation.
- viii) **Delegation to the principals of OAVs:** In case of non reporting by applicants from the panel within 2 months from starting of Academic year and the post lies vacant, the Principals of OAVs are authorized to fill up the posts of PGTs/TGTs in following manner.
 - a) The Principal of OAV will draw the list of non-reported teachers and the temporary requirement to be filled up on contract basis through Walk-in-interview.
 - b) Requirement may be given wide publicity through local Newspaper and also put on the notice board of the Vidyalaya and school website.
 - c) The selection Committee should consist of Nominee of Chairman, BEO/BEO(I/C), Principal, an eminent Educationist of the area and subject expert for TGTs/PGTs identified by Principal.
 - d) The Principals of all OAVs will mandatorily take approval of the Chairman , VMDC for constitution of selection committee within 7 days of starting of Academic Year. The selection should be strictly merit based on Interview and practical classroom observation.

7. Execution of agreement -

An Agreement needs to be signed by the selected candidate and OAVs. The agreement should be in duplicate on non judicial stamp paper of appropriate value. On behalf of OAVS, Principal would sign the agreement. The agreement signed should be strictly complied with and it is the responsibility of the Principal to ensure that agreement is properly executed and the original agreement is kept in her/his custody.

8. Duties and responsibilities of Contractual teachers:

Teachers appointed on contractual basis will discharge following duties

- a) Regular classroom activity/Copy checking.
- b) invigilation duty/Evaluation work.
- c) Helping students and colleagues in preparation and organization of different curricular /Co curricular activities in the Vidyalaya.
- d) Any other works assigned by the principal

9. Payment and remuneration to contractual teacher-

Consolidated payment on monthly basis shall be made to the contractual teachers. If regular incumbent joins before completion of one month of the contractual teacher, then the contractual teacher may be assigned some other duty and shall be relieved when he/ she completes the minimum period of one month.

Fund – The payment to all categories i.e. TGT/PGT engaged against the regular vacancy will be met out of School Fund. The Principals to make advance request of fund to OAVS for this purpose as per their requirement.

Sl No	Designation	Station	Consolidated pay
1.	Principal	Any	45,000/-
2.	PGT of all subjects	Normal	25,000/-
		Hard/ Very Hard	30,000/-
3.	TGT of all Subjects	Normal	20,000/-
		Hard/ Very Hard	25,000/-

* The list of Hard/ Very Hard station is mentioned in Annexure- "A".

10. Terms and Conditions:

- I. Teachers engaged on contractual basis, would have no claim or right for appointment on a regular basis nor will they be a part of the cadre of teachers of Odisha Adarsha Vidyalayas.
- II. Teacher appointed on contractual basis will not be entitled for vacation pay during Summer/Autumn/Winter Break. Payment shall be calculated on pro rata basis.
- III. Teacher will not be entitled for pay, if remains absent on working day. In case of absence from duty, payment will be calculated on pro rata basis.
- IV. Working hours shall be same as regular teacher
- V. The engagement of these contractual teachers will automatically come to an end once a regular/contractual teacher is appointed/ engaged against the vacant post in OAV. The concerned teacher may be allotted by the District Education Officer in any other OAV preferably in the concerned block area as per the available vacancy against sanctioned vacant post.

- VI. The retired Principal/PGT/TGT will be paid a consolidated remuneration at the rate mentioned above per month and there shall not be any upper limit in taking number of classes. But he or she render service minimum for 20 days in a month excluding public holidays.
- VII. The teachers engaged should not be allowed to take class on holiday and vacations and they shall not also be engaged in any examination duty except internal examinations of the school.
- VIII. The teacher so engaged shall also be entrusted with correction and valuation work of the concerned subject in the OAV and he/she shall not be entitled for extra remuneration for such works.
- IX. The performance of the teacher will be reviewed on regular basis . If any teacher is found to be non-performing or engaged in activities amounting to misconduct he/she shall be disengaged forthwith by principal under intimation to District Education Officer.
- X. The retired teacher engaged under the scheme shall be treated as disengaged on attaining the age of sixty five unless there is an extension order from the District Education Officer.
- XI. In terms of Finance Department OM NO. 23689 dated 23.06.2012 contractual employees shall be eligible (subject to exigencies of Public service) for special leave of 10 days at the time maximum during the period of engagement for one year. The leave will not be carried over to the next year and will lapse on completion of each year of service.
- XII. Unauthorized absence for a continuous period of 15 days or more will automatically terminate his/her engagement.
- XIII. The temporarily engaged personnel shall be entitled to travelling allowance and daily allowance @ of the corresponding rank in regular Govt. Service When he/she discharge official duty/responsibility.

11. Selection Board:

The selection board will be constituted under the chairmanship of collector.

- | | |
|------------------------------|-------------------|
| I. Collector | - Chairman |
| II. DEO | - Member Convenor |
| III. One Principal of OAV | - Member |
| IV. Any Principal of NVS/KVS | - Member |
| V. DPC (SSA) of the district | - Member |

12. Validity Of Panel:

The Panel will be valid for one year. The district selection board can revalidate the panel on exigencies.

The engagement of retired teachers does not confer any right of engagement.

13. Special Provision:

- i) Relaxation of B.Ed. qualification - In the absence of suitable candidates with B.Ed. Degrees in Hard/Very Hard station candidates with following qualifications may be considered in different categories without B. Ed qualification-
 - a) Post Graduate with 60% marks in Science subjects and 55% in Humanities subjects may be considered for the posts of PGTs, if suitable candidates with B.Ed. are not available.
 - b) Similarly in the case of TGT, B.Sc. with 60% marks and BA with 55% marks may be considered for appointment on part-time contractual basis if suitable candidates with B.Ed. are not available.
- II) Relaxation in CTET - In the absence of CTET qualified candidate, candidate without CTET qualification may be considered if otherwise eligible.

4

OFFICE OF THE DISTRICT JUDGE, BALASORE

ADVERTISEMENT NO.- 02 of 2022

Dated, Balasore the 28^h day of July, 2022

Applications in the prescribed format, given below, are invited for filling up of the following posts of **Junior Clerk/Copyist, Stenographer Gr.-III, Junior Grade Typist & Salaried Amin.** All the posts carry regular scale of pay subject to the result of the Writ petition in W.P. (C) No.1273 of 2014 sub-judice before the Hon'ble High Court of Orissa.

Sl. No.	Categories of posts	Pay Scale	SC	ST	SEBC	UR	Total	Physically Handicapped/ Ex-Serviceman/ Sports Person
1	2	3	4	5	6	7	8	9
01	Junior Clerk / Copyist	Level-4 Rs.19,900-63,200/-	05	08	02	07	22	(The vacancy reserved for P.H./ Ex-Serviceman/ Sports Person is inclusive of vacancy of respective category to which they belong)
02	Stenographer Gr.-III	Level-7 Rs.25,500-81,100/-	-	04	--	03	07	
03	Junior Grade Typist	Level-4 Rs.19,900-63,200/-	01	02	01	-	04	
04	Salaried Amin	Level-5 Rs.21,700-69,100/-	--	01	--	--	01	

N.B.:- 33% intra-reservation will be made for women candidates, subject to availability.

(The number of vacancies in different categories of posts may increase or decrease)

2. Eligibility of the Candidates:-

For the posts of Junior Clerk/Copyist, Stenographer Gr.-III and Junior Grade Typist:-

A candidate, in order to be eligible for the posts, shall:-

- be a citizen of India;
- have passed at least +2 examination conducted by the Council constituted under Sec.-3 of the Odisha Higher Secondary Education Act, 1982 or equivalent examination of a recognized Council, Board or University, as the case may be;
- have at least passed Diploma in Computer Application from a recognized Institute;

- (d) not be below 18 years and above 38 years of age as on the last date fixed for receipt of applications i.e. **27.08.2022**. (Provided that the upper age limit in case of S.C. / S.T. / S.E.B.C. / Women/Physically Handicapped/Ex-Servicemen/Sports Person shall be in accordance with the provisions made under relevant Rules, orders or instructions issued in that behalf by the Govt. from time to time. The relaxation of upper age limit is governed in accordance with provisions contemplated in the Odisha Civil Service (Fixation of Upper Age Limit) Amendment in Rules, 2022 as per the Notification No.771/Gen. dtd.11.01.2022 of the Govt. in General Administration & Public Grievance Department, Odisha, Bhubaneswar, communicated by the Hon'ble High Court of Orissa, Cuttack in their letter No.2626 dtd.18.02.2022 and published in the Extraordinary Issue of the Odisha Gazettee on the 11th day of January, 2022).
- (e) be able to speak, read and write Odia and has passed a Test in Odia equivalent to M.E. Standard;
- (f) be of good character;
- (g) be of a good mental condition and sound health and free from any physical defect likely to interfere with the discharge of his/her duties in service;
- (h) have not more than one spouse living, if married;
- (i) have possessed a minimum speed of 40 words per minute in Type-writing in English (for the post of **Jr. Gr. Typists**);
- (j) have passed a minimum speed of 80 words in shorthand and 40 words in type-writing in English per minute (for the post of **Stenographer Gr.-III**).

For the posts of Salaried Amin:-

A candidate, in order to be eligible for the posts, shall:-

- (i) be a citizen of India;
- (ii) have passed Matriculation examination or equivalent examination of a recognized Board;
- (iii) have passed the Revenue Inspector Training from Govt./ Recognized institution;
- (iv) not be below 18 years and above 38 years of age as on the last date fixed for receipt of applications i.e. **27.08.2022**. (Provided that the upper age limit in case of S.C. / S.T. / S.E.B.C. / Women/Physically Handicapped/Ex-Servicemen/Sports Person shall be in accordance with the provisions made under relevant Rules, orders or instructions issued in that behalf by the Govt. from time to time. The relaxation of upper age limit is governed in accordance with provisions contemplated in the Odisha Civil Service (Fixation of Upper Age Limit) Amendment in Rules, 2022 as per the Notification No.771/Gen. dtd.11.01.2022 of the Govt. in General Administration & Public Grievance Department, Odisha, Bhubaneswar, communicated by the Hon'ble High Court of Orissa, Cuttack in their letter No.2626 dtd.18.02.2022 and published in the Extraordinary Issue of the Odisha Gazettee on the 11th day of January, 2022).

- (v) have knowledge in Computer application;
- (vi) be able to speak, read and write Odia and has passed a Test in Odia equivalent to M.E. Standard;
- (vii) be of good character;
- (viii) be of a good mental condition and sound health and free from any physical defect likely to interfere with the discharge of his/her duties in service;
- (ix) have not more than one spouse living, if married;
- (x) the candidate must be knowing Cycling/Driving of two wheeler vehicle;

3. Fee for the Examination:

The candidates are required to deposit examination fee of **Rs. 100/- (Rupees one hundred) only** by Treasury Chalan under the Head- **“0070-Other Administrative Services-01-Administration of Justice-501-Services & Service Fees-9904650-Law Department-9916730-Examination Fees** for Recruitment conducted by the Odisha District and Sub-Ordinate Courts”. The S.C. & S.T. Candidates are exempted from payment of examination fee.

The candidates are required to submit their applications being duly filled in and signed by their own hands furnishing the required particulars as per the prescribed format given below. **The candidates who are in Govt. employment are required to apply through proper channel.**

Note: - Non-compliance of any of the requirements mentioned in the Advertisement shall entail rejection of his / her application. The application, if found defective / incomplete in any respect shall be summarily rejected. No T.A./ D.A. will be allowed to the candidates for attending the recruitment examination. The candidates need not submit their original testimonials with their applications, which are to be produced at the time of Viva-Voce Test.

4. Scheme of Examination:

There shall be an examination on the following subjects for the posts of Junior Clerk/ Copyist, Stenographer Gr.-III, Jr. Gr. Typist & Salaried Amin.

(a) **For the post of Junior Clerk/Copyist:-**

Type of Examination	Subject	Marks	Duration of test
Part-I	English	100	2 hours
	Arithmetic	100	1 hour
	General Knowledge	100	1 hour
Part-II	Computer Science Test (Practical)	100	1 hour
Part-III	Viva-voce Test	45	--

(b) **For the post of Stenographer Gr.-III:-**

Type of Examination	Subject	Marks	Duration of test
Part-I	English	100	2 hours
Part-II	Shorthand & Type test	50	--
Part-III	Computer Science Test (Practical)	100	1 hour
Part-IV	Viva-voce Test	35	--

The Short-hand & Type Test will be held after publication of result of the Written Test and the qualifying candidates are required to bring their **own type-writers**.

(c) **For the post of Junior Grade Typist:-**

Type of Examination	Subject	Marks	Duration of test
Part-I	English	100	2 hours
Part-II	Type test	50	--
Part-III	Computer Science Test (Practical)	100	1 hour
Part-IV	Viva-voce Test	35	--

Typewriting Test will be held after publication of result of Written Test and the qualifying candidates are required to bring their **own Type-writers**.

(d) **For the post of Salaried Amin:-**

Type of Examination	Subject	Marks	Duration of test
Part-I	English (10 th Standard)	50	1 hour
	Arithmetic (10 th Standard)	50	1 hour
	Technical knowledge in Survey and Settlement (Theory)	50	1 hour
Part-II	Survey (Practical Test)	50	--
Part-III	Viva-voce Test	30	--

N.B.:- The candidates who secure minimum **35%** of marks in each subject, in the Written Test i.e. in the subjects mentioned in the **Part-I** of the scheme shall be eligible to appear in the **Part-II & Part-III** respectively.

SYLLABUS FOR EACH SUBJECT OF THE WRITTEN TEST SHALL BE AS FOLLOWS:

(i) English:-

- (a) An essay to be written in English,
- (b) A letter or an application to be written in English,
- (c) An Odia passage is to be translated into English,
- (d) An English passage is to be translated into Odia,
- (e) Summary of one English passage.

(ii) Arithmetic:-

Vulgar fractions and Decimals, HCF & LCM, simple and compound interest, simple and compound practice, percentages, profits and loss, mixtures, partnership, average, rates and taxes, insurance, square and cubic measures, problems on time, work and on time and distance. In case of Salaried Amin, the questions shall be metric level.

(iii) General Knowledge:-

Knowledge of current events and such other matters of every day observations and experience as may be expected from an educated person.

(iv) Computer Science Test (Practical):-

To test the proficiency of the candidate relating to matters like 'test formatting of the paragraph, insertion of table, skill to print and save, file transfer, website searching/browsing and downloading e-mail, use of pen-drive and other software etc. and programme of accounting.

(v) Viva-voce Test:-

To test and assess the suitability of a candidate for the post with reference to alertness, general outlook and potential qualities.

Last Date of Receipt of Application:

Applications along with the required documents and attested copies of certificates duly signed by the candidates shall be sent by **Registered/Speed Post** so as to reach the **Office of the District Judge, Balasore- 756001** by **5.00 P.M. on 27.08.2022** positively. The applications received beyond that date shall be summarily rejected.

5. **In case of receipt of large number of applications in different categories of posts so advertised, the authority reserves right to short list the candidates in a ratio of (1:20),** in accordance with the rules contained in the *Odisha District & Sub-Ordinate Courts' Non-Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008.*

6. **The list of documents to be submitted by the candidates along with their applications for the posts of Jr. Clerk/ Copyist, Stenographer Gr.-III and Jr. Gr. Typist are as follows:**
 - (i) Treasury Chalan in original showing deposit of examination fee of **Rs.100/-** under the proper Head of account (except S.C. & S.T. candidates).
 - (ii) Three self signed recent colour passport size photographs of the applicant duly attested by a Gazetted Officer. (One is to be affixed in the application on the space provided).
 - (iii) Self attested photocopies of Matric **Board Certificate or equivalent certificate** showing proof of age with **mark sheet** and of certificates showing passing of **+2 or equivalent examination** and **mark sheet**.
 - (iv) Self attested photocopies of Certificates of higher educational qualification, if any, with mark sheets.
 - (v) Self attested photocopies of certificates showing successful completion of Shorthand & Type-writing course in English from a recognized Institute for the post of **Stenographer Gr.-III**.
 - (vi) Self attested photocopy of certificate showing successful completion of Typewriting course in English from a recognized Institute for the post of **Jr. Gr. Typist**.
 - (vii) Self attested photocopy of certificate issued by the competent authority in case of candidates belonging to S.C. / S.T. / S.E.B.C. categories and Physically Handicapped and Ex-Serviceman.
 - (viii) Self attested photocopy of Identity Card of Sports persons issued by Govt.
 - (ix) Two character certificates issued by two different Gazetted Officers / Medical Practitioner / Sarpanch or by any of the competent authorities.
 - (x) Two self-addressed envelopes properly stamped for despatch of call letters by Regd. Post.
 - (xi) Candidates already in **Govt. service**, whether Temporary or permanent shall have to produce **"No objection Certificate"/ "Letter of permission"** from the competent authority.
 - (xii) The candidates, **who are in Govt. Service**, are required to be submitted his/her application through **proper channel**.
 - (xiii) Self-declaration for Authentication of Certificate (**Annexure-I**).

7. **The list of documents to be submitted by the candidates along with their applications for the posts of Salaried Amin is as follows:**
 - (i) Treasury Chalan in original showing deposit of examination fee of **Rs.100/-** under the proper Head of account (except S.C. & S.T. candidates).
 - (ii) Three self signed recent colour passport size photographs of the applicant duly attested by a Gazetted Officer. (One is to be affixed in the application on the space provided).
 - (iii) Self attested photocopies of **Matriculation Certificate or equivalent certificate** from any recognized Board showing proof of age with **mark sheet**.

- (iv) Self attested photocopy of certificate showing successful completion of Revenue Inspector Training.
- (v) The candidate, who possess the certificate of work experience in settlement and consolidation organization granted by Settlement Officer or Deputy Director, consolidation and All India Trade Test in Surveyor Trade conducted by the National Council for Vocational Training, shall also furnish the documents in support of the same.
- (vi) Certificate showing knowledge in **Computer Application**.
- (vii) Self attested photocopy of certificate issued by the competent authority in case of candidates belonging to S.T. category and Physically Handicapped and Ex-Serviceman.
- (viii) Self attested photocopy of Identity Card of Sports persons issued by Govt.
- (ix) Two character certificates issued by two different Gazetted Officers / Medical Practitioner / Sarpanch or by any of the competent authorities.
- (x) Two self-addressed envelopes properly stamped for despatch of call letters by Regd. Post.
- (xi) Candidates already in **Govt. service**, whether Temporary or permanent shall have to produce “**No objection Certificate**”/ “**Letter of permission**” from the competent authority.
- (xii) The candidates, **who are in Govt. Service**, are required to be submitted his/her application through proper channel.
- (xiii) Self-declaration for Authentication of Certificate (**Annexure-I**).

N.B. -

- All copies of testimonials shall also be signed by the candidates. The candidates are required to mention the **category of posts**, which they apply for in **capital letters** on the top of their respective applications and on the top of the envelope containing their applications as per attached **format**.
- Unsigned applications, if submitted, shall be rejected summarily.
- While filling up the marks in the application form, the candidate has to mention the actual marks secured by himself/herself in the H.S.C., +2 or equivalent examinations (excluding the marks secured in the extra optional paper (s)).
- Applicants are advised to visit the website of District Court, Balasore i.e. <http://districts.ecourts.gov.in/balasore> or <http://baleswar.nic.in> from time to time for updates regarding the recruitment process and notifications.
- The candidate must submit his/her Mobile Number (preferred **WhatsApp Number**) and **E-mail I.D.** in the appropriate space in the Annexure-I for future communication through E-mode, if required.

Sd/-

DISTRICT JUDGE-CUM-CHAIRMAN,
DISTRICT RECRUITMENT COMMITTEE, BALASORE

Annexure – I**Self-declaration for Authentication of Certificate**

I, _____, son/
daughter of _____, age _____
years, resident of _____
District-_____, Odisha, hereby declare that the
information given above and the documents enclosed herewith containing self-
certification is/are genuine and authentic. If any information/document is found
false / forged / tempered, I shall personally remain responsible for any criminal
action U/s.406/419/420/466/468/471 IPC or any other penal provisions of law
and the authentication of the certificate will be treated as cancelled and
intimated to all concerned. Also all the benefits availed by me shall be
summarily withdrawn.

Permanent Address: -

Signature of the applicant

Date: -

Place: -

Mobile No.-

E-mail ID.-

Present Address: -

Application for the post :-

FORM-A

FORMAT OF APPLICATION

[See Para-2A of Appendix-A]

1. Name of the Candidate:
2. Father's/ Husband's Name:
3. Sex (Male/ Female):
4. Marital Status (Married/ Unmarried):
5. Permanent Address:
6. Present Address:
7. Date of Birth:
8. Age as on **27.08.2022**:
9. Educational Qualification (Attach self-attested copies of):

Affix self signed
recent colour
passport size
photograph.

Name of the Examination passed	Name of the Board/ University	Year of passing	Total Marks	Aggregate of marks secured	Grade/ Division	% of Marks secured
01	02	03		04	05	06
H.S.C.						
+2 Arts/Commerce/ Science						
Diploma in Computer Science						

10. Category: (S.C./ S.T./ S.E.B.C./U.R./ Sports Person/ Ex- Serviceman):-
(Strike out which is not applicable and attach the supporting documents issued by the competent authority)
11. Whether physically/ orthopedically handicapped:
(If yes attach supporting medical certificates issued by the competent Medical Authority/Board)
- 12.
13. Religion: 13. Nationality:
14. Employment Exchange Registration No.:
15. Attach two Character Certificates issued by two Gazetted Officer/ Medical Practitioner/ Sarpanch etc. (mention name, designation of the officers):
16. Details of Treasury Chalan with No. & Date:

DECLARATION

I do hereby solemnly affirm and state that I am aware about the provisions of Odisha District & Sub-Ordinate Courts Non-Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008, and the statements made above are true and correct to the best of my knowledge and belief and based on record.

Date:

Place:

Signature of the candidate

Application for the post of:- SALARIED AMIN.

FORM-A

FORMAT OF APPLICATION

[See Para-2A of Appendix-A]

1. Name of the Candidate:
2. Father's/ Husband's Name:
3. Sex (Male/ Female):
4. Marital Status (Married/ Unmarried):
5. Permanent Address:
6. Present Address:
7. Date of Birth:
8. Age as on **27.08.2022** :
9. Educational Qualification (Attach self- attested copies of):

Affix self signed
recent colour
passport size
photograph.

Name of the Examination passed	Name of the Board/ University	Year of passing	Total Marks	Aggregate of marks secured	Grade/ Division	% of Marks secured
01	02	03		04	05	06
H.S.C.						
R.I. Training Certificate						
Computer knowledge (if any)						

10. Category: (S.C./ S.T./ S.E.B.C./U.R./ Sports Person/ Ex- Serviceman):-
(Strike out which is not applicable and attach the supporting documents issued by the competent authority)
11. Whether physically/ orthopedically handicapped:
(If yes attach supporting medical certificates issued by the competent Medical Authority/Board)
12. Religion:
13. Nationality:
14. Employment Exchange Registration No.:
15. Attach two Character Certificates issued by two Gazetted Officer/ Medical Practitioner/ Sarpanch etc. (mention name, designation of the officers):
16. Details of Treasury Chalan with No. & Date:

DECLARATION

I do hereby solemnly affirm and state that I am aware about the provisions of Odisha District & Sub-Ordinate Courts Non-Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008, and the statements made above are true and correct to the best of my knowledge and belief and based on record.

Date:

Place:

Signature of the candidate



**BHARAT ELECTRONICS LIMITED,
BENGALURU COMPLEX**

No.383/HR/COMPS. & EM

Date:19.07.2022

Bharat Electronics Limited, a Navaratna Company and India's premier professional Electronics Company under the Ministry of Defence, requires the following personnel **on contract basis**, for "Assembly, Testing & Troubleshooting of EVMs & VVPATs for Export Manufacturing SBU of Bengaluru Complex":

Post	Discipline wise no. of posts	Upper Age limit as on 01.08.2022	Reservation of posts	Consolidated remuneration per month	Project location and Place of Posting
Trainee Engineer -I	ECE-54 MECH-20 EEE-04 CS-02	28	UR-32 EWS-09 OBC-21 SC-12 ST-06	1 st Year - Rs. 30,000/- 2 nd Year - Rs. 35,000/- 3 rd Year - Rs. 40,000/- (If required)	Bengaluru Complex
Project Engineer-I	ECE-44 MECH-20 EEE-04 CS-02	32	UR-29 EWS-06 OBC-19 SC-11 ST-05	1 st Year - Rs. 40,000/- 2 nd Year - Rs. 45,000/- 3 rd Year - Rs. 50,000/- 4 th Year - Rs. 55,000/- (If required)	

NOTE: 4% of the posts will be reserved for Persons with Benchmark Disabilities (PwBD).

1.0 AGE AS ON 01.08.2022:

The upper age limit mentioned above is for General & EWS candidates. The age limit will be relaxable for SC & ST candidates by 5 years and for OBC candidates by 3 years. Candidates belonging to PwBD category, having minimum 40% disability or more will get 10 years' age relaxation in addition to the relaxation applicable to the categories mentioned above.

SSLC/SSC/ISC Marks Card or any other valid document will be considered as proof of Date of Birth

2.0 TERMS OF ENGAGEMENT AND ALLOWANCES:

Project Engineer - I will be engaged for an initial period of 3 years, which may be extended up to maximum of One year (Maximum tenure of 4 years) based on project requirement and individual performance. Candidates will be paid a consolidated remuneration of Rs. 40,000/- per month for the 1st year, Rs. 45,000/- for 2nd year, Rs. 50,000/- for 3rd year and in the event of extension of contract Rs. 55,000/- for 4th year.



Trainee Engineer - I will be engaged for an initial period of 2 years, which may be extended up to maximum of One year (Maximum tenure of 3 years) based on project requirement and individual performance. Candidates will be paid a consolidated remuneration of Rs. 30,000/- per month for the 1st year, Rs. 35,000/- for 2nd year and in the event of extension of contract Rs. 40,000/- for the 3rd year.

However, if any candidate has completed three years of tenure as a Trainee Engineer in BEL and is selected for the post of Project Engineer against this advertisement, he/she will be directly inducted as Project Engineer-II. The remuneration of such candidates will be Rs.45,000/- for the 1st year, Rs. 50,000/- for 2nd year and Rs.55,000/- for the 3rd year. The overall tenure will be limited to 3 years only.

In addition to the remuneration indicated above, a consolidated amount of Rs. 12,000/- per year will be paid towards reimbursement of expenses like medical insurance premium, life insurance premium, uniforms, stitching charges, footwear allowance, etc.

3.0 QUALIFICATION:

4 years full time B.Sc (Engg.)/B.E/B. Tech Engineering course from any AICTE recognized Institute/University in the disciplines of Electronics/Electronics & Communication/Electronics & Telecommunication/Telecommunication / Communication/ Mechanical/Electrical/Electrical & Electronics/ Computer Science/ Computer Science Engineering/ Computer Science & Engineering.

The minimum percentage for General/OBC/EWS candidates is 55% aggregate of all semesters/years and Pass Class for SC, ST and PwBD candidates.

4.0 POST QUALIFICATION EXPERIENCE AS ON 01.08.2022:

Trainee Engineer – 1

Minimum 06 (Six) months of relevant post qualification industrial experience is required for all disciplines mentioned in Para.3.0. Computer Science Engineering candidates in addition to the relevant post qualification industrial experience, should possess experience preferably in Networking and Data Centre Management.

Project Engineer – I

Minimum 02 (Two) years of relevant post qualification industrial experience is required for all disciplines mentioned in Para.3.0. Computer Science Engineering candidates in addition to the relevant post qualification industrial experience, should possess experience preferably in Networking and Data Centre Management.

a) Candidates possessing relevant post qualification experience only need to apply.



- b) Teaching/Research work, experience in non-profit organization, internship\project work placements which are part of academic curriculum will not be considered as experience. Work experience prior to completion of the relevant Post Graduation will not qualify as relevant Post Qualification Experience.
- c) Candidate should possess Experience Certificates/Documents issued by the previous and present employer clearly indicating period of employment and post held.
- d) The decision of the Selection Committee with respect to relevance of work experience will be final. Work experience indicated without supporting documents will not be considered and is liable to be rejected /cancelled without any prior intimation.

5.0 SELECTION PROCEDURE & MODE OF SELECTION:

- a) Candidates meeting the eligibility criteria specified in the advertisement, will be called for a Written Test which will be for 85 marks.
- b) Candidates who pass the written test will be called for Interview (Category- wise) based on the vacancies, in the ratio of 1:5. 15% weightage will be allotted for Interview.
- c) The minimum qualifying marks in Written Test and Interview is 35% for General /EWS /OBC and 30 % for SC/ST/PwBD.
- d) The venue for the Written Test and Interview will be Bengaluru.

6.0 HOW TO APPLY:

- a) Candidates who are desirous of applying for the above posts may apply online by clicking the relevant link provided against the advertisement.

Recruitment of Project Engineer-I /Trainee Engineer-I for Assembly, Testing & Troubleshooting of EVMs & VVPATs for EM SBU-Bengaluru.

- b) Candidates are required to enter all information correctly in the online application form and verify the same before submission, as changes shall not be permitted after submission of the application form.

7.0 APPLICATION FEE:

- a) **Project Engineer-I:** General, EWS and OBC candidates are required to remit an amount of Rs. 472/- (Application fee-Rs.400/- plus 18% GST)
- b) **Trainee Engineer-I:** General, EWS and OBC candidates are required to remit an amount of Rs.177/- (Application fee-Rs.150/- plus 18% GST)



- c) The application fee should be remitted through SBI Collect link provided. Candidates are requested to read the details and screenshots for making the payment. Candidates applying for both Project Engineer and Trainee Engineer posts are required to remit the fee separately for each post.
- d) Candidates can also make the payment by approaching SBI branch. Candidates should select SBI branch in the payment option and download pre-printed challan generated through SBI Collect and deposit the application fee (as applicable) plus applicable bank charges in any SBI Branch. The candidate should ensure to obtain the seal and signature of the bank official.
- e) General, OBC and EWS candidates have to enter the "SBI Collect reference No." generated after payment, in the Online Application Form. **SC/ST/ PwBD candidates are exempted from payment of application fee.**
- f) Candidates may go through all instructions and eligibility criteria carefully before remitting Application Fee and submitting the application. Fee once paid will not be refunded. Applications of candidates, who do not remit the prescribed application fee, will not be considered.

8.0 DOCUMENTS TO BE UPLOADED BY THE CANDIDATES:

- a) SSLC/ SSC/10th Standard marks card or any other valid document as proof of Date of Birth
- b) B.Sc (Engg.)/B.E / B. Tech Engineering Degree certificate (as applicable), **clearly indicating the discipline and class obtained.**
- c) All semester marks cards or consolidated marks card.
- d) CGPA conversion document (wherever applicable).
- e) Caste / Tribe / Community / Disability / Economic status certificate in case of candidates belonging to SC/ST/OBC(NCL)/PwBD/EWS respectively. Candidates claiming reservation under any of the above categories are required to submit the certificate in the prescribed format. The formats of various certificates are provided as links to the advertisement. Candidates belonging to OBC(NCL) category should produce the certificate issued on or after 01.08.2021.
- f) Post qualification work experience certificate/s from previous / current employer indicating the service dates is compulsory. Where current employment certificate is not produced, the following documents should all be compulsorily attached.
 - i. Offer of current appointment,
 - ii. Employee ID proof
 - iii. Latest pay slip



- g) Candidates working on permanent / fixed tenure basis in PSUs / Govt. organizations should compulsorily submit the application through proper channel or produce 'No Objection Certificate' at the time of the interview.
- h) SBI Collect Payment Challan
- i) Identity Proof (Aadhar card / Driving License / Voter ID)

9.0 GENERAL INSTRUCTIONS:

- a) Only Indian nationals need apply.
- b) The postings will be done based on the Company's requirement.
- c) Candidates may also be deployed to work on other projects / outstation sites, based on exigencies of work.
- d) The posts indicated above may vary based on the actual requirement at the time of selection.
- e) Candidates are advised to carefully read the full advertisement for details of eligibility criteria and selection modalities before submission of application
- f) Selected candidates are required to be covered under a medical insurance scheme for Rs.2 lakhs and Rs.5 lakhs for life insurance scheme per annum which is to be submitted at the time of joining.
- g) Candidates who are currently working as Trainee engineers in BEL and are applying for Project Engineer post are required to give prior intimation to the respective HR department of the Unit/SBU/CSG where they are currently working.
- h) Lateral application for the same post is not permitted i.e., Trainee/Project Engineers who are presently working in any of the Units of BEL is not eligible to apply for the same post against this advertisement. If applied, such application will be summarily rejected without assigning any reasons, at any stage of the selection process.
- i) There will be no separate communication to any candidates on their non-selection at any stage. There is no provision for re-checking/re-evaluation of Answer Sheets.
- j) **Candidates whose specialization mentioned in the Degree certificate does not tally with the branch mentioned in the online application will not be considered for selection.**



- k) All future correspondence with the Candidates shall be done through E-Mail only. Responsibility of receiving, downloading and printing of information/communication etc. will be of the Candidate. Under no circumstance should the candidate give an E-Mail ID belonging to any other person. BEL will not be responsible for any loss of E-Mail sent, due to bouncing of E-Mail / invalid / wrong E Mail ID of the Candidate.
- l) The candidature at all stages of the selection process shall be provisional in nature. Mere submission of application does not guarantee the adequacy of the candidature for being considered for the selection process.
- m) Decision of BEL in all matters regarding eligibility of the candidate, the stages at which such scrutiny of eligibility is to be undertaken, qualification and other eligibility norms will be final and binding on the candidate.
- n) BEL reserves the right to debar / disqualify any candidate at any stage of the selection process for any reason what so ever.
- o) Management reserves the right to cancel/restrict/enlarge/modify/alter the recruitment /selection process, if need so arises, without issuing any further notice or assigning any reason thereafter
- p) Canvassing in any form will result in disqualification.
- q) In case any dispute arises on account of interpretation of clauses in any version of this advertisement other than English, the English version available on BEL website shall prevail.
- r) Any resulting dispute arising out of this advertisement including the recruitment process shall be subject to the sole jurisdiction of the Courts situated at Bengaluru.
- s) The lists of candidates shortlisted for the Written Test/Interview and final selections will be made available on BEL Website: www.bel-india.in (Careers Section)

The last date to apply is 03.08.2022

For further details or any clarifications w.r.t. this advertisement, please contact e-mail: hrcompsem@bel.co.in or 080 -22195606.

ADVERTISEMENT NO 02/2022

Control No

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(All applications must be submitted in A4 size 75 GSM bond paper

1 NAME OF POST

2 Serial Number of Post in Advertisement

11

3 Recruitment Centre

REF CENTRE PUNE

4 Category in which applied

UR	EWS	SC	ST	OBC	ESM	GREF Ward	Army Ward	CPL

Signature of candidate covering sign
on the photo

5 Weightage %
Marks

% of marks obtained in essential edn/tech qualifications	+	Add % claimed as per Col 15	=	TOTAL %

6 Whether belong to minority community :-
If Yes which community

Yes/No

Muslims/Christians/ Sikhs/ Buddhists/Zoroastrians/If any other
please specify

7 Whether belong to Economically Weaker Section (EWS)
(Supporting documents to be attached separately)

YES	NO
-----	----

8 Name of candidate (in block letters) as per 10 th/Matriculation certificate :

[illegible]

9 Father's Name (in block letters)

[illegible]

10 Date of Birth (as per 10th/Matriculation certificate)

Date

--	--

Month

--	--

Year

--	--	--	--

11 Permanent Home Address (with PIN code)

Permanent Home Address (with PIN code)																			
State													PIN						

12 Present postal address (with PIN code)

Present postal address (with P.I.V. code)																	
State										PIN							

13 Application Fee Details

Name of Bank	Online payment reference	Transaction date	Amount

Note: No other mode of payment will be accepted other than SBI collect.
(Proof of Online transaction to be attached with the application form)

- 14 If a candidate belongs to more than one category mentioned in Para 4 above, he may indicate his dual/triple category separately in the following boxes using their abbreviations.

--	--	--	--

- 15 (a) Whether Son of Ex-serviceman (Y/N) :

YES	NO
-----	----

- (b) Whether Son of serving/retired GREF pers (Y/N) :

YES	NO
-----	----

- (c) Whether any brother serving in GREF/Army (Y/N):

YES	NO
-----	----

- (d) Do you hold NCC "B" certificate (Y/N) :

YES	NO
-----	----

- (e) Do you hold NCC "C" certificate (Y/N) :

YES	NO
-----	----

- (f) Whether CPL (Y/N)

YES	NO
-----	----

- (g) Whether J&K Migrant (Y/N)

YES	NO
-----	----

- (h) Are you a sportsmen (Y/N) :

YES	NO
-----	----

Note:- if yes, for above col 15(h) write 1 for state level and above, 2 for District level and 3 for University level

:

--

Supporting document issued by competent authority should be attached in support of above claim.

- 16 (a) **Essential qualifications** (with Matriculation exam onwards)

Name of Exam	Year of Passing	Board/University	Subject & Marks Obtained			% of marks
			Subject	Marks	Out of Marks	

(Attach photostat copy of marks sheets. Wherever grades are awarded, they should be converted into equivalent percentage and proof to be attached)

- (b) **Technical Education** (particulars of highest exam passed)

Name of Exam	Year of Passing	Board/University	Marks		% of marks
			Marks obtained	Out of Marks	

(Attach photostat copy of mark sheets. Wherever grades are awarded they should be converted into equivalent percentage and proof to be attached.)

- 17 Particulars of Driving Licence (for Drivers MT, Road Roller and OEM's only)

Licence Number	Date of issue	Issuing Authority	Initial validity Period of Licence	Renewals up to if any
LMV				
HMV				
OTHERS				

(Attach photostat copy of Driving Licence in support)

18 **Total experience** (in months).(Attach photocopy of experience certificate. Use separate sheet if needed)

Name & Address of employee	Period of Employment		Nature of work done	Monthly Salary drawn	Whether Permanent/ Temporary
	From	To			

19 **Only for BRO labour/CPL experience** (Attach photocopy of experience certificate duly signed by OC unit, countersigned by TF Cdr and verified by AO concerned. Use separate sheet if needed.)

Unit/Formation	Period of Employment		Total		Trade	Present Status
	From	To	Months	Years		

20

DECLARATION

(Declaration signed by candidate is compulsory)

- i) I have not submitted any other application for the same post. I am aware that if I contravene this rule, my application will be rejected summarily by GREF Centre and candidature will be cancelled at any stage.
- ii) I have read the provisions of the General instructions of the advertisement carefully and I hereby undertake to abide by them.
- iii) I further declare that I fulfill all the eligibility conditions regarding age limit, essential qualification, physical standards etc, as prescribed for recruitment. I have enclosed self attested photocopies of certificates in support of my claim for essential qualifications, age, category (EWS/SC/ST/OBC/ESM/CPL/PH) and age relaxation.
- iv) I also declare that I do not stand debarred by GREF as on date on any disciplinary grounds and have never been convicted by any court of law.
- v) I also declare that I do not stand terminated/removed/dismissed from GREF service.
- vi) I hereby further declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found suppressed/false or incorrect or ineligibility being detected before or after the examination, or after the appointment my candidature/appointment is liable to be cancelled.

**Place : _____

**Date : _____

****Left hand thumb impression**

_____ ****Signature of candidate**

****Application not signed and Incomplete by the candidate will be REJECTED.**

NOTE : (1) CANDIDATES ARE ADVISED TO POST THE APPLICATION WELL BEFORE THE CLOSING DATE SO AS TO REACH GREF CENTRE, DIGHI CAMP PUNE 411015 BEFORE THE CLOSING DATE. APPLICATIONS RECEIVED AFTER THE CLOSING DATE WILL **NOT** BE ACCEPTED UNDER ANY CIRCUMSTANCES. DEPARTMENT WILL NOT BE RESPONSIBLE FOR POSTAL DELAYS.

(2) DEPARTMENTAL CANDIDATES MAY SEND THEIR APPLICATIONS IN FORMAT AS PRESCRIBED IN ROI 1/98 THROUGH PROPER CHANNEL. HOWEVER THEY MUST ENSURE THAT THE APPLICATION COMPLETED IN ALL RESPECTS SHOULD REACH GREF CENTRE, PUNE BEFORE THE CLOSING DATE. APPLICATION SHALL BE REJECTED IF RECEIVED LATE AND IS NOT COMPLETE IN ALL RESPECTS AS APPROVED IN RULES.

Contd...P/4

ADMIT CARD**ADVT NO. 02/2022**

(For Office use only)

(To be filled by candidate)Communication address

Name _____

S/o _____

House Name/No _____

Village _____

Tehsil _____

State _____

Post Office _____

District _____

Pin Code

--	--	--	--	--	--

At the time of submission of application form

Signature_____
Left hand thumb impression

At the time of written test

Signature_____
Left hand thumb impression

At the time of physical test

Signature_____
Left hand thumb impression

At the time of practical test

Signature_____
Left hand thumb impression

At the time of joining of service

Signature_____
Left hand thumb impression*** Please read instructions enclosed**

Form No. ST/SC-1 (2002)

Form No. ST/SC-1

The form of certificate to be produced by Scheduled Castes and Scheduled Tribes candidates applying for appointment to posts under the Government of India

This is to certify that Shri/Shrimati/Kumari*
son/daughter* of of village/town*
..... in District/Division* of the
State/Union Territory* belongs to the caste/tribe* which is
recognised as a Scheduled Caste/Scheduled Tribe* under:—

- @ The Constitution (Scheduled Castes) Order, 1950
- @ The Constitution (Scheduled Tribes) Order, 1950
- @ The Constitution (Scheduled Castes) Union Territories Order, 1951
- @ The Constitution (Scheduled Tribes) Union Territories Order, 1951

[as amended by the Scheduled Castes and Scheduled Tribes List (Modification) Order, 1956; the Bombay Reorganisation Act, 1960, the Punjab Reorganisation Act, 1966, the State of Himachal Pradesh Act, 1970, the North Eastern Areas (Reorganisation) Act, 1971, the Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976., the State of Mizoram Act, 1986, the State of Arunachal Pradesh Act, 1986 and the Goa, Daman and Diu (Reorganisation) Act, 1987.]

- @ The Constitution (Jammu and Kashmir) Scheduled Castes Order, 1956
- @ The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976
- @ The Constitution (Dadar and Nagar Haveli) Scheduled Castes Order, 1962
- @ The Constitution (Dadar and Nagar Haveli) Scheduled Tribes Order, 1962
- @ The Constitution (Pondicherry) Scheduled Castes Order, 1964
- @ The Constitution (Uttar Pradesh) Scheduled Tribes Order, 1967
- @ The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968
- @ The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968
- @ The Constitution (Nagaland) Scheduled Tribes Order, 1970
- @ The Constitution (Sikkim) Scheduled Castes Order, 1978
- @ The Constitution (Sikkim) Scheduled Tribes Order, 1978
- @ The Constitution (Jammu & Kashmir) Scheduled Tribes Order, 1989
- @ The Constitution (SC) Order (Amendment) Act, 1990
- @ The Constitution (ST) Order (Amendment) Act, 1991
- @ The Constitution (ST) Order (Second Amendment) Act, 1991
- @ The Scheduled Castes and Scheduled Tribes Orders (Amendment) Act 2002
- @ The Constitution (Scheduled Castes) Order (Amendment) Act, 2002
- @ The Constitution (Scheduled Castes and Scheduled Tribes) Orders (Amendment) Act, 2002
- @ The Constitution (Scheduled Castes) Orders (Second Amendment) Act, 2002

% 2. Applicable in the case of Scheduled Castes/Scheduled Tribes persons who have migrated from one State/Union Territory Administration to another.

This certificate is issued on the basis of the Scheduled Castes/Scheduled Tribes certificate issued to Shri/Shrimati*..... Father/Mother of Shri/Shrimati/Kumari of village/town* in District/Division*..... of the State/Union Territory*..... who belongs to the caste/tribe* which is recognised as a Scheduled Caste/Scheduled Tribe in the State/Union Territory* of issued by the dated

% 3. Shri/Shrimati/Kumari*..... and/or* his/her* family ordinarily resides in village/town*..... of..... District/Division* of the State/Union Territory* of.....

Signature.....
**Designation.....

(With Seal of Office)
State/Union Territory*

Place:
Date:

*Please delete the words which are not applicable.

@Please quote specific Presidential Order.

% Delete the paragraph which is not applicable.

NOTE: The term "ordinarily reside (s)" used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

**List of authorities empowered to issue Scheduled Caste/Scheduled Tribe Certificate.

- (i) District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/1st Class Stipendiary Magistrate/† Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner.
†(not below of the rank of 1st Class Stipendiary Magistrate).
- (ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
- (iii) Revenue Officers not below the rank of Tehsildar.
- (iv) Sub Divisional Officer of the area where the candidate and/or his/her family normally resides.
- (v) Administrator/Secretary to Administrator/Development Officer(Lakshadweep)

**FROM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES
APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA**

This is to certify that Shri/Smt/Kumari_____ Son/daughter
of _____ of village/town_____ of
in District/Division_____ in the State/Union
Territory _____ belongs to the _____
community which is recognised as a backward class under the Government of India,
Ministry of Social Justice and Empowerment's Resolution No. _____
dated_____.*. Shri/Smt/Kumari _____ and/or his/her
family ordinarily reside(s) in the _____ District/Division of the
_____ State/Union Territory. This is also to certify that he/she
does not belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the
Schedule to the Government of India, Department of Personnel & Training O.M. No
36012/22/93-Estt (SCT) dated 8.9.1993 **.

Dated :

District Magistrate

Deputy Commissioner etc

Seal

* The authority issuing the certificate may have to mention the details of Resolution of Government of India, in which the caste of the candidate is mentioned as OBC.

** -. As amended from time to time.

Note:- The term "Ordinarily" used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

Government of
(Name & Address of the authority issuing the certificate)

INCOME & ASSETS CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS

Certificate No. _____

Dated: _____

VALID FOR THE YEAR _____

1. This is to certify that Shri/Smt.Kumari_____ son/daughter/wife of _____ permanent resident of _____ Village/Street _____ Post Office _____ District _____ in the State/Union Territory _____ Pin Code _____ whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual income* of his/her 'family'** is below Rs. 8 lakh (Rupees Eight Lakh only) for the financial year _____. His/her family does not own or possess any of the following assets ***:

- I. 5 acres of agricultural land and above;
- II. Residential flat of 1000 sq. ft. And above;
- III. Residential plot of 100 sq. yards and above in notified municipalities;
- IV. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

2. Shri/Smt./Kumari_____ belongs to the _____ caste which is not recognised as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List)

Signature with seal of Office _____

Name _____

Designation _____

Recent Passport size
attested photograph of
the applicant

* Note 1: Income covered all sources i.e. salary, agriculture, business, profession, etc.

**Note 2: The term "Family" for this purpose include the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.

***Note 3: The property held by a "Family" in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.

1. **GENERAL INSTRUCTIONS**

- (a) **Only Male candidates need to apply.** Female candidates need not to apply.
- (b) A candidate must be either:-
- (i) a citizen of India, OR
 - (ii) a person in whose favour a certificate of eligibility has been issued by the Government of India.
- (c) **Centre for Physical Efficiency Test & Practical Test (Trade Test) and Written Test** – All tests would be conducted at GREF Centre, Dighi Camp, Alandi Road, Pune – 411015. However in case of any administrative constraints the tests may be held in a de-centralized manner and candidates would be allocated centre close to the place of their residence as per address in the application form (discretion of department would be final for allotment of the centre).
- (d) All applications quoting the Advertisement No, date and post applied for should be submitted to **Commandant, GREF CENTRE, Dighi Camp, Pune - 411 015 through Registered post alongwith acknowledgment.**
- (e) Candidate must ensure that they fulfill the entire requirement such as physical standards, Medical standards, educational/technical criteria, experience, age and other requisite essential criteria for particular post before filling the application form.
- (f) The candidates should have the requisite educational/technical qualifications and other requisite essential eligibility criteria for specified trade from recognized university/institute for Central Govt. jobs **AS ON THE CLOSING DATE OF SUBMISSION OF THE APPLICATION.** Those awaiting results of the final examination need not apply. Commandant, GREF Centre may reject the candidature of the candidates at **any stage of recruitment process** in case the candidate is not fulfilling the requisite criteria and if appointed, such candidates are liable to be terminated/ removed from service summarily.
- (g) Candidate should submit the application in prescribed format only and must sign at the prescribed places. Application should be on good quality A4 size bond (75 GSM) paper using one side only. News Paper cutting should not be used as application. The candidates purchasing printed applications from the market should ensure that it conforms to the prescribed format published in the Employment News. The candidates can also make photocopy of the application format as given in the Employment News/Rozgar Samachar and then fill up the details. They can also download the application format from the website of **www.bro.gov.in**. The candidates should send their application timely and should reach the GREF Centre before the closing date specified in the advertisement. *Commandant GREF CENTRE* will not be responsible for any postal delay/wrong delivery of the application etc.

(h) Candidates should note that ***only the date of birth*** as recorded in the 10th Class/High School examination certificates as on the date of submission of applications will only be accepted. **MARK SHEETS IN PLACE OF CERTIFICATES WILL NOT BE ACCEPTED AS PROOF OF DATE OF BIRTH.**

(j) Serving defence personnel likely to be released from service within one year from the closing date can also apply against Ex-servicemen vacancies.

(k) Call letters for Written Exam, Physical Efficiency Test (PET), Practical Test (Trade Test) and Primary Medical Examination (PME) will be sent to the candidates by post and the same can also be seen on BRO web site **www.bro.gov.in**. Commandant, GREF Centre will not be responsible for any postal delay/ wrong delivery of call letters. Issuing of call letters are provisional subject to being found eligible in all respect. Results of qualified candidates for various stages of recruitment and all important dates of important recruitment activities and venue will be displayed on the website of **www.bro.gov.in**.

(l) Candidates will be initially selected based on Provisional Merit List in Written Test only provided qualified in PET & Practical Test. The candidates will be called for medical examination. Those candidates, who have been declared FIT in Medical Examination and meeting all criteria, will have to undergo training at GREF Centre, Pune for specified period.

(m) (i) The candidates who indicate their category as SC or ST or OBC in their application form must enclose the caste certificate as per Central Govt format.

(ii) The candidates who indicate their category as EWS must enclosed income and asset certificate in prescribed format.

(n) Candidates belonging to SC/ST/OBC & EWS who have applied for any trade in their respective categories must not apply separately against UR vacancies since at the time of preparing Combined Merit List their names will be automatically upgraded in UR category if they meet cut off marks of UR category and fulfill other UR category criteria (only while considering Final Merit list).

(o) SC/ST/OBC & EWS candidates who fulfill required educational qualification/technical qualification under UR category can also apply against UR vacancies, in case no vacancies exist in their respective category against this advertisement. However, no relaxation in age and application fees would be permissible to them.

(p) Any subsequent changes in the terms and conditions of this Advertisement as per extent rules will stand good. Commandant, GREF Centre reserves the right to consider/ incorporate any subsequent changes/ modifications/additions in the terms and conditions of recruitment process under this Advertisement if necessitated due to any administrative constraints or otherwise as applicable. The department reserves the rights to cancel the

recruitment process at any stage without any claim from the candidates due to any administrative reasons or otherwise.

(q) Vacancies are liable to **increase/decrease/cancelled** at any state of recruitment without any further notice due to administrative situation arising/number of applications received.

(r) All candidates will undergo recruitment process comprising of Physical Efficiency Test (PET), Practical Test (where applicable), Written Test as mentioned at **Para 24** and Primary Medical Examination (PME), in which the Physical Efficiency Test & Practical Test (Trade Test) are qualifying in nature. The final merit will be derived based on the marks in the written exam subject to candidate qualifying the Physical Efficiency Test & Practical Test (Trade Test). There is no weightage of marks of the Physical Efficiency Test & Practical Test towards final selection of candidates. Passing of Physical Efficiency Test and Practical Test (Trade Test) is mandatory for final selection for all the trades.

(s) Ex-servicemen and departmental candidates applying for re-appointment are exempted from undergoing Physical Efficiency Test.

(t) Written test will be Objective/Subjective in nature and will be bilingual (Hindi & English). Objective part will be OMR based, whereas subjective part has to be answered in the answer sheet. Marks obtained in the Written Test will only be considered for selection of candidates for further recruitment process.

Note 1: *If large number of candidates apply for a particular post against this Advertisement, a cut off percentage in essential qualifications will be fixed for issue of call letter. The same will be decided by the competent authority depending upon the number of applications received in particular category against number of vacancies available. Minimum ratio of 1 : 10 number of candidates per vacancy will be ensured for further recruitment process or as per discretion of the department.*

Note 2: *If sufficient candidates do not apply for any post against this Advertisement, further recruitment process for that particular post shall liable to be cancelled.*

2. **AGE LIMIT/ RELAXATION**

(a) Age limit for the posts as mentioned against each:-

(i) **Store Keeper Technical.** Between 18 to 27 years. (Relaxable for Government servants up to 40 years in case of general candidates and up to 45 years in case of candidates belonging to the Scheduled Castes and the Scheduled Tribes in accordance with the instructions or orders issued by the Central Government from time to time).

(ii) **Multi Skilled Worker (Driver Engine Static).** Between 18 to 25 years. (Relaxable for Government servants and Ex-servicemen upto 40 years in case of general candidates, 43 years in case of OBC candidates and upto 45 years in case of candidates belonging to the Scheduled Castes and Scheduled Tribes in accordance with the instructions or orders issued by the Central Government from time to time).

(b) Permissible relaxation in upper age limit for different categories are as under subject to submission of requisite certificate.

S/N	Category	Age Relaxation
(a)	UR & EWSs	NIL
(b)	SC/ST	5 years
(c)	Other Backward Class	3 years
(d)	Central Government Civilian employee and departmental candidates who have rendered not less than three years of regular and continuous service	Up to 45 years for SC/ST, 43 years for OBC and 40 years for UR
(e)	Ex-Serviceman	Ex-Serviceman who has put in NOT less than six months continuous service in the Armed Forces shall be allowed to deduct the period of such service from his actual age plus 3 years in addition to age relaxation admissible to OBC/SC/ST category.
(f)	Jammu & Kashmir Migrant	05 years
<p>NOTE : 1. No age relaxation is allowed to SC/ST/OBC/EWSs candidates applying against unreserved vacancies.</p> <p>2. Age and experience where required will be reckoned as on closing date of application i.e. 45 days from date of publication of this advertisement in Employment News.</p> <p>3. Age relaxation as applicable to SC/ST and OBC will be applicable in addition to the above relaxation for J&K migrant.</p>		

3. **WEIGHTAGE FOR ISSUE OF CALL LETTERS ONLY**

In order to help wards of serving/retired GREF personnel/Ex-Servicemen, Sportsmen and NCC certificate holders highest out of the following weightages will be added to the percentage of marks obtained for issue of initial call letter only & No weightage will be added for any further recruitment process:-

- | | |
|--|-------|
| (a) Son of serving/retired GREF personnel
(such concession to only one son) | - 15% |
| (b) NCC "C" Certificate | - 10% |
| (c) NCC "B" Certificate | - 05% |
| (d) Serving GREF Personnel applying for higher post (Open market) | - 15% |
| (e) Son of Ex-servicemen | - 03% |

- (f) Sports at State/District/University level - 05%
 (g) Casual Paid Labour (CPL) - 10%

Note: (i) In case candidate encloses both NCC "B" & "C" certificates, only additional percentage marks of "C" certificate will be taken into account for issue of call letter.

(ii) For GREF personnel the concession mentioned in Para 3 (d) above is applicable for those candidates who have rendered minimum one year of continuous regular service as on closing date of application.

4. **APPLICATION FEES (NON-REFUNDABLE).** Candidates must pay the application fee (Non-Refundable), directly through online URL link <https://www.onlinesbi.com/sbicollect/collecthome.htm?corpID=1232156> in favour of Commandant, GREF Centre, Pune-411 015. No other mode of payment will be accepted. The Candidate must attach the copy of e-receipt along with his application form. Application fee for each category mentioned as below:-

S No	Category	Application Fees
(a)	General candidates and EWS including Ex-servicemen	Rs 50/-
(b)	Other Backward Class candidates	Rs 50/-
(c)	Scheduled Caste & Scheduled Tribe	NIL

Note: Candidates of ST/SC Category are not required to pay application fee or attach the copy.

5. HOW TO APPLY

- (a) Application will be filled up in **English/Hindi** only.
- (b) No candidate will send more than one application for the same post. The candidature may be cancelled, if candidate applies more than one application for one post.
- (c) Candidate should affix latest photograph in application form and Admit Card. The candidate should be in possession of adequate number (Min 08) of photographs with him.
- (d) Candidates applying for more than one post should send separate application with separate fee. One envelope should contain one application for one post only. However, dates for Written Test, Physical Efficiency Test & Practical Test (Trade Test) will be decided by the Department.
- (e) If a candidate has changed his name or dropped or added part of his name after Matriculation/SSC/Hr Secondary/Sr Secondary, he will be required to submit an attested copy of Gazette Notification to the effect that he has changed his name after matric or otherwise for appearing in further

recruitment process. The changed name should also have been indicated in the Gazette Notification.

(f) Candidates are advised to go through the general instructions carefully as mentioned against **Advt No 02/2022**. Candidate should carefully go through all the provisions in the advertisement to ensure that he is eligible for the post for which he is applying in terms of requirements of age, educational qualification etc. **AS ON CLOSING DATE**.

(g) Copies of certificates for proof of residence, essential educational qualification, date of birth, caste certificate, proof of EWS status etc should be enclosed with application form. **All testimonial copies be attested by Gazetted Officer or self attested**. The Caste certificate for SC/ST, OBC and EWS income & assets certificate should be as per format given at **Appendix 'B', 'C' & 'D' respectively**. SC/ST, OBC and EWS Certificate (date of issue should not be older than one year as on closing date for OBC and EWS Candidates), should be signed by competent authority and should have **OFFICE ROUND SEAL AND APPOINTMENT SEAL DULY AFFIXED ON** it at the place provided.

(h) **PROOF OF RESIDENCE ISSUED BY THE COMPETENT AUTHORITY**. Gorkhas of Indian domicile will produce Permanent Residence Certificate (PRC) issued by the competent authority.

(j) Any certificate in language other than Hindi or English should be enclosed with translation in Hindi or English duly attested by a Group A Gazetted officer.

(k) **SON OF SERVING/EX GREF PERSONS** SHOULD WRITE THEIR FATHER'S PARTICULARS i.e. GS NO, RANK AND NAME, ON THE TOP OF THE APPLICATION IN RED INK AND ATTESTED PHOTOCOPY OF THEIR RELATIONSHIP CERTIFICATE FROM OC UNIT/DISCHARGE CERTIFICATE SHOULD BE ENCLOSED.

(l) EXPERIENCE CERTIFICATE (WHEREVER REQUIRED) FROM PRIVATE EMPLOYER SHOULD BE ON PRINTED LETTER HEADS QUOTING THEIR REFERENCE NUMBER WITH RUBBER SEAL. THE CERTIFICATE MUST INDICATE REGISTRATION NUMBER GST NO, TIN NO. NATURE OF WORK DONE, PERIOD OF EMPLOYMENT WITH DATE AND MONTHLY SALARY.

(m) **CASUAL PAID LABOURERS (CPL)** are required to attach experience certificate indicating CPL Code number signed by OC unit, **countersigned** by Commander BRTF and duly **verified** by concerned Accounts Officer with their application. The Casual Paid Labourers (CPL) should forward their application to Commandant GREF Centre, Pune, alongwith the Experience certificate.

(n) Casual Paid Labourers (CPLs) who have worked for 179 days as CPL in GREF during the last one year and continues to work in the Organisation on Muster Roll as on the date of publication of advertisement in news paper is

entitled for grant of 10% additional weightage while arriving at cut off marks for issue of call letters subject to meeting the eligibility criteria and educational qualifications as per Recruitment Rules of the post applied for.

(o) Candidates are required to super scribe the word **APPLICATION FOR THE POST OF _____ Category UR/SC/ST/OBC/EWS/ESM/CPL, WEIGHTAGE PERCENTAGE IN ESSENTIAL QUALIFICATION _____** on the top of the envelope while sending the application form.

(p) All applications quoting this advertisement number and post applied for should be submitted so as to reach to Commandant GREF Centre, Dighi camp, Pune- 411 015 **within 45 days from the date of publication of this advertisement from the candidates staying in plains and 60 days from the candidates those in the States of Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Lahaul and Spiti District and Pangi Sub-division of Chamba District of Himachal Pradesh, Ladakh division of Leh & Ladakh (UT), Andaman & Nicobar Islands (UT) and Lakshadweep (UT),** as per format of application enclosed as **Appendix 'A'** to this advertisement.

(q) Candidates who had applied in response to previous advertisement are required to apply afresh.

(r) **Physically Handicapped Candidates.** The Physically Handicapped Candidates are not being recruited for posts under this advertisement as per departments service criteria's. The suitable posts adhering to present guidelines would be advertised in future vacancies for suitable posts under PwBD scheme.

6. INVALID APPLICATION

(a) An application will be summarily rejected at any stage of the recruitment process for not conforming to the official format/having incomplete information/ wrong information/mis-representation of facts/**left unsigned/** without legible documents enclosed/submitted without fee where due/without photograph pasted at the appropriate place and for submitting more than one application for the same post.

(b) Applications, which are not filled up as per instructions or partly filled up applications, will not be entertained. **No communication will be done for rejected applications.** Applications may be rejected due to reasons such as:-

(i) Incomplete or illegible and not submitted on prescribed format.

(ii) Unsigned/ Undated/ without photograph.

(iii) Without proper certificate (In Central Govt format) in respect of SC/ST /OBC/EWS, Ex-Servicemen & Relationship Certificate for wards of serving / Ex-GREF Personnel / Army Personnel.

- (iv) Under aged/Over aged candidates.
- (v) Not possessing the requisite educational qualification at the time of submitting applications.
- (vi) Educational qualification not recognized.
- (vii) Application received after due date.
- (viii) Application without prescribed fee for UR, EWS and OBC category.
- (ix) Any other irregularity like mutilated or damaged application / documents, etc.
- (x) Attested / Self attested copies of testimonial not enclosed etc.
- (xi) Multiple applications for the same post.
- (xii) Serving Certificate for CPL candidate duly signed and dated before publishing of this Advertisement.
- (xiii) Any portion of the application left unsigned.

7. DOCUMENTS (IN ORIGINAL) REQUIRED TO BE PRODUCED AT THE TIME OF REPORTING FOR RECRUITMENT PROCESS

- (a) Call letter.
- (b) Aadhaar Card or Any other photo Identity Proof.
- (c) Educational qualification certificate/Tech/Driving Licence etc.
- (d) Caste Certificate.
- (e) Experience Certificate if applicable.
- (f) Income & Assets certificate to be produced by EWS for latest financial year.
- (g) All other requisite certificates (Documents required for proof for according weightage marks).
- (h) Domicile/Nativity Certificate/Proof of residence issued by the competent authority. Gorkhas of Indian domicile, will produce Permanent Residence Certificate (PRC) issued by the competent authority.
- (i) Attestation form duly filled correctly.

8. RECRUITMENT PROCESS

(a) ISSUE OF CALL LETTERS: Guidelines that will be adopted for Numbers of call letters to be issued against No. of vacancies advertised will be as under:-

- (i) **Minimum 10 times of the vacancy advertised in each category (SC/ST/OBC/EWS/UR).**

(ii) If the numbers of applications received are more than 10 times the advertised vacancies, for each post, a cut off percentage in Essential Qualification applicable to the post for each category will be derived to ensure availability of minimum 10 times candidates for each vacancy in each caste category. Therefore, no representation will be entertained against this issue at any stage with reference to cut off percentage/ number of candidates called for further recruitment process for any category. The cut off percentage will be decided purely based on No of applications received and to ensure that minimum 10 times of the number of post is called against each vacancy in respective category. The decision of the Commandant, GREF Centre would be final & binding.

(b) The selection is made strictly as per merit as per availability of vacancies; on the basis of marks in written exam and qualifying in the Physical Efficiency Test and *Practical Test as applicable to the particular trades*.

(c) The dates for Written Test, Physical Efficiency Test and Practical Test (Trade Test) will be decided by Commandant, GREF Centre, Pune.

(d) On the day of reporting for the trade test, checking of essential original documents of the candidates will be carried out by Gazetted Officer of Recruitment Centre. Candidates who are in possession of documents as per Advt No **02/2022** given at **Para 7** above, will only be allowed to go through further tests.

Note: If a candidate absents himself in any test, he will not be allowed to undergo for further recruitment process.

(e) **Written Exam.** Question paper will be answered in **blue/black ball point pen** only. No work in pencil is allowed. Any disclosure of identity on answer sheet will render the candidate as disqualified. The syllabus for the written examination will generally be in conformity with the educational standards and/or technical and other requisite essential qualifications prescribed for the posts. The questions will be of objective type or subjective type or objective and subjective both as per syllabus mentioned at **Para 24** and those subjects covered as part of minimum educational/technical qualification for the post. The question paper will be bilingual i.e. English and Hindi and the duration of the examination may vary from 1hrs to 3hrs depending upon the trade. The objective type Questions will be OMR based and subjective questions have to be answered in the answer sheet.

(f) Minimum passing marks for UR, EWS & OBC category is 50% and for SC & ST category is 40%.

(g) **Physical Efficiency Test.** Candidates will undergo physical efficiency test based on call letter issued and candidates those who qualify in the physical test will only be allowed to attend the further practical test as applicable to the post.

(h) **Practical / Trade Test.** Candidates will undergo Practical / Trade test wherever applicable and those who qualify in Practical / Trade Test will only be considered for the final merit list based on marks in the written exam.

(j) **Age + Experience:** The last date for reckoning age and experience should be the closing date of the receipt of application for main land states (Not the dates of receipt of application from NE states etc).

(k) **Any provisional certificate involved should not be older than five years at the time of closing date of respective region.**

(l) Result of provisionally selected candidates at various stages of recruitment will be displayed in **www.bro.gov.in** subsequently followed by post to provisionally selected candidates to report to **GREF Centre, Pune-15** for further recruitment process.

(m) The appointment of selected candidates after various stages of recruitment is subject to his passing requisite Medical Examination. Medical Test would be conducted by the Panel of Medical Officers of GREF/Army only. However, one appeal is allowed against the decision of Medical Officer. Holding of medical examination does not confer any right of the candidate for appointment. The appointment is subject to fitness in medical examination and production of all requisite documents in original (i.e educational qualification certificate with mark sheet, technical qualification certificate, caste certificate and domicile/residential certificate issued by appropriate competent authority i.e. not below the rank of Tehsildar) and any other documents which were required for the post.

(n) Detailed documentation check of provisionally selected candidates will be carried out by Recruiting Wing, GREF Centre, Pune.

(o) Only medically fit candidates will be inducted.

(p) The candidate is responsible for the delay in induction, on account of non production of valid essential documents during final check.

(q) **Medical Standards.** Every recruit must be sufficiently intelligent, be free from various instability and be in possession of sound health. He shall have no constitutional or acquired disability as may in the opinion of the Recruiting Medical Officer render him unfit for duties in the Force particularly at high altitude. He must be free from Colour blindness.

(r) Candidates belonging to Western Himalayan region (area of South and West of the interstate border between Himachal Pradesh and Punjab and North and East road of Mukerian, Hoshiarpur, Garh Shankar, Ropar and Chandigarh) will produce domicile certificate from competent civil authority (Tehsildar/Magistrate) and **ATTACH WITH THEIR APPLICATIONS. PRODUCING OF CERTIFICATE BEFORE MEDICAL EXAMINATION WILL NOT BE ENTERTAINED.**

9. SERVING EMPLOYEES Persons employed in Government Department should apply through proper channel sufficiently in advance so that their application reaches in time. Applications will be rejected if not received by due date through proper channel.

10. RE-APPOINTMENT OF SERVING EMPLOYEES

(a) Application from departmental candidates should be forwarded through their concerned Project on the prescribed format as per ROI 1/98 in one lot to Commandant, GREF Centre, Pune.

(b) All GREF employees desirous of getting re-appointment to a suitable post have to apply specifically with respect to a particular Advertisement in operation, which is published from time to time. In case the individual satisfies all the certificates particularly with reference to qualification, experience, age etc. apply through his project.

(c) A serving GREF personnel can seek re-appointment to another post at par with open candidate in any trade even if the post applied is not in the same line or allied cadre of the post held but he should fulfill all other eligibility criteria as fixed for open candidates i.e. educational qualification, experience and age etc.

(d) A serving GREF employee once if he crosses the upper age limit as fixed for open direct recruits, he can take the help of enhanced upper age limit for re-appointment provided he has put in minimum 03 years service in the GREF and the post applied is in the same line or is in the allied cadre and where a relationship could be established that the service rendered in GREF will be useful for efficient discharge of duties in other categories of post.

(e) Once the criteria as laid down above in respect of age, qualification, experience etc is satisfied by serving employee, he may submit his application alongwith connected forms and appendices, (as per HQ DGBR letter No.67043/Policy/DGBR/EG2 (Rtg) dated 23 Oct 74 and proforma forwarded vide GREF Records letter No.1280/83/P2 dated 05 Mar 1976), to OC unit. The unit will check the details with service documents and certificates. Complete documents will then be sent to Task Force for recommendation of BRTF Commander and subsequently to Chief Engineer for his final recommendation.

(f) While recommending re-appointment of departmental candidates, OC Unit must ensure that the candidates possess requisite qualification and is from allied cadre.

11. DEFINITION OF EX-SERVICEMEN CANDIDATES

(a) Ex-Servicemen means a person, who has served in any rank (whether as a combatant or as a non-combatant) in the regular Army, Navy or Air Force (including postal service personnel-APS) of the Indian Union but does not include a person who has served in the Defence Security Corps, General Reserve Engineer Force, Lok Sahayak Sena and Para Military Forces, and

- (b) Who has retired from such service after earning his pension, or
- (c) Who has been released otherwise than on his own request from Service as a result of reduction in establishment, or
- (d) Who has been released from such services after completing specific period of engagement, otherwise than at his own request or by way of dismissal or discharge on account of misconduct or inefficiency and has been given a gratuity.
- (e) Who has been released from such service on medical grounds attributable to military service or circumstance beyond his control and awarded medical or other disability pension, or
- (f) The persons serving in the Armed Forces of the Union who on retirement from Service, would come under the category of "Ex-Servicemen" are permitted to apply for re-employment one year before the completion of the specified term of engagement and avail themselves of all concessions available to Ex-Servicemen but shall not be permitted to leave the uniform until they complete the specified terms of engagement in the Armed Forces of the Union.
- (g) Ex-Servicemen who have already joined the Govt. Service in the civil side after availing of other benefits given to them as Ex-Servicemen for further employment cannot claim Ex-Servicemen status for the purpose of this recruitment; such a person will be deemed to be a civil employee and will accordingly be entitled to only such of the benefits like relaxation of age etc, as admissible to civil employees, in the normal course in accordance with the existing instructions in this regard subject to his fulfillment of the conditions governing the grant of such benefits.
- (h) Sons/Daughters/wards of Ex-Servicemen are not eligible to apply for the post reserved for Ex-Servicemen.

12. SERVICE CONDITIONS

- (a) The members of the Force (Department) are deployed in Projects/Units all over India, especially in the Northern and Eastern Regions. Individuals may be posted anywhere in India.
- (b) Individuals selected will be on probation for the first **TWO** years. On completion of probation period, competent authority will assess their suitability for continuity and pass appropriate orders.
- (c) Members of the Force are governed by the provisions of Central Civil Service and Classification, Control and Appeal Rules 1965 as amended from time to time.
- (d) Notwithstanding the above, all the members of Force are also subject to certain provisions of Army Act, 1950 and Army Rules, 1954 made there under as laid down in SRO 329 and 330 dt 23 Sep 1960.

(e) Members of the Force (Department) are allowed free rations as per authorised scale, clothing allowance, free single accommodation, special compensatory allowances/remote locality allowances and local allowances such as HRA, TPTA etc as admissible.

(f) National Pension Scheme (NPS), Leave Travel Concession, Children Education Allowance, Group Insurance, Injury benefits, Medical Treatment and other concessions including family accommodation as applicable to Central Govt. employees are available to the members of the Force. The Department also maintains its own family accommodation at certain locations.

13. CONCESSION TO SC/ST CANDIDATES FOR RECRUITMENT. Travelling allowance for attending Trade Test as per rules, i.e. 2nd class To and Fro train fare only, if unemployed, is payable on production of railway/bus tickets on completion of journey with caste Certificate (As per central Govt format) and unemployment Certificate.

14. MISCELLANEOUS INFORMATION

(a) Candidates need not to enclose any envelope duly affixed with postage stamp with application. Call letter to eligible candidates will be sent at Govt expense as well as displayed in website www.bro.gov.in .

(b) Recruitment of various trades advertised will be spread over the year in a phased programme. Successful candidates with higher merit in Written Test will be offered appointment strictly in order of merit and to the extent of availability of vacancies. All other candidates including those who pass through Written Test but stand lower in merit will not be considered and may apply afresh against future advertisement.

(c) The numbers of posts shown in the advertisement are only tentative. It is open to the Dept to fill all the posts or only partially from these or to cancel some of the posts from the list altogether, depending upon the Department's requirement.

(d) NO CORRESPONDENCE/FURTHER ENQUIRY/SEEKING INFO UNDER RTI ON THIS ADVERTISEMENT, RECRUITMENT PROGRAMME, MERIT LIST/ CALL LETTERS ETC WILL BE ENTERTAINED.

(e) Candidates have to make their own arrangements with postal authority in case of any subsequent change of their address.

(f) Mobile Phones and electronic gadgets are strictly **NOT ALLOWED INSIDE** the campus of Recruitment Zones.

(g) Admission to all stages of recruitment process shall be purely provisional, subject to the candidates satisfying the prescribed eligibility conditions.

(h) Mere issue of call letter to the candidates will NOT imply that their candidature has been finally accepted.

(j) Any legal issues arising out of this Advertisement shall fall within the legal jurisdiction of Hon'ble High Court of Delhi.

(k) After completion of Written Examination, Question papers will be collected from the candidates and candidates will not be allowed to take Question Papers with them. Since the evaluation of answer sheets (OMR) is based on an automated system, RTI application with reference to showing OMR sheet/answer key etc would not be entertained and replied to. The marks obtained by candidates not selected, over the cutoff final selection percentage, would be declassified along with the final result for the posts.

(l) The onus is on the candidates to prove with valid documents that all the information submitted by them in the application is true.

(m) ***There shall be no provision for re-evaluation/ re-checking of scores in the examination. No correspondence in this regard shall be entertained.***

(n) **Candidates are directed not to mention their mobile number neither in application form nor on envelope in which application being submitted.**

15. IMPERSONATION/ SUPPRESSION OF FACTS

(a) No candidate should attempt impersonation or take the help of any impersonator at any stage of the selection process. Otherwise the candidates will be debarred for life from appearing in all GREF examinations as well as debarred from any appointment in GREF, in addition, legal action will be taken against the candidate.

(b) Any material suppression of facts or submitting forged certificate/caste certificate by a candidate for securing eligibility and/or obtaining privileges including free travel for appearing in the examination shall lead to rejection of his candidature for the particular recruitment for which he has applied. Further, he will also be debarred from all examinations conducted by Commandant, GREF Centre, Pune all over the country for a period of 2 years and legal action can be initiated, if warranted.

(c) A candidate will be debarred from examinations of GREF for a specified period/lifetime if (i) the candidates submits multiple applications for the same post and category, (ii) the candidate submit multiple applications with different community for the same post & category, (iii) the candidates submits multiple applications with different photo (face) for same post and category and (iv) the candidates submits multiple applications with different documents for the same post & category.

(d) Any candidate found using unfair means in the examination or sending someone else in his place to appear at the examination will be debarred from appearing in all the examinations of GREF for lifetime.

- (e) Any candidate who appears more than once for the Trade Test of same post in the same or different categories his Application/Candidature/Appointment will be cancelled at any stage.

16. WARNING. Beware of Touts/job racketeers/unscrupulous elements who may approach you with assurance of procuring appointment/trying to deceive you by false promises of securing job in GREF either through influence/illegal gratification or by use of unfair and unethical means. One must not fall prey to such false assurance or exploitation and must not entertain or encourage such elements in any way. It is emphasized and reassured that the **SELECTION WILL BE DONE PURELY ON MERIT, IN A TRANSPARENT MANNER.** GREF has not appointed any agent(s) or coaching centre(s) for action on its behalf. Candidates are warned against any such claims being made by persons/agencies. In case any candidate is found resorting to any such unfair means, his candidature will be cancelled without any representation or claim from the applicant.

17. The posts in BRO require certain physical and medical standards including physical efficiency test as per details given below:-

(a) The Physical Efficiency Test as '**Schedule-I**', Physical and Medical Standard for the Post of **SKT, MSW DES** in Border Roads Organization (BRO) will be conducted at GREF Centre or respective Recruitment Centre as applicable, by a Board of Officers, detailed by the Headquarters, Director General Border Roads.

(b) The Physical Standards Region wise requirement of Physical Standards of personnel for recruitment in GREF (Border Roads Organization) is placed as '**Schedule-II**' of the Notification.

(c) The specified Medical Standards are required for recruitment of candidates for their service in GREF (BRO) as per their job profile, charter of duties and anticipated deployment, including extreme remote areas, high altitude areas and difficult areas of hilly terrain etc. The Medical Standards have been specified in '**Schedule-III**' of the Notification.

18. The Medical Examination & Medical Tests. Medical examination and medical tests will be carried out as per guidelines of this Notification for each provisionally selected candidate. The Medical Examination will be carried out by a Medical Board nominated by HQ DGBR. The guidelines to be followed for conduct of Medical Examination and the procedure for declaring candidates as Temporary or Permanent UNFIT are enumerated in succeeding sub-paras:

(a) After detailed checking of all documents, Officer-In-Charge Recruiting Section will handover medical papers (duly affixed with passport size photograph) of selected candidates to Medical Board of respective Recruitment Centre, including GREF Centre, and the candidates will report as per schedule decided. Medical examination of provisionally selected candidates will be carried out by two Medical Officers at each Recruitment Centre including GREF Centre.

(b) Recruitment Medical Board will examine the medical fitness of the candidates as per guidelines of this Notification.

(c) Candidates found medically fit or unfit will be informed of their medical result by the Medical Board themselves so that the candidates are clear about their position.

(d) Where the medical officer needs the opinion of a Specialist, the case will be referred to Military Hospital or any service/ Army Hospitals in proximity of respective Recruitment Centre or GREF Centre. Based on the day of the OPD of concerned Specialist, doctor would personally brief the candidate about the conduct of medical examination at Military Hospital and subsequent procedure.

(e) Medical papers in respect of fit and unfit candidates will be given to Recruiting Section by MI Room after completion of medical examination preferably on the same day of medical examination but not later than 5 days from the date of examination.

(f) Details about cases referred to Military Hospitals or any Service/ Army Hospitals will also be informed by Medical Board to Recruiting Section simultaneously.

(g) Referred cases returned by Medical Specialist duly reviewed by concerned Specialist will be disposed of by Regimental Medical Officer expeditiously according to the remarks of Specialist and Recruiting Section be informed simultaneously by Regimental Medical Officer.

(h) **Temporarily Unfit:** Candidates declared temporarily UNFIT will be divided in two categories:

(i) **Temporarily Unfit due to Medical Reasons:** Candidates who are declared Temporary UNFIT due to medical reasons will be informed of their disability in writing by Medical Board and Officer-In-Charge Recruiting or Board of Officer or Mobile Regional Recruitment Team. Such candidates have a right to appeal against the medical examination conducted by the Recruitment Centre Medical Board and such appeal should be made within the period of 60 days from the date of being declared temporarily unfit initially by the Medical Board of Recruitment Centre. Such candidates should report for medical examination by Specialist 05 (five) days in advance with an appeal and will be referred to concerned Specialist of nearest Military Hospital/ Service Hospital on Review Certificate in duplicate. Such candidates will not be required to deposit Rs 40/- as fees for re-medical examination. If such candidates are found UNFIT again on review, no further chance will be given for re-medical examination and their candidature shall stand cancelled automatically. After re-medical examination, if candidates are found FIT, the whole process of induction shall be completed within a period of six months from the date of initial medical examination. In case induction is not completed within a period of six months from the date of initial medical

examination, candidature of such a candidate for recruitment shall stand cancelled automatically, where delay is due to acts attributable to the candidate himself.

(ii) **Temporarily Unfit for being Below Physical Standards:**

Candidates declared Temporary UNFIT due to physical standards will also be informed of their disability or shortcoming in writing by the Medical Board and Officer-In-Charge Recruiting or Board of Officer or Mobile Regional Recruitment Team. Candidates protesting in writing against Physical measurements will be once again measured by Medical Board of Recruitment Centre in the presence of Commandant or Officer-In-Charge Recruiting in case Medical Examination is carried out at GREF Centre and in the presence of Board of Officers in case it is carried out at Mobile Regional Recruitment Team Centre within 24 hrs of the Medical Examination. Candidates declared Temporary UNFIT for being Below Physical Standards in weight or Chest measurement only will be given a reasonable time not exceeding two months from the date of initial Medical Examination for attaining the desired standards. After re-measurement, if candidate is found FIT the whole process of induction shall be completed within a period of six months from the date of initial medical examination. In case induction is not completed within a period of six months from the date of initial medical examination, candidature of such a candidate for recruitment shall stand cancelled automatically, where delay is due to acts attributable to the candidate himself.

(j) **Permanently Unfit:** Candidates declared Permanent UNFIT also will be divided in two categories:

(i) **Permanently Unfit due to medical reasons:** Candidates who are declared Permanent UNFIT by the Medical Board will be informed of their disability in writing by the Medical Board and Officer-In-Charge Recruiting or Board of Officers. Such candidates have a right to appeal against the present medical examination within a period of 60 days of their being declared permanently unfit. In case such candidates should report at GREF Centre or Recruitment Zone 05 (Five) days in advance with an appeal for re-medical examination, the Medical Board will refer such candidates to the nearest service hospital on Review certificate in duplicate. Such candidates will be required to deposit a sum of Rs 40/- in Govt. treasury at SBI before the re-medical examination by the service Specialist is done. All such cases which are declared UNFIT again on review by the concerned Specialist, will not be given any further chance for re-medical Examination/ Review and their candidature shall stand cancelled automatically. After re-medical examination, if candidates are found FIT, the whole process of induction shall be completed within a period of six months from the date of initial medical examination. In case induction is not completed within a period of six months from the date of initial medical examination, candidature of such a candidate for recruitment shall stand cancelled automatically, where delay is due to acts attributable to the candidate himself.

(ii) **Permanently Unfit for being Below Physical Standards:** For candidates declared Permanent UNFIT by Medical Board due to being below physical standards with respect to height, no appeal can be made against physical measurements. However candidates protesting against physical measurements will be once again measured by Medical Board in presence of Officer-In-Charge Recruiting or Commandant GREF Centre or Board of Officers or Mobile Regional Recruitment Team (MRRT) as the case may be on the very same day.

(k) **Visual standards:** Visual acuity not less than 6/12 each eye or Right eye 6/6, Left 6/24. Corrective spectacles are permitted during the visual test. Unaided vision in case of corrected vision will not be below 6/60 in each eye and on correction will be same as laid down for other recruits.

(l) **Surgery:** Any candidate who have recently undergone abdominal surgery (e.g. in Hernia, Muscle defect, Nephrolithotomy, Cholelithiasis, Cholecystotomy) are liable to be made Unfit for one year as per existing rules. However, the provision of medical appeal for permanent unfit cases remains the same i.e. within 2 months. In such cases same criterion as for eye surgery cases should be followed as above.

(m) **Medical Fitness:** Notwithstanding anything contained in these rules, only those persons who are medically fit shall be eligible for appointment under the provisions of these rules.

19. The final selection of the candidates selected by Commandant, GREF Centre will be subject to pass the Medical fitness test. Medical Board detailed by Headquarters Director General Border Roads will carry out the medical fitness test of the candidates declared selected on the scores of written exam.

20. Candidates declared medically "FIT" by the Medical Board, will be inducted in General Reserve Engineer Force (BRO) subject to fulfillment of all other criteria and have to undergo initial training at GREF Centre, Dighi Camp, Pune-15.

21. After imparting training at GREF Centre, they will be posted anywhere in India as per available vacancies.

22. **Cancellation of candidature:** If any, candidate is absent on the date of reporting for Medical Examination or during Medical Examination or does not report for Medical Review within prescribed time limit, his candidature shall be cancelled automatically. No representation/ appeal in this regard will be entertained by the department.

23. **Essential Educational Qualifications/ Experience.** Essential Educational Qualification and experience, etc required for the post is as follows:

S/No	Post	Educational and Other Qualification
01	Store Keeper Technical	(i) 10 + 2 from a recognized Board or equivalent; (ii) Having store keeping knowledge relating to vehicles or engineering equipment.

		Desirable: Three years experience in stores establishment. or Having passed the Class II Course for Store man Technical as laid down in Defence Service Regulations, (Qualification Regulations for Soldiers) from office of Records or Centres or similar establishment of Defence.
02	Multi Skilled Worker (Driver Engine Static)	(i) Matriculation from a recognized Board or equivalent ; (ii) Possessing certificate of Mechanic Motor /Vehicles / Tractors from Industrial Training Institute / Industrial Trade Certificate / National Council for Training in the Vocational Trades / State Council for Vocational Training. or Passed Class 2 course for Driver Plant and Mechanical Transport as laid down in Defence Service Regulations. (Qualification Regulations for Soldiers) from office of Records/Centres or similar establishment of Defence. (iii) Should qualify in proficiency test in the trade to be conducted by Border Roads Organisation. (iv) Should qualify physical tests as per Border Roads Organisation guidelines. (v) Should meet physical and medical standards as per Border Roads Organisation guidelines.

24. Syllabus for written examination:

(A) Store Keeper Technical:

- (a) Accounting of Stores
- (b) Receipt, inspection & preservation of stores
- (c) Storage & precautions of stores including fire protection/fighting
- (d) Stock verification of stores
- (e) Packaging & preparation for dispatch of stores
- (f) Maint of stock ledger
- (g) Security of Stores
- (h) Questions on arithmetic
- (i) General Knowledge

(B) Multi Skilled Worker (Driver Engine Static):

- (a) Operation of static engine/Generator set / Concrete Mixers
- (b) Checking of faults & Maint of Static Engines/Generator set / Concrete Mixers
- (c) Use of fuels / oils / lubs in static engines
- (d) General Knowledge

25. **Practical Test/Skill Test.** Trade test is conducted at GREF Centre or any other centre, minimum 40% marks are required to qualify and is applicable for following posts.

(A) **Store Keeper Technical** : No practical/Skill test/Trade Test

(B) **Multi Skilled Worker (Driver Engine Static):**

- (a) Identification of engine parts of Static Engines
- (b) Identification of oils / lubs
- (c) Identification of tools, eqpts

26 **Pay Scale:**

- (a) Store Keeper Technical: Pay Level 2 (Rs 19900-63200)
- (b) Multi Skilled Worker (Driver Engine Static): Pay Level 1 (Rs 18,000-56,900)

Mode of Selection

27. SC, ST, OBC and EWS candidates, who are selected on their own merit without relaxed standards, will not be adjusted against the reserved share of vacancies. Such candidates will be accommodated against the General/ Unreserved vacancies in the post as per their position in the overall merit or vacancies earmarked for their category, whichever is advantageous to them. The reserved vacancies will be filled up separately from amongst the eligible SC, ST, OBC and EWS candidates.

28. SC, ST, OBC and EWS candidates who qualifies on the basis of relaxed standards viz. age limit, experience or qualifications, permitted number of chances, extended zone of consideration, etc, irrespective of his/ her merit position, is to be counted against reserved vacancies and not against unreserved vacancies. Such candidates may also be recommended at the relaxed standards to the extent of number of vacancies reserved for them, to make up for the deficiency in the reserved quota, irrespective of their rank in the order of merit. In so far as cases of Ex-Serviceman are concerned, deduction of the military service rendered from the age of ex servicemen is permissible against the reserved or unreserved posts and such exemption will not be termed as relaxed standards in regard to age.

29. Success in the examination confers no right of appointment unless Government is satisfied after such enquiry as may be considered necessary that the candidate is suitable in all respects for appointment to the service/ post.

30. **Resolution of tie cases:** In cases where more than one candidate secure the equal aggregates marks in written examination, tie will be resolved by applying the following methods one after another:

- (i) Total marks in written examination.
- (ii) Date of birth, with older candidates placed higher.

(iii) Alphabetical order of the names of the candidates.

31. **Commandant's GREF Centre decision final:**

The decision of the Commandant, GREF Centre in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection, conduct of examination(s), allotment of examination centres, will be final and binding on the candidates and no enquiry/correspondence will be entertained in this regard.

Schedule-I**PHYSICAL EFFICIENCY TEST APPLICABLE FOR SKT AND MSW DES**

S No	ACTIVITY	MAXIMUM MARKS	TIME AVAILABLE
1.	ONE MILE RUN	ONLY PASSING THE TEST IS MANDATORY	10 MINUTES

NOTE : ONE MILE RUN TO BE COMPLETED WITHIN THE SPECIFIED TIME.

Schedule-II**PHYSICAL STANDARDS**

Region	States/Regions included	Physical Standards		
		Minimum Height in Cms	Chest in Cms	Minimum Weight in Kgs
WESTERN HIMALAYAN REGION	J&K, Himachal Pradesh, Punjab Hills (Area South and West of the Inter State Border between Himachal Pradesh and Punjab and North and East of Road of Mukerian, Hoshiarpur, Garh Shankar, Ropar and Chandigarh), Uttarakhand	158	Minimum 75 Cm (Unexpanded) and expansion by 5 Cm	47.5
EASTERN HIMALAYAN REGION	Sikkim, Nagaland, Arunachal Pradesh, Manipur, Tripura, Mizoram, Meghalaya, Assam and Hill Region of West Bengal (Darjeeling & Kalimpong District and Andaman Nicobar)	152	Minimum 75 Cm (Unexpanded) and expansion by 5 Cm	47.5
WEST PLAIN REGION	Punjab, Haryana, Chandigarh, Delhi, Rajasthan, Western UP	162.5	Minimum 76 Cm (Unexpanded) and expansion by 5 Cm	50
EASTERN PLAIN	Eastern UP, Bihar, West Bengal, Orissa & Jharkhand.	157	Minimum 75 Cm (Unexpanded) and expansion by 5 Cm	50
CENTRAL REGION	Madhya Pradesh, Gujrat, Maharashtra, Dadar & Nagar Haveli, Daman and Diu and Chhattisgarh.	157	Minimum 75 Cm (Unexpanded) and expansion by 5 Cm	50
SOUTHERN REGION	Andhra Pradesh, Karnataka, Tamil Nadu, Telangana, Kerala, Goa and Pondicherry	157	Minimum 75 Cm (Unexpanded) and expansion by 5 Cm	50
GORKHAS (INDIAN DOMICILE)		152	Minimum 75 Cm (Unexpanded) and expansion by 5 Cm	47.5
RELAXATION TO SONS OF SERVING/EX GREF PERSONS		2	1	2

MEDICAL STANDARDS OF RECRUITMENTS FOR GREF**General**

1. Every recruit must be sufficiently intelligent, free from nervous instability and be in possession of sound health. He shall have no constitutional or acquired disability as may in the opinion of Recruiting Medical Officer render him unfit for duties, in the organization, particularly at high altitude and hard areas.

General examination

2. It is absolutely essential in all cases to have the recruits stripped while carrying out medical examination. Due regard be paid to privacy and decency. It is not sufficient that the clothing be only partially removed. An underwear may be permitted except when the examination is being carried out involving private parts. Every part of the body must be examined and if a recruit does not submit to this even after persuasion, he will be rejected. Permanent body tattoos are only permitted on inner face of forearms i.e. from inside of elbow to the wrist and on the reverse side of palm/ back (dorsal) side of hand. However, in case of an obscene, vulgar or objectionable tattoo, the DDG (Pers)/ Comdt GREF Centre will take a final decision on acceptability/ unacceptability of such tattoo. The decision of the DDG (Pers)/ Comdt GREF Centre in the matter shall be final. Permanent body tattoos on any other part of the body is not acceptable and candidate will be barred from further screening.

Responsibility for physical fitness

3. The examining Medical Board is responsible for checking the physical fitness of the recruits, the likelihood of their physical development and for their identification marks. The Board will also enter on the enrolment form any minor defects insufficient to cause rejection. In the case of fit recruits the Board will make the necessary entry on the enrolment form, the wording used being Fit-category GREF-I and return it to the enrolling officer. The signature of the examining Medical Officer on the enrolment form will be accepted as equivalent to a declaration that he has personally examined the recruit in question according to the existing instructions and that the recruit has no blemish or defect except those noted on the enrolment form. Remarks relating to any defects in the recruit will be endorsed in the medical examiner's own handwriting. When there are no distinctive marks this must be stated.

Medical History Sheet GREF/ MED/ 2A

4. This is a document of great importance which is linked to claims for disability pension on soldier's discharge from the service Medical items in table No 1 of GREF/ MED/ 2A will be completed by the Medical Board GREF/ MED/ 2A.

5. Any failure of officers concerned to give attention to the preparation and maintenance of these documents, and inaccuracy in or insufficiency of the entries therein may cause considerable delay, much expense and grave injustice

to the person recruited. Medical Officers will, therefore, take every care to ensure that all necessary entries are carefully and accurately made at the time of examination.

6. Marks and small defects are to be noted concisely and clearly in the space allotted for the purpose in order to facilitate the men's future identification. Special attention should always be drawn to any defects which may influence decision on possible claims for pension in the future.

RULES GOVERNING MEDICAL INSPECTION OF CANDIDATES IN GREF

Principal points in Medical Examination of Candidates

7. Principle points in medical examination of recruits. In the inspection of candidates the principle points to be attended to, are as under:

- a) That the candidate is sufficiently intelligent (Any defect may be observed during the examination).
- b) That his bearing is good and that there is no sign of disease of ear, nose and throat.
- c) That his vision with either eye is up to the required standard, his eyes are bright, clear and with no obvious squint, nystagmus or other abnormality. Movement of eye balls should be full and free in all directions.
- d) That his speech is without impediment.
- e) That he has no glandular swelling.
- f) That his chest is well formed, and that his heart and lungs are sound.
- g) That his limbs are well formed, and fully developed.
- h) That there is free and perfect action of all the joints.
- i) That his feet and toes are well formed.
- j) That he has no congenital malformation or defects.
- k) That he does not bear traces of previous acute or chronic diseases pointing to an impaired constitution.
- l) That he possesses sufficient number of sound teeth for efficient mastication.
- m) That he has no disease of the genitor-urinary tract.

Ground for permanent rejection

8. Candidates presenting with following conditions will be rejected:
- a) General impaired Constitution with frail health (BMI less than 18).
 - b) Abnormal Gait.
 - c) Abnormal Posture (Kyphosis, Scoliosis or Lordosis).
 - d) Gross physical deformity of chest, (pigeon chest, Barrel shaped chest, pectus excavatum, Harrison's sulcus & joints (Knock knee bow, leg, flat feet etc).
 - e) Defective Intelligence.
 - f) Deafness.
 - g) Pronounced Stammering.
 - h) Mental and nervous instability includes coarse Digital Tremors, palmar & plantar Hyperhydrosis and Tachycardia (Pulse rate more than 100/min).
 - j) Sexually Transmitted diseases.
 - k) Any degree of squint or nystagmus.
 - l) Cases of colour blindness.
 - m) Corneal Opacities effecting binocular vision of the individual.
 - n) Perforation of Tympanic membrane.
 - o) Chronic Suppurative Otitis Media/ Mastoiditis.
 - p) Loss or decay of teeth to such an extent as to interfere with proper mastication. Dental points less than 14.
 - q) Chronic Lung Infection.
 - r) Endocranial Disorder.
 - s) Cardiac murmur or Hypertension (BP>140/95 mm Hg).
 - t) Gross degree myopia & cases of corneal surgery for refractive error.
 - u) Healed fracture with implants or ankylosis of effected joints due to fracture.
 - v) Any amputation effecting in the working efficiency of individual.
 - w) Permanent body tattoos are only permitted on inner face of forearms i.e. from inside of elbow to the wrist and on the reverse side of palm/ back (dorsal) side of hand. However, in case of an obscene, vulgar or objectionable tattoo, the DDG (Pers)/Comdt GREF Centre will take a final decision on acceptability/ unacceptability of such tattoo. The decision of the DDG (Pers)/ Comdt GREF Centre in the matter shall be final. Permanent body tattoos on any other part of the body is not acceptable and candidate will be barred from further screening.

Grounds for Temporary Rejection:

9. Following are the grounds for temporary rejection:
- (a) Pterygium
 - (b) Conjunctivitis
 - (c) Defective Vision (corrected with glasses, 6/6 in both eyes is acceptable)
 - (d) Trachoma Grade III
 - (e) Deviated Nasal Septum
 - (f) Chronic Tonsillitis
 - (g) Few decayed teeth (corrected with denture is acceptable)
 - (h) Pityriasis Versicolor

- (j) Tinea Cruis, Scabies, Eczema etc
- (k) Planter Warts
- (l) Hydrocele, Hernia, Vericocoele
- (m) Vericose Veins
- (n) Phimosis, Fissure in ano or abscess, Haemorrhoids
- (o) Acute infection of respiratory tract
- (p) Gynaecomastia
- (q) Anaemia
- (r) Hepatosplenomegaly
- (s) BMI above 30 (Should bring down BMI to below 30 within 3 months will be accepted)

Acceptance of Candidates with Minor Defects:

10. Candidates presenting with mild degree of following defects may be accepted:

- (a) Mild Flat Feet but flexible and Hammer toes.
- (b) Mild knock knee (Inter malleolic distance 5 cms).
- (c) Mild Bow Legs (Inter condylar distance 7 cms).
- (d) Mild Degree of Sephena varix.
- (e) Slight degree of Vericocoele, or undescended testis (Not arrested in inguinal region).
- (f) Healed perforation of Ear drums.
- (g) Healed Trachoma without residual gross deformity.
- (h) Slight stammering.
- (j) Mild hyperhydrosis.
- (k) Mild degree phimosis or Hypospadiasis.
- (l) Perforation in the ear drums which has healed and closed leaving a firm healthy scar (Tympanoplasty done).
- (m) Slight curvature of leg.
- (n) Slight hammer toe.
- (o) Mild degree of varices.
- (p) Tinea versicolor (Only after treatment).
- (q) DNS (Acceptable after treatment).
- (r) Any other slight defects which in the opinion of Recruiting Medical Officer will not interfere with work efficiency of the candidate in future provided the candidate conforms to the prescribed standards in all respects. The mild problem if any must be recorded in the documents.

An undertaking from the candidate be taken that there is no past history of seizure, leprosy, diabetes, tuberculosis or HIV infection. All cases of past healed operations carried out will be noted in medical case sheet.

The foregoing relaxation is permissible only in the case of recruit who conform to the prescribed standards of measurements.

Visual standard for Drivers & Operators

11. Should not be **colour blind (must be CP-II)** and the vision with glasses corrected to be 6/6 in both eyes can be accepted.

Time limit for clearance of any unfit by Higher Reviewing Authority

12. (a) All cases of **permanent unfit** may be reviewed by higher medical authority and should declare him unfit/ fit within 01 month duration since the time of unfit declaration.
- (b) All **temporary unfit** cases may be reviewed by higher medical authority within 3 months (90 days) to clear him fit/ unfit since the time of unfit declaration.
13. In all cases where a recruit is suffering from a minor defect is accepted, the Medical Board will fully satisfy themselves that the defect will not, in any way, affect the efficiency of the recruit as a subordinate serving in BRO.
14. Whenever recruits who are suffering from minor defects as mentioned in Para 10 above are accepted, the defects will invariably be noted in the medical history sheet GREF/ MED/ 2A.
15. Recruits suffering from minor health problems of ordinary nature such as simple sores, shoe bite, common cold coughs and similar other minor ailments which usually last only a few days may be accepted. Medical Board before accepting such a recruit must fully satisfy themselves that the disease is likely to be cured in a few days without indoor treatment. Normally, unless the recruit is required to meet some urgent demand which cannot be met readily, he should be advised to get himself treated and come again. If recruit who is suffering from a minor disease of any nature is accepted, no entry need to be made of the disease in the medical history sheet GREF/ MED/ 2A.
16. The decision of the Medical Board in all cases of rejection due to not meeting the required medical standards will be final.

No. A.5/101/Pers(Rectt)/Min Staff/BSF/2021
Government of India
Ministry of Home Affairs
Directorate General Border Security Force
(Personnel Directorate: Recruitment Section)

**/// DETAILED ADVERTISEMENT FOR RECRUITMENT TO THE POST OF ASSISTANT
SUB INSPECTOR (STENO) AND HEAD CONSTABLE (MINISTERIAL) IN BSF 2021-22///**

Online applications are invited from eligible Male and Female Indian citizens for filling up the under mentioned vacancies for the Combatised posts of **Assistant Sub Inspector (Stenographer) and Head Constable (Ministerial)** in the Border Security Force, Ministry of Home Affairs, Government of India:-

Name of Posts	Category					Total vacancies
	UR	EWS	OBC	SC	ST	
ASI (Stenographer)	-	-	-	-	11	11
HC(Ministerial)	154	41	65	38	14	312

NOTE

- (i) : Vacancies are subject to change (may increase or decrease) due to administrative reasons. BSF reserves the right to make changes or cancel or postpone the recruitment without assigning any reason.
- (ii) : Any amendment/notice will be published only on BSF official website. Candidates are advised to regularly visit or log on to BSF recruitment portal URL <https://rectt.bsf.gov.in/> & BSF official website in their own interest for updates.
- (iii) : The posts are combatised and purely temporarily in nature but are likely to become permanent.
- (iv) : 10% vacancies are reserved for Ex-Servicemen category in the respective Post/Category.

2. PAY SCALE :-

- (i) ASI(Steno) : Level – 5 (Rs. 29,200 – 92,300) in pay matrix.
- (ii) HC(Min) : Level – 4 (Rs. 25,500 – 81,100) in pay matrix

3. NATIONALITY/CITIZENSHIP :-

Candidate must be a citizen of India.

4. ELIGIBILITY CONDITIONS:-

(A) AGE LIMIT AND RELAXATIONS

Between 18 to 25 Years.

(i) Upper age limit is relaxable for candidates applying against the vacancies earmarked for direct entry as under :-

Srl No	Category	Age relaxation permissible beyond the upper age limit
1.	SC/ST	05 years
2.	OBC	03 years
3.	Central Government employees including serving BSF personnel with three year continuous service.	Up to the age of 40 years. (45 years for SC/ST)
4.	Ex-Servicemen (Unreserved)	Period of Military service plus 03 years.
5.	Ex-Servicemen (OBC)	Period of Military service plus 06 years (3 years + 3 years).
6.	Ex-Servicemen (SC/ST)	Period of Military service plus 08 years (3 years + 5 years)
7.	Widows, divorced women and women judicially separated from their husbands and who are not re-married (UR)	Maximum age limit upto 35 years.
8.	Widows, divorced women and women judicially separated from their husbands and who are not re-married (OBC)	Maximum age limit upto 38 (35 + 3) years.
9.	Widows, divorced women and women judicially separated from their husbands and who are not re-married (SC/ST)	Maximum age limit upto 40 (35 + 5) years.

NOTE

- (i) : Age of candidates will be determined on the basis of Date of Birth as recorded in their matriculation certificates.
- (ii) : **The crucial date for determination of age limit for the post of ASI(Steno) & HC(Min) shall be 06th September 2022.**
- (ii) : Prescribed format of certificate for reserved categories are attached as **Annexure – 'B'** for SC/ST, **Annexure – 'C'** for EWS and **Annexure – 'D'** for OBC category
- (iii) : Relaxation of respective category will only be given in those cases where vacancies are available in the respective category for the applied post. If vacancies are not available in respective reserved category, candidates applied will be treated as an 'Un-Reserved (UR)' category provided that he/she must fulfill the eligibility conditions applicable to an Un-reserved candidate. In that case, if found later that candidate does not fulfill the eligibility criteria of UR/General category candidate; candidature of such candidate will be rejected at any stage of the examination.

- (iv) : A person seeking appointment on the basis of reservation to OBC/EWS must ensure that he/she possess the caste/community certificate. The crucial date for this purpose will be the closing date for receipt of applications.
- (v) : Every candidate seeking reservation as OBC is required to submit a certificate in prescribed format (**Annexure – D**) regarding his/her OBC status and non-creamy layer status issued by the Competent Authority. Candidates claiming OBC status may ensure that he/she possess caste/community certificate and does not fall in the creamy layer on the crucial date i.e closing date for receipt of application. (In order to ensure it, a declaration in addition to the certificate issued by the Competent Authority will also be obtained from the candidates seeking reservation as OBC in the format attached as **Annexure – D1**)

(B) EDUCATIONAL QUALIFICATION

S.No.	Name of Post	Educational Qualification
1.	Assistant Sub-Inspector (Stenographer) and Head Constable (Ministerial)	Intermediate or Senior Secondary School Certificate (10+2) examination from a recognized Board or University or equivalent.

(C) SKILL

S.No.	Name of Post	Skill
1.	For ASI (Stenographer)	Shorthand @ 80 words per minute in English OR in Hindi in 10 minutes. Transcription of dictation in English in 50 minutes OR in Hindi in 65 minutes, on computer.
2.	For HC(Min) (Typing Test)	35 words per minute in English or 30 words per minute in Hindi on computer. (35 w.p.m in English and 30 w.p.m in Hindi correspond to 10500 KDPH in English and 9000 KDPH in Hindi respectively with an average of 5 key depressions for each word on computer). Time Allowed: 10 minutes.

(D) PHYSICAL STANDARDS FOR THE POST OF ASI(STENO) AND HC(MIN)

(i) HEIGHT

For all candidates except the candidates belonging to the Scheduled Tribes	Male	Female
	165 Cms	155 Cms
Relaxations :-		
Candidates falling in the categories of Garhwalis, Kumaonis, Gorkhas, Dogras, Marathas and candidates belonging to the State of Sikkim, Nagaland, Arunachal Pradesh, Manipur, Tripura, Mizoram, Meghalaya, Assam, Himachal Pradesh, and Kashmir, Leh & Ladakh regions.	162.5 Cms.	150 Cms.
Candidates belonging to the Scheduled Tribes categories	162.5 Cms	150 Cms.

(ii) CHEST (Not applicable for female candidates)

GEN/OBC/SC/EWS Categories	77 Cms (Un-expanded). 82 Cms (Expanded).
ST Category	76 Cms (Un-expanded). 81 Cms (Expanded).

(iii) WEIGHT

Corresponding to the height and age as per medical standards (For males and females).

NOTE

- (i) : ***Relaxation in height and chest (as the case may be) as mentioned above will be permissible only on production of certificate in prescribed proforma issued by the District authorities where they originally reside(s) (Annexure – 'E')***

(E) MEDICAL STANDARDS

- (i) Eye Sight

Visual Acuity Unaided (Near Vision)		Uncorrected Visual Acuity (Distant vision)		Refraction	Remarks
Better eye	Worse eye	Better eye	Worse eye		
N6	N9	6/6	6/9	Visual correction of any kind is not permitted even by glasses.	In right handed person, the Right eye is better eye and vice versa. Binocular vision is required.

- (ii) The candidate must not have knock knee, flat foot, varicose vein or squint in eyes and they should possess CP III by ISIHARA vision;
- (iii) Candidates must be in good mental and bodily health and free from any physical defect likely to interfere with the efficient performance of the duties;
- (iv) The medical examination will be conducted as per revised uniform guidelines of medical examination for recruitment in the CAPFs & AR as circulated by MHA vide their Office Memorandum No. A-VI-1/2014-Rectt(SSB) dtd 20th May 2015 and subsequent amendment thereof.

(v) **TATTOO :-**

- **Content:** - Being a secular country, the religious sentiments of our countrymen are to be respected and thus, tattoos depicting religious symbol or figures and the name, as followed in Indian Army are permitted.
- **Location:** - Tattoos marked on traditional sites of the body like inner aspect of forearm but only left forearm, being non saluting limb or dorsum of the hands are to be allowed.
- **Size:** - Size must be less than ¼ of the particular part (Elbow or hand) of the body.
- In case a candidate has undergone removal of tattoo(s) prior to appearing for recruitment process and the same has faded substantially, this will be treated as a "scar" and not a tattoo. Such candidate will be permitted to undergo the entire selection process with approval of Presiding Officer of the recruitment Board. Further, the scar resulting due to removal of tattoo will be reviewed by the Medical Board of officers during Detailed Medical Examination.

5. STANDARD/CONDITION FOR EX-SERVICEMEN :-

(a)	Physical Standard	:	Relaxable. Ex-Servicemen with less than two years break after retirement will be given total relaxation in physical standards.
(b)	Educational Qualification	:	Matriculation. Ex-servicemen having put in not less than 15 years of service in allied cadre in Army/Navy/Air Force will be eligible to compete the test against the vacancies reserved for them.
(c)	Character Certificate	:	Minimum requirement will be good category certificate.
(d)	Medical category	:	SHAPE – ONE
(e)	Age	:	Relaxable to the extent of military service plus 3 years as provided in DoP&T Notification No. 39016/10/79-Rectt(c) dated 15.12.1979.
(f)	Break in service	:	Ex-servicemen with service break of more than two years can be recruited only after physical examination and prior verification of character and antecedents like any other candidates from open market. It will not be possible to extend the concession provided to those Ex-servicemen with less than two years break after retirement, to others having more than two years break in service. In case of an Ex-serviceman who got discharged from Army at own request before completing 5 years of service will not be eligible for recruitment. All Ex-servicemen candidates are required to pass the Written Examination, Documentation, Trade Test & Medical Examination.
(g)	Rank	:	Equivalent.

5. SELECTION PROCEDURE FOR ASI(STENO) AND HC(MINISTERIAL) :-

The selection shall be held in two phases as under:-

(a) First Phase

- (i) Written Examination.

(b) Second Phase

- (i) Physical Measurement.
(ii) Shorthand Test for ASI(Steno).
(iii) Typing Speed Test for HC(Min).
(iv) Documentation (Checking of Documents)
(v) Medical Examination.

6. PHASE-I

(a) WRITTEN EXAMINATION

The written examination will be conducted at the Selection Centres on the date and time fixed by the BSF which will be communicated to all eligible candidates in due course of time. The schedule of written examination will be declared/notified on BSF official website for the information of all candidates and admit cards/call letters will be sent to eligible candidates through their registered E-mail ID with information through SMS on Mobile Number as given by them during One Time Registration (OTR). Admission in written examination will be allowed purely on production of online admit cards. Written examination will consist of the following five parts:-

PART-I	-	Hindi/English Language	20 Marks.
PART-II	-	General Intelligence	20 Marks.
PART-III	-	Numerical Aptitude	20 Marks.
PART-IV	-	Clerical Aptitude	20 Marks.
PART-V	-	Basic Computer Knowledge	20 Marks.
TOTAL			100 Marks

- (ii) The syllabus for written examination for the post of ASI(Steno) and HC(Min) is enclosed as **Annexure – 'F'**
- (iii) There will be one composite paper for **one hour and forty minutes** duration consisting of above five parts and will be "OMR BASED OBJECTIVE TYPE WITH MULTIPLE CHOICE" or Computer Based Exam (CBE) which will be informed to all eligible candidates. Question paper will be printed bilingual i.e in English and Hindi both. The minimum qualifying marks of written test are as under :-
 - i) Unreserved/EWS category – 35%
 - ii) OBC/SC/ST categories – 33%

NOTE

- (i) : **Number of candidates to be qualified in written examination will be restricted ten (10) times the number of vacancies for the post of HC(Ministerial) and thirty (30) times the number of vacancies for the post of ASI(Steno).**
- (ii) : *There will be no re-evaluation of answer sheet.*
- (iii) : *Candidates are not permitted to use Mobile Phone, Calculator or any other electronic/electrical device for answering any paper (Test Booklets). Candidates will not bring Mobile Phone, Calculator or any other electronic/electrical device inside the Examination premises. Possession of these items, whether in use or not, will be considered as "use of unfair means" in the Examination and appropriate action will be taken by the department against such candidates, as per extant policy of the department.*
- (iv) : *The written examination will be conducted on OMR or Computer Based Exam (CBE) based answer sheet. If the candidate did not properly shade/wrongly shaded/did not fill/wrongly filled his/her mandatory data ovals i.e Roll number, question booklet series code, category etc. in the OMR answer sheet, it will be rejected at the initial stage and the OMR answer sheet will not be further evaluated for which candidate himself/herself will be responsible for such rejection.*

7. PHASE-II

The candidates declared qualified in the written examination (first phase) will appear in the second selection phase at different recruitment centres as decided by HQ DG BSF. The second selection phase will be qualifying in nature. Stages of second selection phase examination will be as follows :-

(a) PHYSICAL MEASUREMENT

The shortlisted candidates will be allowed to appear for physical measurement test. Candidates will be screened and only those who satisfy the minimum physical standards i.e height and chest (chest applicable for only male candidates) as mentioned at **Para 4(D)** will be allowed to appear in next test.

(b) STENOGRAPHY TEST (FOR THE POST OF ASI/STENO ONLY)

Candidates for the post of ASI(Steno) who are found to be eligible in physical measurement will be allowed to appear in Stenography speed test. Candidates who opt to take the test in 'English' will be required to transcribe the matter in 50 minutes and the candidates who opt 'Hindi' will be required to transcribe the matter in 65 minutes. Candidates will be required to transcribe their shorthand notes on Computer. Candidates who make mistakes upto 10% (80 words) will be declared "Passed". Those who make mistakes above 10% (80 words) will be declared "Failed".

Candidates will not be allowed to bring/use their personal keyboard, mouse for transcription of shorthand passage.

(c) TYPING TEST (FOR THE POST OF HC/MIN ONLY)

Candidates for the post of HC(Min) who are found to be eligible in physical measurement will be allowed to appear in Typing test. Candidates who opt to take test in 'English' must have typing speed of 35 words per minute on computer correspond to 10500 Key Depression Per Hour (KDPH) and candidates who opt to take test in 'Hindi' must have typing speed of 30 words per minute on computer correspond to 9000 Key Depression Per Hour (KDPH) (i.e 1750 Key Depression in English and 1500 Key Depression in Hindi in 10 minutes) on an average of 5 Key depression for each word.

Candidates will have to type the given passage/matter in 10 minutes.

10% mistakes are allowed. For excess mistakes, 10 words for each mistake will be subtracted from the total words typed out.

Typing test will be conducted only on computers which will be arranged by concerned BSF Recruitment Centres. **Candidates will not be allowed to bring/use their personal Keyboard, Mouse etc. for typing speed test.**

(d) Documentation (verification of documents) :- Candidates to produce all their original documents of Age proof, Educational qualification, caste certificate & other testimonials/certificates required for above posts during documentation.

NOTE:

- *Candidates who wish to be considered against reserved vacancies are required to submit requisite certificate from the Competent Authority, in the prescribed format. Otherwise, their claim for SC/ST/OBC/EWS category will not be entertained and their candidature will be considered under Un-reserved (UR) category.*
- *Crucial date for claiming SC/ST/OBC/EWS status will be the closing date for receipt of online applications.*
- *A person seeking appointment on the basis of reservation to EWS must ensure that he possesses the "INCOME & ASSET CERTIFICATE" issued by the Competent Authority as per the specimen attached at **Annexure – 'C'** and the same should be valid as on the crucial date.*
- *Candidates who have not acquired the essential educational qualification as on the stipulated date will not be eligible and need not apply.*

(e) Medical Examination :-

Candidates who qualify all the above selection stages of recruitment will be subjected to Detailed Medical Examination (DME) as per revised uniform guidelines circulated vide MHA OM No. A.VI-1/2014-Rectt(SSB) dated 20.05.2015 and its subsequent amendments so as to assess their fitness for appointment in BSF as per laid down standard. The Detailed Medical Examination (DME) will be held immediately after completion of Skill Test at the respective centres. The candidates who are found to be medically 'UNFIT' in DME will be given a memorandum unfit in prescribed proforma as per **Annexure – 'G'**. As per the guidelines issued by MHA vide OM No. E.32012/ADG/(Med)/DME & RME/DA-1/2020 (Part File)/1166 dated 31st

May 2021, the candidates who are found to be medically 'UNFIT' during Detailed Medical Examination (DME) will be allowed to undergo Review Medical Examination (RME) preferably on the next day provided that the unfit candidates will have to give their written consent addressed to the Presiding Officer of the recruitment board for undergoing Review Medical Examination (RME) by appending their signature, as per format given at **Annexure- 'G'**. The written consent for RME duly signed by the candidate should be submitted within 24 hours by the candidate after he is informed of his unfitness in DME. **Review Medical Examination (RME) is conducted to rule out the possibility of an "ERROR OF JUDGEMENT" in the decision of Detailed Medical Examination (DME) board. The decision of Review Medical Examination (RME) board will be final and no appeal/representation against the decision of the Review Medical Examination (RME) board will be entertained.**

7. DRAWAL OF FINAL MERIT LIST

- (a) After completion of first and second selection phase, post wise and category wise merit list will be drawn separately on the basis of marks secured/obtained by the candidates in the written examination.
- (b) In cases of tie in marks, tie cases will be resolved in the following manner
 - (i) Older candidate will be placed higher in merit.
 - (ii) If the tie still persists, it is finally resolved by referring to the alphabetical order (in English) of name of Candidates.
- (c) The list of finally selected candidates will be published on BSF official website.
- (d) No waiting list shall be maintained/kept.

8. HOW TO APPLY

The application must be submitted through **ONLINE mode** only. No other mode for submission of application will be accepted. The facility of submission of online application will be available on BSF recruitment portal URL <https://rectt.bsf.gov.in/> from 08th August 2022 at 00:01 AM and will be closed on 06th September 2022 at 23:59 PM. Procedure for online submission of application is attached with this advertisement at **Annexure- 'A'**.

10. APPLICATION FEES AND MODE OF PAYMENT

Candidates applying for the post of ASI(Steno) and HC(Ministerial) to pay Rs.100/- (Rupees one hundred only) as examination fee through any of the following payment modes :-

- (i) Net banking of any bank.
- (ii) Credit/Debit Card of any bank.
- (iii) UPI
- (iv) Wallet

NOTE

- (i) : Candidates belonging to Scheduled Caste, Scheduled Tribes, BSF candidate, Female candidates and Ex-Servicemen are exempted from payment of examination fee. **However, Rs.40/- plus taxes = Rs.47.2/- will be charged from every candidate including exempted category as "service charge" by the CSC.**
- (ii) : Payment of examination fee will be accepted only through Online mode.
- (iii) : Fee once paid will not be refunded under any circumstances.
- (iv) : In case of non-receipt of examination fee from the candidates of non-exempted categories, their form will not be accepted.

11. RECRUITMENT CENTRES

The candidates for the post of ASI(Steno) and HC(Ministerial) can opt for following centres for appearing in different selection stages of recruitment process :-

S.No.	Centre	Address (Application receiving centre & recruitment centre)	Responsibility
1	Srinagar	Ftr HQ BSF Kashmir, Humhama, PO – Humhama, Distt. – Budgam, Srinagar, J&K – 190003.	Ftr HQ BSF Kashmir
2	Jammu	Ftr HQ BSF Jammu, Palaura Camp, Jammu (J&K)-181124	Ftr HQ BSF Jammu
3	Jalandhar	Ftr HQ BSF, Jalandhar, BSF Campus, Jalandhar Cantt (Punjab) Pin-144006	Ftr HQ BSF Punjab
4	Jodhpur	Ftr HQ BSF Rajasthan, Mandore Road, Jodhpur, Rajasthan-342026	Ftr HQ BSF Rajasthan
5	Gandhinagar	Ftr HQ BSF Gujarat, PO – CRPF Group Centre, Chiloda Road, Gandhinagar, Gujarat – 382045	Ftr HQ BSF Gujarat
6	Delhi	95 BN BSF, Bhondsi, Near Badshahpur, Sohna Road, Distt. – Gurgaon, Haryana – 122102	95 BN BSF
7	Bengaluru	Ftr HQ (Spl Ops) at Bengaluru, PO – AF Station, Yelahanka, Bengaluru, Karnataka – 560063	Ftr HQ (Spl Ops) BSF Bengaluru
8	Khurda (Odisha)	Ftr HQ (Spl Ops) BSF Odisha, PO – Badatota, Distt. – Khurda (Odisha)-752050	Ftr HQ (Spl Ops) BSF Odisha.
9	Indore	CSWT BSF Indore, Bijasan Road, Indore (MP)-452005	CSWT BSF Indore
10	Tekanpur	BSF Academy Tekanpur, Gwalior, Madhya Pradesh – 475005	BSF Academy Tekanpur
11	Hazaribagh	BSF TC & S Hazaribagh, Meru Camp, Hazaribagh, Jharkhand – 825317	TC & S Hazaribagh
12	Kolkata	The Inspector General, Ftr HQ BSF South Bengal, Plot No. II/E/I, Action Area-II E, New Town Kolkata, West Bengal - 700161	Ftr HQ BSF South Bengal
13	Kadamtala	Ftr HQ BSF North Bengal, PO – Kadamtala (Siliguri), Distt. – Darjeeling, West Bengal – 734011	Ftr HQ BSF North Bengal
14	Guwahati	Ftr HQ BSF Guwahati, PO-Azara, Distt. – Kamrup, Guwahati, Assam-781017	Ftr HQ BSF Guwahati
15	Imphal	Ftr HQ BSF M&C, Masimpur, PO – Arunachal, Distt. – Cachar, Assam – 788025	Ftr HQ BSF M&C
16	Agartala	Ftr HQ BSF Tripura, PO – Salbagan, Agartala, Tripura – 799012	Ftr HQ BSF Tripura
17	Shillong	Ftr HQ BSF Meghalaya, PO – Umpling, Distt. – East Khasi Hills, Shillong, Meghalaya – 793006	Ftr HQ BSF Meghalaya

NOTE

- (i) : Centre for conduct of exam may change at any stage of examination, if required, due to administrative reasons.
- (ii) : Depending upon the number of candidates at a particular centre two or more centres can be merged or can be clubbed for smooth conduct of the examination/test.
- (iii) : The centre opted by the candidates will not be changed on the candidates request except in case of administrative convenience.

14. IMPORTANT INSTRUCTIONS TO CANDIDATES

(i)	Before applying online application, Candidates are advised to go through the requirement of educational qualification, skill (typing speed/shorthand speed), age, physical standards etc. and satisfy themselves that they are eligible for the post before applying. BSF reserves the right to cancel the candidature of any candidate at any stage of the selection process, if he/she is found not qualifying any of the prescribed eligibility criteria. This detailed advertisement is available on the BSF website URL https://rectt.bsf.gov.in/
(ii)	Candidate seeking reservation benefits for Govt. Servant/EWS/OBC/SC/ST/Ex-Servicemen must ensure that they are entitled to such reservation as per eligibility prescribed in the notice. They should also be in possession of the certificates in the format prescribed by Government of India in support of their claim at the time of application.
(iii)	Central Government Servants claiming age relaxation should be in possession of a certificate in the prescribed format from their office, in respect of the length of continuous service which should be not less than three years in the immediate period preceding the closing date for receipt of application.
(iv)	Qualifying the selection stages of recruitment process doesn't confer any right to candidates for appointment. Final selection of candidate will be made purely on merit.
(v)	When application is successfully submitted, it will be accepted provisionally. Candidate may take print out of the application form for their own records. Print out of the application form is not required to be submitted to BSF recruitment centres. Candidates are also advised to use their active e-mail address and mobile number for the purpose of ONE TIME REGISTRATION (OTR) and subsequent filling of online application form. All the subsequent correspondence/recruitment related notifications will be made by the department on the given e-mail/SMS of concerned candidates.
(vi)	Candidates to remember the login credentials i.e USERNAME and PASSWORD after making ' ONE TIME REGISTRATION ' in order to sign in to their profile.
(vii)	Candidates are advised to carefully go through the instructions contained in recruitment advertisement before filling up the application form. Request for change/correction in the application form shall not be entertained under any circumstances. Hence, the candidates are advised to exercise due diligence at the time of filling up of their online application forms.
(viii)	The department will not be responsible for any consequence arising out of wrong filling of application form.
(ix)	Candidates to refrain themselves from filling wrong information in their application form, uploading fake photograph of any other person/celebrity/dignitaries or object or puts blank photo etc., suitable action will be taken against such defaulter candidates as per provisions under Cyber Crime IT Act 2000.
(x)	Candidates serving in Government/Semi Government/Public Sector undertakings should apply after obtaining NOC. No Objection Certificate (NOC) from their employer should be uploaded while submission of application form.

(xi)	Candidates are required to upload relevant certificates in support of their claims. They should ensure that they fulfil all the eligibility conditions for admission to the tests. If on verification at a later stage, it is found that candidate does not fulfil any of the eligibility conditions, his/her candidature will be cancelled by the Recruitment Board.
(xii)	Eligible candidates will be assigned Roll Numbers. Admit cards/call letters for appearing in different selection stages of recruitment will be sent to candidates through their E-mail address/mobile number via SMS (Information).
(xiii)	The recruitment board shall not be liable for any claim arising out of any injury etc. suffered during the tests. The decision of the recruitment board shall be final in all matters connected with this recruitment.
(xiv)	The appointment will be subject to the conditions that the candidates are medically as well as physically FIT. The selected candidates will have to undergo Basic Recruit Training at any of the training institution of BSF. The services of those candidates who fail to complete the training successfully are liable to be terminated.
(xv)	Intimation regarding issue of admit cards/call letters and any other important information/notification pertaining to recruitment will be sent on the E-mail address or mobile number of candidates as given by them at the time of ONE TIME REGISTRATION (OTR) . BSF will not be responsible for any technical issue arisen due to inactive E-mail address or invalid mobile numbers. Hence, candidates to ensure that active e-mail ID & mobile number must be used for OTR.
(xvi)	Mobile, Calculator and other Electronic gadgets are banned within the premises of the examination centre.
(xvii)	The posts carries all India service liability. The selected candidates are liable to be posted anywhere in the Country as per the transfer policy of the Force.
(xviii)	The recruitment will be done on All India Basis.
(xix)	Selected candidate will be governed by BSF Act and Rules.
(xx)	On appointment they shall be entitled for pension benefits as per the " New Restructured Defined Contributory Pension Scheme " applicable for the new entrants to the Central Government services w.e.f 01 st January, 2004.
(xxi)	A candidate shall have the choice to appear for the recruitment at only one centre i.e the centre in which he/she opts while filling online applications. The centre he/she opts will be his/her recruitment centre. No request for change of Recruitment centre will be allowed/accepted under any circumstances. The Department reserves the right to cancel the centre and ask the candidates of that centre to appear from another centre. Department also reserve the right to divert candidates of any centre to some other centre to take the examination on administrative grounds.
(xxii)	The candidates will have to make their own arrangements for stay during the course of appearing in recruitment process.
(xxiii)	No TA/DA will be paid to any candidate for appearing in the recruitment process.
(xxiv)	In case, candidates are appointed in BSF and subsequently seek resignation or discharge before completion of 10 years of service, they shall be required to remit an amount equal to three months pay and allowances or the cost of training imparted to them, whichever is higher as per rules of the Government.
(xxv)	Beware of touts. No money is charged for recruitment in BSF. If you have paid or promised to pay money to any one, you are cheated and you are losing money. If anyone demands money or promises recruitment, you should immediately inform the same to the Presiding Officer (PO) of the concerned recruitment centre.
(xxvi)	Canvassing in any form or bring outside influence will automatically disqualify the candidate from appearing in recruitment.

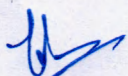
(xxvii)	The decision of the department in all matters relating to eligibility, acceptance or rejection of the application, mode of selection, medical examination etc. will be final and binding on the candidates. No enquiry/correspondence will be entertained in this regard.
(xxviii)	The department holds the right to make any changes in the advertisement or cancel it without assigning any reason.
(xxix)	Candidates are advised to visit BSF recruitment portal URL https://rectt.bsf.gov.in/ from time to time to know latest updates of recruitment process.
(xxx)	An employee serving in the same rank and pay grade will not be entitled to apply for said posts.
(xxxi)	Candidates will not be considered for recruitment if found involved/convicted/arrested in any criminal case under IPC or any other Act of the Central Government or State Government.
(xxxii)	In case a candidate is found ineligible or suppresses facts on any ground after his/her selection/appointment, his/her services will be terminated without assigning any reason.
(xxxiii)	Candidate must carry atleast one photo bearing identification proof to the examination venue for proving their identity failing which THEY SHALL NOT BE ALLOWED TO APPEAR FOR THE EXAMINATION/RECRUITMENT.

15. ACTION AGAINST CANDIDATES FOUND GUILTY FOR MISCONDUCT

Candidates are warned that they should not furnish any particulars that are false or suppress any material information while filing the online application form. If there is any inaccuracy or any discrepancy is found in OMR answer sheet, their OMR answer sheets will be held invalid and will not be further evaluated.

Involvement of candidates in any of the following activities will render their candidature debarred from appearing in recruitment:-

- (i) Possession of Mobile phone, accessories or any other electronic gadget whether in use or in switch off mode.
- (ii) Impersonation/procuring impersonation by any person.
- (iii) Submitting fabricated documents or documents which have been tampered with.
- (iv) Making statements which are incorrect or false or suppressing material information.
- (v) Resorting to any other irregular/improper/unfair means for qualifying the examination.
- (vi) Misbehaving in any other manner in the examination hall with the invigilator or any of exam functionaries.
- (vii) Besides above, candidature of candidates can be cancelled at any stage of the recruitment for any other ground which the BSF considers to be sufficient cause for cancellation of candidature.



16. DISQUALIFICATION

No person,

(a) who has entered into or contracted a marriage with a person having a spouse living;

or

(b) who having a spouse living, has entered into or contracted a marriage with other person, shall be eligible for appointment under these rules.

Provided that the Central Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

17. COURTS JURISDICTION

Any dispute in regard to this recruitment will be subject to Courts/tribunals having jurisdiction over the city/town in which the concerned centre/office of BSF is situated and candidate has opted in his/her application.


(K S RANA)
Commandant (Rectt)
03 August 2022

ANNEXURE - A

PROCEDURE/INSTRUCTION FOR REGISTRATION/ONLINE SUBMISSION OF APPLICATION FORMS

1. Candidates may to apply online by visiting URL <https://rectt.bsf.gov.in/> No other means/mode of applications will be accepted. Submission of online application comprises of following steps :-
 - (i) One Time Registration (OTR) (Part-I)
 - (ii) Filling of online application. (Part-II)
 - (iii) Payment of examination fee through prescribed digital mode (Part-III)
2. Candidates can apply for the Recruitment of ASI (Steno) & HC (Min) posts of BSF by clicking on 'RECRUITMENT OPENING' tab '**APPLY HERE**' link available next to relevant advertisement.
3. Candidates can read the detailed recruitment advertisement by clicking on '**VIEW DETAILS**' link.

PART-I (ONE TIME REGISTRATION)

- (a) Before proceeding with One Time Registration (OTR), candidates to keep the following information / documents ready :-
 - (i) Mobile Number (to be verified through OTP)
 - (ii) Active/In-use E-mail ID. User ID/Username of the candidate will be his/her E-mail ID provided at the time of registration.
 - (iii) Identity details (Identity Type & Identity Number). Candidates will have to provide details of any of the following ID :-
 - Aadhar Card.
 - Passport.
 - PAN.
 - Voter ID Card.
 - Driving License.
 - (iv) Information about the Board (i.e CBSE/ICSE/State Board etc.), Passing Certificate Number, Year of Passing in case of Matriculation & Intermediate. In case of Graduation, candidates will have to input information about the University, Passing Certificate Number and Year of passing.
 - (v) Scanned colour passport size photograph preferably in JPEG format (30 KB to 100 KB).
 - (vi) Scanned signature preferably in JPEG format (20 KB to 50 KB).
 - (vii) Scanned copies of educational certificates, technical qualification certificates, experience certificates, caste certificates and any other relevant certificate in .JPG, .JPEG, .PNG, .PDF format only (30 KB to 100 KB)

- (b) For One-Time Registration, click on 'Register Here' link provided in Login section on URL <https://rectt.bsf.gov.in/>
- (c) One-Time Registration (OTR) process requires filling up of following information :-
- Personal Information.
 - Address Details.
 - Other Details.
 - Qualification Details.

PERSONAL INFORMATION

- (i) In personal information, candidates will have to provide their Name, Mobile Number and E-mail ID.
- Candidates to fill their name exactly as given in Matriculation (10th Class) certificate.
 - The provided mobile number must be active/working as it will be verified through 'One Time Password' (OTP). It may be noted that, any information which BSF may like to communicate with you, will be sent on the given mobile number or your profile only.
 - The provided E-mail ID must be active/working as it will be verified through 'One Time Password' (OTP). Your E-mail ID will be your Username for login to the BSF Online Recruitment Portal. It may also be noted that, any information which BSF may like to communicate with you, will be sent on this E-mail ID or your recruitment profile.
 - On successful verification of your mobile number and E-mail ID, Password will be provided to you on your E-mail ID.
- (ii) Candidates will have to proceed to fill up 'IDENTITY DETAILS' i.e Identity Type' and 'Identity Certificate No.'. Please fill up details of any of the identity type among Passport, PAN, Driving License, Aadhar Card, Voter ID. Now, proceed further to fill up '**Additional Details**' which requires filling of following information :-
- Date of Birth. (Candidates to fill their date of birth exactly as given in their Matriculation (10th Class) or equivalent certificate).
 - Nationality. (Candidates to provide information about their Nationality).
 - Father's Name (Candidates to fill father's name exactly as given in their Matriculation (10th Class) or equivalent certificate).
 - Mother's Name (Candidates to fill mother's name exactly as given in their Matriculation (10th Class) or equivalent certificate).

- Permanent Identity Mark. (Candidates to provide information about visible identification mark).
 - Gender (Male/Female).
 - Marital Status (Married/Unmarried/Divorced/Widow).
- (iii) Further, candidates to proceed to fill up ' CATEGORY RESERVATION' which requires following information :-
- Religion (Candidates to provide details of their religion i.e Hindu/Muslim/Christian/Sikh/Buddhist/Jain/Others)
 - Category. (Candidates to provide details of their caste category i.e Unreserved or General/ ST/SC/OBC/EWS)
- (iv) Further, candidates to proceed to fill up ' SUB-CATEGORY RESERVATION' which requires following information :-
- Are you Differently Disabled Person (PH/Divyang). (Candidates to selected 'NO' in this column as Divyang/PH candidates are not eligible to apply for this examination being Combatised posts.
 - Are you Ex-Servicemen. (Ex-servicemen candidates, if any, to fill up required information in this column. Non- Ex-servicemen candidates to select 'NO' in this column).
 - Departmental. (Candidates who are in Central Government Service including serving BSF employees or State Government Service, if any, to fill up required information such as Department Name, Date of Joining, NOC etc.)
 - After filling these details, candidates to click on 'SAVE & NEXT' button to proceed to fill up 'Address Details'

ADDRESS DETAILS

Candidates to provide information about their Permanent and Correspondence address. In case, if permanent address and correspondence address are same, candidates may click on 'same as permanent address' button. After filling these details, click on 'SAVE & NEXT' button to proceed to fill up 'Other Details'.

OTHERS DETAILS

- (i) The 'Other Details' column requires following information :-
- Do you have NCC?. (Candidates having NCC certificates to choose 'YES' and provide necessary details. Candidates who do not have NCC to choose 'NO').
 - Physical Standards. (Candidates to provide information about their physical standards i.e Height in centimeters, Chest in centimetres (For male candidates only) and Weight in Kilograms.
 - Black List/Declaration. (Candidates to answer 'Is there any criminal case pending against you?'. Candidates have to answer either in YES or NO. **It may be noted that suppressing any information about pending criminal case will lead to cancellation of candidature).**
 - After filling these details, candidates to click on 'SAVE & NEXT' button to proceed to fill up 'QUALIFICATION DETAILS'

QUALIFICATION DETAILS

- (i) The 'Qualification Details' column requires following information :-
- Qualification Type. (Candidates have to choose their qualification type i.e SSC/Matric/High School, Intermediate).
 - Year of Passing. (Candidates to provide year of passing of each educational type).
 - State. (Candidate to choose the State/UT from where they have passed that particular education).
 - Board/University. (Candidate to choose Board i.e CBSE/ICSE/State boards/University from where they passed the exam). **It may be noted that, candidates have to provide their educational qualification details in the sequence i.e firstly SSC/Matric/High School, secondly intermediate.**
 - Candidates to click on 'SAVE' button to proceed to fill up 'Work Experience'. Candidates having work experience to choose 'YES' and fill up required information. Others to choose 'NO' option. However, 'Work Experience' is not essential for the post of ASI(Steno) & HC(Min).
 - After filling these details, candidates to click on 'SAVE & NEXT' button to proceed to 'Certificates/Documents Upload' column.

CERTIFICATES/DOCUMENTS UPLOAD

Candidates to upload scanned copies of their educational documents, caste certificates, scanned signature, recent photograph and other relevant certificates (if any). Digital size of documents/photo/signature will be as under :-

- Photograph (From 30 KB to 100 KB).
- Signature (From 20 KB to 50 KB).
- Documents (From 30 KB to 100 KB).

Format should be .jpg, .jpeg, .png, .pdf format only

After uploading, candidates to click on 'SAVE & NEXT' button to proceed further.

After successful submission these information, **ONE TIME REGISTRATION (OTR)** will be completed and data of candidates will be saved in the system.

PART-II (FILLING OF ONLINE APPLICATION)

- (a) Candidates to choose post (i.e ASI (Steno) and HC (Min)) for which they want to apply under 'SELECT POST' column.
- (b) Academic Qualification (Candidates to choose their academic qualification from the drop down list).
- (c) Physical Standard. (Candidates to choose their category i.e All category except Scheduled Tribe/Hill Area or Scheduled Tribe or Hill Area. Physical Standard as provided by them in One Time Registration will get automatically reflected in the relevant columns).
- (d) Upload documents. (Candidates will require to upload their qualification documents/ caste certificate (if required) in prescribed proforma as given in the advertisement/ Hill Area certificate (if required) in prescribed proforma as given in the advertisement etc.
- (e) Centre Preference. (Candidate to fill the place from where they are applying and opt on any one of the designated examination centre as mentioned in the detailed advertisement for appearing in various selection stages of examination).
- (f) After filling all details and uploading all documents, candidates will be able to see preview of their application form. Candidates to verify the correctness of the information provided and editing (if required) may be made before final submission.
- (g) Complete your declaration and proceed to fee payment by clicking on 'PAY NOW' option.

PART-III (PAYMENT OF EXAMINATION FEE THROUGH PRESCRIBED DIGITAL MODES)

- (a) After successful filling of application form, candidates to proceed on fee payment by clicking on 'PAY NOW' button. Candidates can make the requisite fee payment i.e Rs.100/- (Rupees one Hundred only) for the post of ASI(Steno) & HC (Min) through any of the digital/online modes :-
 - Net Banking of any bank.
 - UPI
 - Credit Card/Debit Card.
 - Wallet.

- (b) No fee is required to be paid by the candidates belonging to Exempted categories (i.e Women candidates and candidates belonging to Scheduled Caste, Scheduled Tribes, BSF candidates & Ex-Servicemen). **However, Rs.40/- plus taxes = Rs.47.2/- will be charged from every candidate as "service charge" by the CSC.**
- (c) Submission of online application form will be completed after successful uploading of all documents/photographs/signature as well as payment of application fee.
- (d) Candidates are advised to keep a print copy of filled application form with them for their own record & future requirements. **Print out of application are not required to be sent to any BSF recruitment centres.**

NOTE: CANDIDATES TO EXERCISE EXTREME CAUTION WHILE MAKING ONE TIME REGISTRATION AND FILLING UP ONLINE FORM. IT IS AGAIN ADVISED THAT NAME, FATHER'S NAME, MOTHER'S NAME, DATE OF BIRTH SHOULD BE FILLED EXACTLY AS RECORDED IN THEIR MATRICULATION CERTIFICATE. SIMILARLY, INFORMATION ABOUT CASTE/CATEGORY, EDUCATION, TECHNICAL QUALIFICATION, EXPERIENCE, PRESENT EMPLOYMENT ETC. MUST BE FILLED CORRECTLY AND SUPPORTING DOCUMENT MUST BE UPLOADED IN THE RELEVANT COLUMN. DOCUMENTS/PHOTOGRAPHS BEING UPLOADED SHOULD BE CLEARLY VISIBLE/LEGIBLE. BLURRED DOCUMENTS/IMPROPERLY UPLOADED DOCUMENTS/PHOTOGRAPHS WILL NOT BE CONSIDERED.

FORM OF CASTE CERTIFICATE FOR SC/ST

This is to certify that Shri*/Shrimati/Kumari _____ Son/Daughter of _____
 _____ Village/Town _____ /District/Division* _____
 of the _____ State/Union Territory belongs to the _____
 Caste*/Tribe which is recognized as a Schedule Caste/Tribe under:-

- * The Constitution Schedule Caste Order, 1950.
- * The Constitution Schedule Tribe Order, 1950.
- * The Constitution (Schedule Caste) (Union Territories) (Part C States) Order, 1951;
- * The Constitution (Schedule Tribes) (Union Territories) (Part C States) Order, 1951;
- [As amended by the Schedule Castes and Scheduled Tribes List (Modification Order, 1956, the Bombay Reorganization Act, 1960, the Punjab Reorganization Act, 1966, the State of Himachal Pradesh Act, 1970, the North Eastern Areas (Reorganization) Act, 1971 and the Schedule Castes and Scheduled Tribes Order (Amendment) Act, 1976.]
- * The Constitution (Jammu and Kashmir)* Scheduled Caste Orders, 1956.
- * The Constitution (Andaman and Nicobar Islands)* Scheduled Tribes Order, 1959, as amended by the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976.
- * The Constitution (Dadra and Nagar Haveli)* Scheduled Castes Order, 1962.
- * The Constitution (Dadra and Nagar Haveli)* Scheduled Tribes Order, 1962.
- * The Constitution (Pondicherry) Scheduled Castes Order, 1964.
- * The Constitution (Uttar Pradesh) Scheduled Tribes Order, 1967.
- * The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968.
- * The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968.
- * The Constitution (Nagaland) Scheduled Tribes Order, 1970.
- * The Constitution (Sikkim) Scheduled Caste Order, 1978.
- * The Constitution (Sikkim) Scheduled Tribes Order, 1978.
- * The Constitution (Jammu and Kashmir) Scheduled Tribes Order, 1989.
- * The Constitution (SC) Orders (Amendment) Act, 1990.
- * The Constitution (ST) Orders (Amendment) Ordinance Act, 1991.
- * The Constitution (ST) Orders (Amendment) Ordinance Act, 1996.
- * The Constitution (Scheduled Castes) Orders (Amendment) Act, 2002.
- * The Constitution (Scheduled Castes) Orders (Second Amendment) Act, 2002.
- * The Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 2002.

2. Applicable in the case of Scheduled Castes/Scheduled Tribes persons who have migrated from one State/Union Territory Administration.

This certificate is issued on the basis of the Scheduled Castes/Scheduled Tribes Certificate issued to Shri /Shrimati* _____ father/mother* _____ of Shri/Shrimati/Kumari _____ of _____ Village/Town* _____ in _____ District/Division* _____ of _____ the State/Union Territory* _____ who belongs to the _____ Caste*/Tribe which is recognized as a Scheduled Caste/Scheduled Tribe in the State/Union Territory* issued by the _____ dated _____.

3. Shri/Shrimati/Kumari* and/or* his/her* family ordinarily reside(s) in Village/Town* _____ District/Division* of the State/Union Territory* of _____.

Place _____
 Date _____

Signature _____
 Designation _____
 (with seal of Office)

State/Union Territory _____

* Please delete the words, which are not applicable.

@ Please quote specific Presidential Order.

% Delete the Paragraph, which is not applicable.

Note : (a) The term 'ordinarily reside'(s) used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

The following Officers are authorized to issue caste certificate:-

1. District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner /Deputy Collector/1* Class Stipendiary Magistrate/Sub Divisional Magistrate/Taluka Magistrate/ Executive Magistrate/ Extra Assistant Commissioner.
2. Chief Presidency Magistrate /Additional Chief Presidency Magistrate/ Presidency Magistrate.
3. Revenue Officer not below the rank of Tehsildar.
4. Sub-Divisional Officer of the area where the candidate and / or his family normally resides.
5. Certificate issued by Gazetted Officers of the Central or of a State Government countersigned by the District Magistrate concerned.
6. Administrators /Secretary to Administrator (Laccadive, Minicoy and Amindivi Island)

Government of _____
(Name & Address of the authority issuing the certificate)

INCOME & ASSET CERTIFICATE TO BE PRODUCED BY
ECONOMICALLY WEAKER SECTIONS (EWS)

Certificate No. _____

Dated _____

VALID FOR THE YEAR _____

This is to certify that Shri/Smt./Kumari _____
son/daughter/wife of _____ permanent resident of
_____, Village/Street _____ Pin Code _____
whose photograph is attested below belongs to Economically Weaker Section, since the gross
annual income* of his/her "family"*** is below Rs. 8 lakh (Rupees Eight Lakh only) for the
financial year _____. His/Her family does not own or possess any of the
following assets ****:

- i) 5 acres of agriculture land and above;
- ii) Residential flat of 1000 sq. ft. and above ;
- iii) Residential plot of 100 sq. yards and above in notified municipalities;
- iv) Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

2. Shri/Smt./Kumari _____ belongs to the _____
caste which is not recognized as Scheduled caste, Scheduled Tribe and other Backward
classes (Central List).

Signature with seal of office _____

Name _____

Designation _____

Recent passport size
attested photograph
of the applicant.

*Note 1 : Income covered all sources i.e salary, agriculture, business, profession etc.

**Note2 : The term "Family" for this purpose include the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.

***Note 3 : The property held by a "Family" in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.

**FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES
APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA**

This is to certify that Shri/Smt./Kumari _____ Son/Daughter of
Shri/Smt _____ of village/Town _____
District/Division _____ in the State/Union Territory
_____ belongs to the _____ Community which is
recognized as a backward class under the Government of India, Ministry of Social Justice and Empowerment's Resolution No.
_____ dated _____*.

(*The authority issuing the certificate may have to mention the details of Resolution of Government of India, in which the caste of the candidate is mentioned as OBC for central Government services,)

2. Shri/Smt./Kumari _____ and/or his/her family ordinarily reside(s) in the
_____ District/Division of the _____ State/Union
Territory. This is also to certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the
Schedule to the Government of India, Department of Personnel & Training O.M. No. 36012/22/93- Estt.(SCT) dated 8.9.1993 ** (**as
amended from time to time).

District Magistrate
Deputy Commissioner etc.

Dated: _____

Seal _____

* The authority issuing the certificate may have to mention the details of Resolution of Government of India, in which the caste of the candidate is mentioned as OBC for Central Government Service,

** as amended from time to time.

Note :- The term "ordinarily" used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

**DECLARATION BY OBC CANDIDATE REGARDING
NON-CREAMY LAYER STATUS**

I, _____ Son/Daughter of
Shri _____ resident of
village/town/city _____ District/Division _____ State _____
hereby declare that I belong to _____ community which is recognized as a
backward class by the Government of India for the purpose of reservation in services as per
orders contained in DOP&T OM No. 36012/22/93-Estt.(SCT) dated 08.09.93 which is
modified vide O.M No. 36033/3/2013 Estt(Res) dated 13.09.2017. It is also declared that I
do not belong to persons/sections (**Creamy Layer**) mentioned in column 3 of the Schedule
to the Government of India.

**Signature of the applicant
(OBC Candidate)**

Annexure- 'E'

FORM OF CERTIFICATE TO BE SUBMITTED BY THE CANDIDATES THOSE WHO INTEND TO AVAIL RELAXATION IN HEIGHT MEASUREMENT

Certified that Shri _____ S/o Shri _____ is a permanent resident of Village _____ Post _____ Tehsil/Taluka _____ District _____ of _____ State.

2. It is further certified that:-

* Residents of entire area mentioned above are considered as (Garhwalis, Kumaonis, Gorkha, Dogras, Marathas) for relaxation in height measurement for recruitment in the Para Military forces of the Union of India.

* He/She belongs to the State/UT of Sikkim/Nagaland/Arunachal Pradesh/Manipur/Tripura/Mizoram/Meghalaya/Assam/Himachal Pradesh/Kashmir, Leh & Ladakh regions is considered for relaxation in height measurement for recruitment in the Para Military forces of Union of India.

* He/She belongs to _____ Tribals community and is considered for relaxation in height measurement for recruitment in the Para Military forces of the Union of India.

Dated :

Place :

District Magistrate/
Sub Divisional Magistrate/Tehsildar
(With seal of office)

* Delete/Strike of whichever is not applicable.

SYLLABUS OF WRITTEN EXAMINATION

PART-I

(ENGLISH LANGUAGE)

Spot the Error, Fill in the Blanks, Synonyms/Homonyms, Antonyms, Spellings/Detecting misspelt words, Idioms & Phrases, One word substitution, Improvement of sentences, Active/Passive Voice of Verbs, Conversion into Direct/Indirect narration, Shuffling of Sentence Parts, Shuffling of Sentences in a passage, Cloze Passage, Comprehension Passage and Miscellaneous.

HINDI LANGUAGE

1. हिन्दी भाषा की सामान्य जानकारी, 2. हिन्दी व्याकरण का मौलिक ज्ञान—हिन्दी वर्णमाला, तद्धव—तत्सम्, पर्यायवाची, विलोम, अनेकार्थक, वाक्यांशों के स्थान पर एक शब्द, समरूपी भिन्नार्थक शब्द, अशुद्ध वाक्यों को शुद्ध करना, लिंग, वचन, कारक, सर्वनाम, विशेषण, क्रिया, काल, वाच्य, अव्यय, उपसर्ग, प्रत्यय, सन्धि, समास, विराम—चिन्ह, मुहावरे एवं लोकोक्तियाँ, रस, छन्द, अलंकार आदि 3. अपठित बोध 4. प्रसिद्ध कवि, लेखक एवं उनकी प्रसिद्ध रचनायें 5. हिन्दी भाषा में पुरस्कार 6. विविध।

PART-II

(GENERAL INTELLIGENCE)

It would include questions of both verbal and non-verbal type. The test will include questions on Semantic Analogy, Symbolic operations, Symbolic/Number Analogy, Trends, Figural Analogy, Space Orientation, Semantic Classification, Venn Diagrams, Symbolic/Number Classification, Drawing inferences. Figural Classification, Punched hole/pattern-folding & unfolding, Semantic Series, Figural Pattern-folding and completion, Number Series, Embedded figures, Figural Series, Critical Thinking, Problem Solving, Emotional Intelligence, Word Building, Social Intelligence, Coding and de-coding, Other sub-topics, if any Numerical operations and Miscellaneous intelligence tests.

PART-III

(NUMERICAL APTITUDE) (MATRIC STANDARD)

Number Systems : Computation of whole number, Decimal and Fractions, Relationship between numbers.

Fundamental arithmetical operations : Percentage, Ratio and Proportion, Square roots, Averages, Interest (Simple and Compound), Profit and Loss, Discount, Partnership Business, Mixture and Allegation, Time and distance, Time and work.

Algebra : Basic algebraic identities of School Algebra and Elementary surds (simple problems) and Graphs of Linear Equations.

Geometry : Familiarity with elementary geometric figures and facts : Triangle and its various kinds of centres, Congruence and similarity of triangles, Circle and its chords, tangents, angles subtended by chords of a circle, common tangents to two or more circles.

Mensuration : Triangle, Quadrilaterals, Regular Polygons, Circle, Right Prism, Right Circular Cone, Right Circular Cylinder, Sphere, Hemisphere, Rectangular Parallelepiped, Regular Right Pyramid with triangular or square Base.

Trigonometry : Trigonometry, Trigonometric ratios, Complementary angles, Height and distances (simple problems only) Standard identities like $\sin^2 + \cos^2 = 1$ etc.,

Statistical Charts : Use of Tables and Graphs : Histogram, Frequency Polygon, Bar-diagram, Pie-chart.

Miscellaneous :

PART-IV

(CLERICAL APTITUDE)

Clerical aptitude test assesses most of the skills necessary to perform well in a clerical position. The clerical aptitude test includes alphabetic filing, attention to detail, data checking, comparison ability, spelling checking, errors spotting and other miscellaneous issues related to aptitude of clerk.

PART-V

(COMPUTER KNOWLEDGE)

1. Basic computer fundamentals.
2. History and future of computers.
3. Operating system and basic of windows.
4. Computer abbreviation.
5. Microsoft office (MS Word and Excel).
6. Short Keys.
7. Computer communication and internet.
8. Miscellaneous.

FOR OFFICIAL USE ONLY

RECRUITMENT FOR THE POST OF ASI(STENO) AND HC(MIN) IN BSF FOR THE YEAR 2021-22

MEMORANDUM UNFIT

Subject : Review Medical Examination of candidates found to be UNFIT in DME for the post of ASI(Steno)/HC(Min) in BSF for the year 2021-22

Mr./Ms. Roll No..... is hereby informed that he/she has been medically examined for recruitment to the post of ASI(Steno)/HC(Min) in BSF on at and found UNFIT due to the reasons mentioned below :-

- (i)
- (ii)
- (iii)
- (iv)

2. You are hereby informed that you can apply for Review Medical Examination (RME) by signing on the consent form below. RME will be conducted on for which you are required to report hours.

Date
Centre

Signature of Medical Officers
Name
Stamp

Counter-signature of the Presiding Officer with Seal.

Result of Medical Examination received

Name & Signature of the Candidate

FOR USE OF CANDIDATE ONLY

To

The Presiding Officer of Recruitment Board

.....
.....

Subject – **APPLICATION FOR REVIEW MEDICAL EXAMINATION**

Sir,

I hereby convey my consent for undergoing Review Medical Examination.

Place.....
Date.....

Signature.....
Name.....
Roll No.....

(.....)

Signature of the Presiding Officer with Seal



BUREAU OF INDIAN STANDARDS
Department of Consumer Affairs
Ministry of Consumer Affairs, Food & Public Distribution,
Govt. of India
Manak Bhawan, 9 Bahadur Shah Zafar Marg, New Delhi-110002

Advertisement No. 06 (GE)/2022/HRD

Bureau of Indian Standards (BIS), a statutory body under the administrative control of Ministry of Consumer Affairs, Food and Public Distribution, Govt. of India is the National Standards Body of India and is responsible for activities in the field of Standardization, Product and System Certification, Hallmarking, Laboratory Testing etc., in the country.

2. BIS offers excellent opportunities to Indian nationals with proven academic credentials, professional achievements, good working knowledge of technology based skills, strong communication and interpersonal skills and leadership qualities for engaging with BIS as Graduate Engineers (GEs) on contract basis. The details of the advertisement are as follows:-

S. No.	Name of the position	Graduate Engineers
1.	Number of position	100 (Details given in Annex-A)
2.	Method of recruitment	Contract-based engagement through interviews at Regional level.
3.	Educational qualifications	Essential: Master's Degree in relevant subject or BE/B. Tech in EEE/FCT/MCM (Details given in Annex-B) Desirable: 2 Years PG Diploma in Management or Persons with M.Phil, M.Tech. M.S., Ph.D, additional qualifications, research experience, published papers and post qualification experience in the relevant field would be preferred.
4.	Age Limit	Should not be more than 35 years of age as on the last date of receipt of application.
5.	Job description	1. Scrutiny of the Inspection Reports (IRs) and Test Reports (TRs) of Factory Inspections. 2. Inspection of the Test Reports (TRs) of the Market Samples. 3. Management of the Market Surveillance Cell. 4. Scrutiny of applications for the Grant of license and examination of the Test Reports (TRs) in respect of Application Samples. 5. Assisting Certification Officers in conducting (Search & Seizure) S&S operations. 6. Assisting Heads of BOs in following up the prosecution of offenders. 7. Any other work assigned by BIS.

3. Job Location: Graduate Engineers shall be posted anywhere in India depending upon the requirement.

4. Selection Process: All the applications received shall be scrutinized and shortlisted. Candidates will be shortlisted in the light of their qualifications, experience and other details provided in the application form. Mere fulfillment of qualification or shortlisting shall not confer any right to be engaged as Graduate Engineer. Shortlisted candidates will be called for practical assessment, written assessment, technical knowledge assessment and interview. BIS reserves the right to reject any or all applications without assigning any reason thereof.

5. Tenure of Engagement: The engagement is purely on contract basis for a **period of Two years**.

6. Nature of Engagement: The engagement is purely on contract basis and the engagement will be subject to termination at the end of contract period.

7. Remuneration: A consolidated monthly remuneration of Rs.50,000/- (Rupees Fifty Thousand only), will be paid to the Graduate Engineers. The remuneration is subject to statutory deductions.

8. TA/DA: No TA/DA shall be admissible for joining the assignment or on its completion. If required to travel and stay in connection with the official assignment, TA/DA and lodging allowance as admissible to a regular BIS officer of the Level of Sc-B/Assistant Director, will be paid.

9. Leave: Graduate Engineers shall be eligible for Eight (8) days leave in a calendar year. No remuneration for the period of absence in excess of admissible leave will be paid. Also, un-availed leave shall neither be carried forward to next year nor en-cashed.

10. Working Hours: The Graduate Engineers shall follow the normal office working hours as prescribed (9.00AM to 5.30PM). However, as per the exigency one has to sit late to complete the time bound work or outstation assignments. Attendance would be made through Bio-metric attendance system.

11. No Other Assignment: The engagement is on **full-time basis** and Graduate Engineer shall not take any other assignment during the period of engagement in BIS.

12. Travel, Medical Clearance and Service incurred Death, Injury or illness: In the event of the death, injury or illness of the individual GE which is attributable to the performance of services on behalf of BIS under the terms of the contract, and/or while travelling for official duty or is performing any services under the contract in any offices or premises of BIS or Government of India, the individual GE or the individual GE's dependents, as appropriate shall not be entitled to any compensation or any claim whatsoever.

13. Medical fitness and Police Verification: Police verification will be conducted after the engagement of the GEs. The GEs will also submit a medical fitness certificate from a authorized/registered Medical Practitioner, at the time of joining.

14. Termination of Contract/Engagement: The engagement of Graduate Engineer can be terminated by BIS at any time without assigning any reasons thereof by giving them 30 days' notice. However, in case the GE wishes to resign, he/she will have to give 30 days' advance notice or remuneration in lieu of thereof, before resigning from the engagement.

15. Confidentiality of Data and Documents:

- (a) The intellectual property rights of the data collected as well as deliverables produced for the BIS shall remain with BIS.
- (b) The data shall not be utilized or published or disclosed or to be part with, to a third party, any part of the data or statistical or proceedings or information collected for the purpose of his assignment in BIS.
- (c) The Graduate Engineer is bound to hand over the entire set of records of assignment to the BIS before the expiry of contract or before the final payment is released.
- (d) The job of Graduate Engineer attracts highest standards of confidentiality and it is expected to be maintained in all the actions of officer, at all levels.

16. Conflict of Interest: The Graduate Engineer appointed, shall in no case represent or give opinion or advice to others in any matter which is in conflict to the interest of BIS.

17. OTHER TERMS AND CONDITIONS AND GENERAL INSTRUCTIONS

- i) *Candidates should note that he/she can apply in one Region only through one application.* Multiple applications will be liable for rejecting the candidature of the applicant.
- ii) Candidates should note that, if at any stage of engagement, it is found that the candidates has submitted any false/fabricated information/documents, his/her candidature will be cancelled immediately and he/she will be liable for action as per applicable Law/Rules.

- iii) Candidates should have a valid e-mail ID & Mobile No. which should be entered at appropriate place in the application form and must remain active/valid until recruitment processes are completed. ***No change in the email ID & mobile number will be accepted once submitted. The candidate himself/herself shall be responsible for incorrect or expired email ID & mobile number.***
- iv) Candidate should note that their candidature at all stages of engagement is purely on contract basis.
- v) Bureau reserves the right to amend/modify vacancies notified and any provision of this advertisement in case of any errors and omissions/deviation/sudden requirements or to cancel the advertisement and engagement if the circumstances so warrant.
- vi) **Warning:** Selection in the Bureau is free, fair and merit based. Any attempt to influence the selection process detected at any stage is liable to termination of the candidature or service and legal action against the concerned individual will be initiated.
- vii) Any resulting dispute arising out of this advertisement including the engagement process shall be subject to the sole jurisdiction of the Courts situated at concerned Regional/Branch legal jurisdiction.

18. Submission of Application: ***Candidates are required to apply On-line through BIS website only*** i.e. www.bis.gov.in. BIS operations are divided into five regions namely, Western/Southern/Eastern/Northern/Central. The Branch wise distribution alongwith the vacancies in each Branch is given at **Annex-A**. Candidate is required to give three references of Branches in one desired Region where he/she intends to apply. BIS shall make efforts to accommodate the preference, however, the posting shall be done as per the organizational requirement.

Online portal for submission of applications will be made functional from the date of publication of advertisement in Employment News/Rozgar Samachar. The closing date for applying will be 21 days from the date of publication of advertisement in Employment News/Rozgar Samachar. ***No other means/mode of submission of applications including emails will be accepted under any circumstances.***

19. Application fees: No fees is required to be paid by the applicant.

20. Announcements: All further announcements/details pertaining to this process will only be published/provided on BIS website www.bis.gov.in from time to time. Candidates are advised to regularly keep in touch with the authorized BIS website www.bis.gov.in for details and updates. In case of any queries please write to ge.hrd@bis.gov.in

Head (HRD)
Email: ge.hrd@bis.gov.in

Note: BIS reserves the right to Revise/Reschedule/Modify/Cancel/Suspend, the process without assigning any reasons. The decision of BIS shall be final and no appeal shall be entertained in this regard.

Annex-A				
Regional/Branch Office wise	Requirement of Graduate Engineers			
	Total	EEE	FCT	MCM
Western				
AHBO-I (Ahmedabad)	2	0	1	1
AHBO-II (Ahmedabad)	3	1	1	1
MUBO-I (Mumbai)	3	1	1	1
MUBO-II (Mumbai)	2	0	1	1
NGBO (Nagpur)	2	0	1	1
PNBO (Pune)	3	1	1	1
RJBO-I (Rajkot)	3	1	1	1
RJBO-II (Rajkot)	3	1	1	1
SUBO (Surat)	3	1	1	1
Total	24	6	9	9
Eastern				
BHBO (Bhubaneshwar)	2	0	1	1
GHBO (Guwahati)	3	1	1	1
JDBO (Jamshedpur)	1	0	0	1
KKBO-I (Kolkata)	2	0	1	1
KKBO-II (Kolkata)	2	0	1	1
PTBO (Patna)	2	0	1	1
RPBO (Raipur)	3	1	1	1
Total	15	2	6	7
Southern				
BNBO (Bengaluru)	3	1	1	1
CNBO-I (Chennai)	2	0	1	1
CNBO-II (Chennai)	2	0	1	1
CTBO (Coimbatore)	2	0	1	1
HUBO (Hubli)	2	0	1	1
HYBO (Hyderabad)	2	0	1	1
KOBO (Kochi)	2	0	1	1
MDBO (Madurai)	2	0	1	1
VJBO (Vijaywada)	3	0	1	2
Total	20	1	9	10
Central				
BPBO (Bhopal)	3	1	1	1
DLBO-I (Delhi)	3	1	1	1
DLBO-II (Delhi)	2	2	0	0
GZBO (Ghaziabad)	3	1	1	1
JPBO-I (Jaipur)	3	1	1	1
JPBO-II (Jaipur)	3	1	1	1
LKBO (Lucknow)	3	1	1	1
NOBO (Noida)	2	1	0	1
CSMD (BIS Headquarter - New Delhi)	2	1	0	1
Total	24	10	6	8
Northern				
CHBO-I (Chandigarh)	3	1	1	1
CHBO-II (Chandigarh)	3	1	1	1
DHBO (Dehradun)	2	1	0	1
FRBO (Faridabad)	2	1	0	1
HPBO (Himachal)	2	1	0	1
HRBO (Haryana)	2	0	0	2
JKBO (Jammu & Kashmir)	1	0	0	1
PPBO (Panipat)	2	1	0	1
Total	17	6	2	9
Grand Total	100	25	32	43

Annex-B
DISCIPLINE
FCT
Food Technology
Agricultural Engineering
Bio-Technology
Micro-Biology
Bio-Chemistry
Dairy Technology
Chemistry
Chemical Engineering
Environmental Engineering
Petro Chemical
Leather
Textile Engineering & Fibre Science
EEE
Electrical Engineering
Instrumentation Engineering
Electronics & Telecommunication
Computer Engineering
Computer Science & Information Technology
Physics
MCM
Civil Engineering
Architecture & Planning
Transport Engineering
Mechanical Engineering
Production & Industrial Engineering
Automobile Engineering
Metallurgical Engineering
Mining Engineering

OFFICE OF THE DISTRICT JUDGE, DEOGARH

ADVERTISEMENT

No.02/

Dated, Deogarh the dt. 28.07.2022

Applications in the prescribed format, given below, are invited from the intending candidates for filling up of the following posts of Jr. Clerk-cum-Copyist, Jr. Typist & Stenographer Gr.-III in the Judgeship of **DEOGARH** in the pay scale as mentioned against each post with usual D.A. and other allowances, as admissible to the State Govt. Employees from time to time. Such appointment in regular pay scale shall be subject to the result of W.P.(C) No. - 1273/ 2014 pending before the Hon'ble High Court of Orissa, Cuttack.

The decision of the District Judge, Deogarh as to the result of the Examination shall be final and in no case, shall liable to be challenged. The Authority reserves the right to cancel the recruitment process at any time without any prior notice.

CATEGORY-WISE VACANCY POSITION							
Sl. No.	Cadre of posts	Scale of Pay	UR	SC	ST	SEBC	Total
1.	Jr. Clerk-cum-Copyist	Pay Matrix Rs. 19,900-63,200 at Level-4	02 (W)	-	01 (W)	-	03
2.	Jr. Typist	Pay Matrix Rs. 19,900-63,200 at Level-4	-	-	-	01	01
3.	Jr. Stenographer, Gr.-III	Pay Matrix Rs. 25,500-81,100 at Level-7	01	-	01	-	02

* Abbreviation: W-Women

Posts advertised above in each cadre may vary. The vacancy includes backlog vacancy in respect of different category of posts. Reservation of vacancies for women, sports person, ex-servicemen and physically handicapped persons shall be made in accordance with the provisions made under relevant rules.

1. Eligibility of Candidate:

Jr. Clerk-cum-Copyist, Jr. Typist & Jr. Stenographer-Gr.III

A candidate, in order to be eligible for the above posts, shall:-

- a. be a Citizen of India

- b. have passed at least +2 examination conducted by the Council constituted under section 3 of the Odisha Higher Secondary Education Act, 1982 or equivalent examination of a recognized Council, Board or University, as the case may be;
- c. have at least passed Diploma in Computer Application from a recognized institute;
- d. not below 18 years and not above 38 years of age as on the last date fixed for receipt of applications i.e. **27.08.2022**; (in view of G.A. & P.G. Department Notification No. GADSC-RULES-0008-2016-771/Gen dated 11.01.2022 communicated vide Hon'ble Courts' Letter No. 2626(30) dated 18.02.2022.). Provided that the upper age limit is relaxable by 5 years in case of SC, ST, SEBC and Women Candidates; and 10 years in case of Physically Handicapped Candidates. For Ex-Serviceman, after deducting the period of service rendered in Armed Forces from the present age, the resultant age should not exceed 38 years;
- e. be able to speak, read and write Odia and have passed a test in Odia equivalent to the M.E. Standard;
- f. be of good character;
- g. be of sound health, good physique and free from organic defects or bodily infirmity;
- h. have not more than one spouse living, if married;
- i. have possessed a minimum speed 40 words per minute in type writing (for the post of Jr. Typist), and a minimum speed of 80 words in shorthand and 40 words in type-writing per minute (for the post of Stenographer G-III).

2. Fees for the Examination:

Under Notification No. GAD-FE-MISC-002-2021-9897/Gen., dated 11th April 2022 of the General Administration and Public Grievance Department, Government of Odisha, the examination fees for Recruitment conducted by Orissa District and Subordinate Courts are exempted from payment of examination fees.

N.B:

- i. Separate application should be submitted to each post.
- ii. The candidates are required to submit their applications being duly filled in and signed by their own hands after furnishing the required particulars as per the format given.
- iii. The candidates who are in Government employment are required to apply through proper channel.
- iv. Non compliance of any other requirement mentioned in the advertisement shall entail rejection of his/her application.
- v. The envelope containing the application should be superscribed with “APPLICATION FOR THE POST OF _____”.
- vi. In case of receipt of large number of applications, the authority reserves the right to shortlist the candidates in accordance with the Rules contained in the Orissa District and Sub-ordinate Courts' Non-Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008 and Amendment Rules, 2010.

3. Scheme of Examination:

For the post of Jr. Clerk-cum-Copyist

Examination		Subject.	Marks.	Duration of Test
PART-I	Paper-I	English	100 Marks	02 hours.
	Paper-II	Arithmetic	100 Marks	1 hour
	Paper-III	General Knowledge	100 Marks	1 hour
PART-II		Computer Science Test (Practical)	100 Marks	1 hour
PART-III		Viva Voce Test	45 Marks	--

Out of the successful candidates qualified in the written examination, the required number of candidates shall be called for Computer Science (Practical) test as per rule 7 (3) of Orissa District and Sub-ordinate Court's Non-Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008 (as amended in 2010) and the candidates qualified in the said practical test shall be eligible for Viva-Voce for the post of Junior clerk –cum-Copyist.

Syllabus for Examination: The detail syllabus for each subject of the written test shall be as follows:

I. English

- (a) An essay to be written in English
- (b) A letter or application to be written in English
- (c) One Oriya passage to be translated into English
- (d) One English Passage to be translated into Oriya
- (e) Summary of one English Passage

II. Arithmetic

- a. Vulgar fractions and decimals,
- b. HCF and LCM,
- c. Simple and compound interest,
- d. Simple and compound practice,
- e. Percentages, profit & loss, mixtures, partnership, average,
- f. Rates and taxes, Insurance, Square and cubic measures,
- g. Problems on time & work and on time & distance.

III. General Knowledge: Knowledge of current events, and such other matters of everyday observations, and experience as may be expected from an educated person.

IV. Computer Science Test (Practical): To test the proficiency of the candidate relating to matters like text formatting of the paragraphs, insertion of table, skill to print and save, file transfer, website searching, browsing and downloading, E-mail, use of pen drive, and other software etc. and programmes of accounting, etc.

V. Viva-voce: to test and assess the suitability of a candidate for the post with reference to alertness, general outlook, and potential qualities.

For the post of Jr. Typist

Examination	Subject.	Marks.	Duration of Test
PART-I	English (qualifying in nature)	100 Marks	02 hours.
PART-II	Type Test	50 Marks	10 minutes
PART-III	Computer Science Test (Practical)	100 Marks	1 hour
PART-IV	Viva Voce Test	35 Marks	--

Out of the successful candidates qualified in the written examination, the required number of candidates shall be called for Typewriting Test for Junior Typist as per rule 7 (3) of Orissa District and Sub-ordinate Court's Non-Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008 (as amended in 2010). Candidates selected in the type writing test shall be called for the Computer Science (Practical) test and the candidates qualified in the said practical test shall be eligible for Viva-Voce. Qualifying candidates are required to bring their own typewriters.

Syllabus for Examination: The detail syllabus for each subject of the written test shall be as follows:

- I. English (Qualifying in nature)**
 - (a) An essay to be written in English
 - (b) A letter or application to be written in English
 - (c) One Oriya passage to be translated into English
 - (d) One English Passage to be translated into Oriya
 - (e) Summary of one English Passage
- II. Type Test:** Candidates shall be given a written passage containing 400 words in English language, which he/she shall reproduce in type script in 10 minutes.
- III. Computer Science Test (Practical):** To test the proficiency of the candidate relating to matters like text formatting of the paragraphs, insertion of table, skill to print and save, file transfer, website searching, browsing and downloading, E-mail, use of pen drive, and other software etc. and programmes of accounting, etc.
- IV. Viva-voce:** to test and assess the suitability of a candidate for the post with reference to alertness, general outlook, and potential qualities.

For the post of Stenographer Gr-III

Examination	Subject.	Marks.	Duration of Test
PART-I	English (qualifying in nature)	100 Marks	02 hours.
PART-II	Shorthand & Type Test	50 Marks	15 minutes
PART-III	Computer Science Test (Practical)	100 Marks	1 hour
PART-IV	Viva Voce Test	35 Marks	--

- Out of the successful candidates qualified in the written examination, the required number of candidates shall be called for Typewriting & Shorthand Test for the post of Stenographer Gr-III. Candidates selected in the type writing and shorthand test shall be called for Computer Science (Practical) test as per rule 7 (3) of Orissa District and Sub-ordinate Court's Non-Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008 (as amended in 2010) and the candidates qualified in the said practical test shall be eligible for Viva-Voce.
- **Syllabus for Examination:**
Written test consisting of:
 - a. **English** (Qualifying in nature) - Syllabus is same as detailed above for the post of Junior Clerk and Copyist.
 - b. For the post of Stenographer G-III, a candidate shall be dictated a passage of 400 words in English language in 5 minutes, which shall take in shorthand on shorthand note sheet supplied by the examiner. Candidate shall reproduce such shorthand text of 400 words in type script in 10 minutes. Qualifying candidates are required to bring their own typewriters.
 - c. **Computer Science Test (Practical)** - Syllabus is same as detailed above for the post of Junior Clerk and Copyist.

NOTE:

- (a) The standard shall be equal to that of +2 Certificate Examination conducted by the Council of Higher Secondary Education, Odisha for examination for the post of Jr. Clerk-cum-Copyist & Jr. Typist.
- (b) The candidate shall answer the questions in English unless otherwise directed for examination for the post of Jr. Clerk-cum-Copyist, Jr. Typist & Stenographer, Gr-III.

4. Last date of receipt of Applications

Applications along with self attested copies of following documents must reach the District Judge, Deogarh, At-District Court Complex, Purunagarh, P.O.-Purunagarh, District: Deogarh-768119 on or before **05 P.M. of 27.08.2022** positively by speed/registered post or in the drop box kept in front of the District Administrative Office, 2nd Floor, District Court Complex, Deogarh. The application received after the last date shall be summarily rejected.

5. List of documents to be submitted by the Candidates:

- i. Copy of self-attested HSC or equivalent certificate showing proof of age.
- ii. Copy of self-attested certificates with mark sheets of H.S.C. and +2 Examinations or equivalent Examinations of a recognized Board, Council or University as the case may be.
- iii. Copy of self-attested certificate of Diploma in Computer Application issued by a recognized Institute.
- iv. Copy of self-attested certificate showing successful completion of Typewriting course from a recognized Institute (for the post of Jr. Typist).
- v. Copy of self-attested certificate showing successful completion of Stenography course from a recognized Institute (for the post of Stenographer Gr-III).

- vi. Two character certificates issued by two different Gazetted officers/ Medical Practitioner or Sarpanch.
- vii. Two Self-signed recent passport size photographs of the applicant excluding that affixed on the application.
- viii. Two self-addressed envelopes duly stamped of Rs. 30.
- ix. Copy of self-attested caste certificate issued by the competent authority in case of candidates belonging to S.C. /S.T. /S.E.B.C. Categories.
- x. Copy of self-attested Employment Exchange Registration Card, if any.
- xi. Copy of self attested disability certificate for Physically Handicapped persons issued by competent authority showing % of disability.
- xii. Copy of self-attested certificate/ Identity Card of Sports Person and Ex-serviceman.
- xiii. In case of married person, a self declaration to the effect that he/she is having not more than one spouse living.

6. General Information:

- i. No T.A. /D.A. will be allowed to the candidates for attending the recruitment examination. The candidates need not submit their original testimonials with their application, which are to be produced at the time of Viva-voce Test. The date of examination shall be intimated to the eligible candidates in due course of time.
- ii. For application form and detail information, please visit the website: <http://ecourts.gov.in/odisha/deogarh>.

-Sd-

District Judge, Deogarh

FORM-A
FORMAT OF APPLICATION
[See para 2A of Appendix A]

1. Name of the Candidate:
2. Father's / Husband's Name:
3. Sex (Male/Female):
4. Marital Status (Married / Unmarried):
5. Permanent Address:
6. Present Address:
7. Date of Birth :
Age as on 27.08.2022:
8. Educational Qualification: (Attach attested copies of certificates in support of Qualification)

**Self attested
Passport Size
Photograph**

Name of the Examination passed	Name of the Board/ University	Year of passing	Aggregate of marks secured	Grade / Division	% of marks secured
H.S.C					
+2 Arts/ Commerce / Science					
Diploma in Computer Science					
Others (if any)					

9. Category: (SC/ST/SEBC/GEN/Sports person/ Ex-service man):
(Strike out which is not applicable and attach the supporting documents issued by the competent authority):
10. Whether physically/ Orthopaedically handicapped:
(If yes attach supporting medical certificates issued by the competent Medical Authority/ Board)
11. Religion:
12. Nationality:
13. Employment Exchange Registration No.
14. Attach two Character Certificates issued by two Gazetted officer/ medical practitioner/ Sarpanch etc (mention name, designation of the officers):
15. Mobile No:
16. Email ID:

DECLARATION

I do hereby solemnly affirm and state that I am aware about the provisions of Orissa District and Subordinate Courts Non-Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008 and its amendment in 2010 and the statements made above are true and correct to the best of my knowledge and belief and based on record. Any information, if found incorrect, shall entail summary rejection of my candidature.

Place:
Date:

Signature of the Candidate

OFFICE OF THE DISTRICT JUDGE, DHENKANAL

ADVERTISEMENT

Advertisement No. 01

dt. 18-07-2022

Applications in the prescribed format, given below, are invited for filling up of the following posts of Jr. Clerk-cum-Copyist, Stenographer Gr.-III in the Judgeship of Dhenkanal in the pay scale as mentioned against each post with usual D.A. and other allowances, as admissible to the State Govt. Employees from time to time. Such appointment in regular pay scale shall be subject to the result of W.P.(C) No. - 1273/ 2014 pending before the Hon'ble High Court of Orissa, Cuttack.

The decision of the District Judge, Dhenkanal as to the result of the Examination shall be final and in no case, shall liable to be challenged. The Authority reserves the right to cancel the recruitment process at any time without any prior notice.

CATEGORY WISE VACANCY POSITION								
Sl. No.	Name of the post	Scale of pay AS per ORSP 2017	General (UR)	SC	ST	SEBC	TOTAL	Physically Handicapped/Ex-Serviceman/Sports Person
1.	2.	3.	4.	5.	6.	7.	8.	9.
1.	Jr. Clerk-cum-Copyist	Pay matrix Rs. 19,900/- - Rs. 63,200/- at level 4	2	2	4	-	8	(The vacancy reserved for P.H./Ex-Serviceman/Sports Person is inclusive of vacancy of respective category to which they belong).
2.	Stenographer G-III	Pay matrix Rs. 25,500/- - Rs. 81,100/- at level 7	-	-	2	-	2	

Posts advertised above in each cadre may vary. The vacancy includes backlog vacancy in respect of different category of posts. Reservation of vacancies for women, sports person, ex-servicemen and physically handicapped persons shall be made in accordance with the provisions made under relevant rules.

1. Eligibility of the Candidates

For the post of Jr. Clerk-cum-Copvist / Stenographer G-III:

A candidate, in order to be eligible for the above posts, shall:-

- be a citizen of India;
- have passed at least +2 examination conducted by the Council constituted under Sec.-3 of the Orissa Higher Secondary Education Act, 1982 or equivalent examination of a recognized Council, Board or University, as the case may be;
- have at least passed Diploma in Computer Application from a recognized Institute;

- d. not below 18 years and not above 38 years of age as on the last date fixed for receipt of applications i.e. 19.08.2022; (in view of G.A. & P.G. Department Notification No. GAD-SC-RULES-0008-2016-771/Gen dated 11.01.2022 communicated vide Hon'ble Courts' Letter No. 2626(30) dated 18.02.2022.). 2 Provided that the upper age limit is relaxable by 5 years in case of SC, ST, SEBC and Women Candidates; and 10 years in case of Physically Handicapped Candidates. For Ex-Serviceman, after deducting the period of service rendered in Armed Forces from the present age, the resultant age should not exceed 38 years;
- e. be able to speak, read and write Odia and have passed a Test in Odia equivalent to the M.E. Standard;
- f. be of good character;
- g. be of sound health, good physique and free from organic defects or bodily infirmity;
- h. have not more than one spouse living, if married;
- i. Pay the fees prescribed for the examination;
- j. have possessed a minimum speed of 80 words in shorthand and 40 words in type-writing per minute (for the post of Stenographer G-III).

2. Fees for the Examination :

The candidates are required to deposit examination fees of Rs.100/- (Rupees one hundred) only by Treasury Challan under the Head- "0070-Other Administrative Services - 01-Administration of Justice - 501 - Services and Services fees - 9904650 - Law Department - 9916730 - Examination fees for Recruitment conducted by Orissa District and Subordinate Courts" and to submit the original copy of challan along with their applications forms. The S.C. & S.T. Candidates are exempted from payment of examination fees. Fees so deposited are non-refundable.

3. Scheme of Examination:

There shall be an examination on the following subjects for different posts:

(a) Jr. Clerk-cum-Copyist:

Examination	Subject.	Marks.	Duration of Test.
I (a)	English	100 Marks.	02 hours.
(b)	Arithmetic	100 Marks.	01 hour.
(c)	Gen. Knowledge	100 Marks.	01 hour.
II	Computer Science Test (Practical)	100 Marks.	01 hour.
III	Viva Voce Test	45 Marks.	--

- Only Successful candidates in the written examination shall be called for the test of Computer Science (Practical) and the candidates qualified in the said practical test shall be eligible for Viva-Voce for the post of Jr. Clerk-cum-Copyist.
- The detail syllabus for each subject of the written test shall be as follows:
 - i. **English**
 - (a) An essay to be written in English
 - (b) A letter or application to be written in English
 - (c) One Odia passage to be translated into English
 - (d) One English Passage to be translated into Odia
 - (e) Summary of one English Passage

- ii. **Arithmetic** - Vulgar fractions and decimals, HCF and LCM, simple and compound practice, percentage, profit loss, mixtures, partnership, average, Rates and taxes, Insurance, Square and cubic measures, problems on time, work and on time and distance.
- iii. **General Knowledge** - Knowledge of current events and such other matters of everyday observations, and experience, as may be expected from an educated person.
- iv. **Computer Science Test (Practical)** - To test the proficiency of the candidate relating to matters like text formatting of the paragraphs, insertion of table, skill to print and save, file transfer, website searching, browsing and downloading, E-mail, use of pen drive, and other software etc. and programmes of accounting.
- v. **Viva-voce**- to test and assess the suitability of a candidate for the post with reference to alertness, outlook, potential qualities.

(b) Stenographer G-III:

Examination	Subject.	Marks.	Duration of Test.
I	English (qualifying in nature)	100 Marks	02 hours.
II	Shorthand & Type Test	50 Marks	15 minutes
III	Computer Science Test (Practical)	100 Marks	1 hour
IV	Viva Voce Test	35 Marks	--

- Only Successful candidates in written qualifying examination shall be called for Typewriting & Shorthand Test for the post of Stenographer Gr-III. Candidates selected in the type writing and shorthand test shall be called for the test of Computer Science (Practical) and the candidates qualified in the said practical test shall be eligible for Viva-Voce.
- **Detail syllabus:**
 - i. Written test consisting of :
 - a. **English** (Qualifying in nature) - Syllabus is same as detailed above for the post of Junior Clerk and Copyist.
 - b. For the post of Stenographer G-III, a candidate shall be dictated a passage of 400 words in English language in 5 minutes, which shall take in shorthand on shorthand note sheet supplied by the examiner. Candidate shall reproduce such shorthand text of 400 words in type script in 10 minutes.
 - c. **Computer Science Test (Practical)**- Syllabus is same as detailed above for the post of Junior Clerk and Copyist.

Only successful candidates in the Part-I examinations shall be called for Computer Science (Practical) Test and the candidates qualified in the said Practical Test shall be eligible for Viva Voce test. There will be a separate test in short hand and type writing for the post of Stenographer Grade-III and such test will be held after publication of the result of written test. The candidates to appear in the Short hand and Type Writing Test for the post of Stenographer G-III shall bring their own typewriter machine with them. No Travelling allowance is admissible to the candidates. Date of Examination shall be intimated to the eligible candidates in due time.

4. Last Date of Receipt of Application :

The application along with the required documents and self-attested copies of certificates must reach "The Office of the District Judge, Dhenkanal by 5.00 PM on or before dt. 19.08.2022 positively either by registered post or speed post or in person during the office hour on each

working day. Applications received in office after the due date by any means shall be summarily rejected.

5. **List of documents to be submitted** by the candidates along with their applications, are as follows :

- i. Application should be submitted for the above posts, mentioning the name of the post clearly in Capital letters duly underlined on the top of the envelope.
- ii. The candidates are required to mention the Category of posts, which they apply for, in CAPITAL LETTERS on the top of their respective applications.
Example: POST APPLIED FOR _____
- iii. Original Treasury Challan showing to have deposited of examination fee of Rs.100 - under the proper head of account (except S.C. & S.T. Candidates).
- iv. Self attested photocopy of H.S.C examination certificate or its equivalent certificate in support of date of birth.
- v. Self attested photocopy of mark sheet of H.S.C examination or any equivalent examination
- vi. Self-attested photocopy of certificates showing passing of +2 or equivalent exam and mark sheet.
- vii. Self attested photocopy of mark sheet of +2 examinations or any equivalent examination.
- viii. Self attested photocopy of certificate showing to have passed at least Diploma in Computer Application (DCA).
- ix. Self attested photocopy of certificate showing successful completion of Shorthand course from a recognized Institute (for the post of Stenographer G III).
- x. Two Character certificates issued by two Gazetted Officers / Medical Practitioner Sarpancha etc. (Mention name & Designation of the officers).
- xi. Four pass port size recent photograph self attested (one is to be affixed in the application on the space provided).
- xii. Two self-addressed envelopes of size 5" X 12" with affixing postal stamps of Rs 30 - (Thirty) on each for despatch of call letters by Registered post.
- xiii. Self attested photocopy of caste certificate issued by the appropriate authority duly attested by a Gazetted Officer in respect of candidates belonging to S.C / S.T / S.E.B.C Categories with signature of the candidate thereon.
- xiv. Self attested photocopy of Identity Card of Sports person issued by Government.
- xv. A declaration regarding marital status showing to have one spouse living, if married.
- xvi. Photo Copy of medical certificate showing the percentage of physical disability issued by the appropriate authority duly attested by a Gazetted Officer with signature of the candidate thereon in respect of physically handicapped candidates only.
- xvii. A self declaration to the effect that he/she has no criminal antecedent.

N.B. :-

- a) All the copies of testimonials/ documents shall be signed by the candidates.
- b) The candidates are required to submit separate applications for separate posts.
- c) If a candidate applies under Reserve Category and failed to file the Caste Certificate, then he/she will be treated under Unreserved category.

N.B. :

1. The candidates are required to submit their applications being duly filled in and signed by their own hands, furnishing the required particulars as per the prescribed format in Form-A given below.
2. The candidates who are in Govt. employment are required to apply through proper channel.
3. The application, if found defective/incomplete in any respect or non-compliance of any of the requirements mentioned in the advertisement, shall be summarily rejected.
4. In case of receipt of large number of applications, the Authority reserves right to shortlist the candidates in accordance with the rules contained in the Orissa District & Sub-ordinate Courts' Non-Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008 and amendment Rules 2010 and the District Recruitment Committee is competent to adopt the method of processing the applications, scrutiny thereof and conducting the test. The decision of the Committee in this regard shall be final in every respect.
5. Success in the examination confers no right to appointment unless the appointing authority is satisfied after such enquiry as may be considered necessary that a candidate is suitable in all respects for appointment to the public service.
6. No T.A./D.A. will be allowed to the candidates for attending the recruitment examination. The candidates need not submit their original testimonials with their applications, which are to be produced at the time of Viva-Voce Test. Date of examination shall be intimated to the eligible candidates in due time.
7. For detailed Advertisements, the candidates may visit the following Websites :- Dhenkanal District Court :: <https://districts.ecourts.gov.in/dhenkanal>.
8. The candidates may regularly visit the website of Dhenkanal District Court i.e. <https://districts.ecourts.gov.in/dhenkanal> for further updates, if any, during the recruitment process.

Sd/- (S.K.Dejury)
District Judge,
Dhenkanal

FORM-A

FORMAT OF APPLICATION

[See Para 2A of Appendix "A"]

POST APPLIED FOR : _____

1. Name of the Candidate (In BLOCK letters) :
2. Father's/Husband's Name :
3. Sex (Male/Female) :
4. Marital Status (Married / Unmarried) :
5. Permanent Address :
6. Present Address :
7. Date of Birth :
- a. Age (as on 19.08.2022) _____ :

Self attested
Passport Size
Photograph

8. Educational Qualification (Attach self attested copies of certificates in support of qualification):

Name of the Examination Passed	Name of the Board// University	Year of Passing.	Aggregate of Marks Secured	Grade/ Division	% of Marks Secured
-----------------------------------	--------------------------------------	---------------------	----------------------------------	--------------------	--------------------------

H.S.C.

+2 Arts/Commerce/Science

Diploma in Computer Science					
-----------------------------	--	--	--	--	--

9. Category : (S.C./S.T./S.E.B.C./GEN./Sports Person/Ex-Serviceman):
(Strike out which is not applicable and attach the supporting documents issued by the competent authority).
10. Whether Physically/Orthopedically handicapped:
(If yes, attach supporting medical certificates issued by the competent Medical Authority/Board).
11. Religion:
12. Nationality:
13. Employment Exchange Registration No.:
14. Attach two Character Certificates issued by two Gazetted Officer/Medical Practitioner/Sarpanch. etc. (mention name, designation of the officers):
15. Details of Treasury Chalan with No. & Date:
16. (a) Mobile Number :
17. (b) e-mail ID

DECLARATION

I do hereby solemnly affirm and state that I am aware about the provisions of Orissa District and Subordinate Courts Non-Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008 and the Statements made above are true and correct to the best of my knowledge and belief and based on record.

Place :

Date :

Signature of the Candidate

The Orissa Gazette

EXTRAORDINARY
PUBLISHED BY AUTHORITY

No. 2387, CUTTACK, WEDNESDAY, DECEMBER 31, 2008 / PAUSA 10, 1930

LAW DEPARTMENT

NOTIFICATION

The 30th December 2008

No. 15823/L-IIIJ-15/06—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 regulating the methods of recruitment and conditions of service of the persons appointed to the Orissa District and Subordinate Courts, Ministerial Services, namely:—

PART - I

General

1. Short title and commencement—(1) These rules may be called the Orissa District and Subordinate Courts' Non-Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008.

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

2. Definitions—In these rules unless the context otherwise requires—

- (a) "Court" means the High Court of Orissa;
- (b) "Departmental Examination" means the examination held by the District Judge according to the syllabus given in Appendix 'B';
- (c) "District" means a Judgeship and Sessions Division;
- (d) "District Court" means the Court and office of the District Judge;
- (e) "District Judge" means the District and Sessions Judge of a Judgeship and Sessions Division;
- (f) "Ex-Servicemen" means persons as defined in the Orissa Ex-Servicemen (Recruitment to State Civil Services and Posts) Rules, 1985;
- (g) "Government" means the Government of Orissa;

- (h) "Person with Disabilities or Physically Handicapped Persons" means a person who has been issued a disability certificate in the prescribed format by the competent authority as per the provisions of the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Orissa Rules, 2003;
- (i) "Scheduled Castes & Scheduled Tribes" means such Castes and Tribes as notified by the President of India under Articles 341 and 342 of the Constitution of India, respectively;
- (j) "SEBC" means Socially and Educationally Backward Classes of citizens other than the Scheduled Castes and Scheduled Tribes as may be specified by the State Government from time to time;
- (k) "Sports Person" means a person who holds the identity card as Sports Person issued by Government from time to time;
- (l) "Subordinate Courts" means the Courts and offices of the Additional District Judges, Chief Judicial Magistrate, Civil Judges (Sr. Divn.), Civil Judges (Jr. Divn.), Registrars and offices of other Judicial Magistrates; and
- (m) "Year" means the calendar year.

3. Cadre—(1) The ministerial service of each of the District Courts and all Subordinate Courts thereunder shall constitute one separate cadre consisting of one Post of District Court Sheristadar and such number of Posts of Senior Clerks (Head Clerk Grade), Senior Clerks, Junior Clerks, Typists, Copyists and other special Posts, as the Government may determine, from time to time, after consultation with the Court.

(2) The posts of Stenographers in each District shall constitute an independent cadre consisting of Stenographer Grade-I, Stenographer Grade-II and Stenographer Grade -III:

Provided that, in addition to Stenographer Grade-I, there shall be a Personal Assistant to the District and Sessions Judge. The post shall carry the pay scale of Stenographer Grade-I. The District and Sessions Judge may select his Personal Assistant from the cadre of Grade -I Stenographer.

(3) The Group 'C' employees in each District, other than those covered in sub-rules (1) and (2), who are in the next higher scale of pay of the Group 'D' employees shall constitute an independent cadre.

(4) The Group 'D' employees in each District shall constitute an independent cadre consisting of Orderly Peon, Office Peon, Sweeper, Process Server, Night Watchman-cum-Sweeper, Malkhana Guard, Malkhana Peon, Treasury Peon, Daftri, Gardener, Jamadar, Record Attendant and Library Attendant.

(5) The posts in the cadres shall be grouped as 'A', 'B', 'C' and 'D' in accordance with the provisions of the General Administration Department Resolution No. 17655/Gen., dt.7-6-1999 as modified from time to time.

Part II

Recruitment

4. Method of Recruitment- subject to other provisions made in these Rules recruitment to the posts in the ministerial service of the district court and subordinate courts shall be made in the following manner, namely:-

(a) In respect of Junior Clerks, Typists, Copyists and Stenographers Grade-III by competitive examinations in accordance with rule 6:

Provided that 25% of posts of junior clerks shall be filled up by the Group "D" employees who possess the requisite qualification in the ratio of 1:2 for process servers and other Group-'D' employee respectively as per the method of selection to be decided by the District Recruitment Committee; and

(b) In respect of other posts by promotion in accordance with rule 11.

5. Reservations- Notwithstanding anything contained in these rules reservation of vacancies for-

(a) Scheduled Castes and Scheduled Tribes shall be made in accordance with the provisions of the Orissa Reservations of vacancies in the Posts and Services (for Scheduled Castes & Scheduled Tribes) Act, 1975 and the rules made there under.

(b) SEBC, women, sports persons, ex-servicemen and physically handicapped persons shall be made in accordance with the provisions made under relevant rules, orders or instructions issued in that behalf by the Government from time to time.

6. Competitive Examinations-(1) Recruitment to the posts of Junior Clerks, Typists, Copyists in the District Courts and the subordinate courts of each district shall be made by a competitive examination to be held once in a year. Recruitment to the posts of Stenographers Grade-III (Junior Stenographers) shall be made by a competitive examination, whenever necessary.

(2) There shall be a District Recruitment Committee for each District consisting of the following:-

- | | |
|---|------------|
| 1. Principal District and Sessions Judge | ..Chairman |
| 2. Senior most Additional District and Sessions Judge | ...Member |
| 3. Civil judge (Sr. Division)/C.J.M. | ...Member |

***"(3) The competitive examinations shall be conducted by the District Recruitment Committee. The date on which the examination is to be held shall be fixed by District Recruitment Committee in consultation with the High Court and such Recruitment Committee shall fix the places at which the examination is to be held."*(Amended in 2010).**

(4) A candidate in order to be eligible for the posts as in sub-rule (1) above shall-

(a) Have passed at least +2 examination conducted by the Council constituted under section 3 of the Orissa Higher Secondary Education Act, 1982 or

equivalent examination of a recognized Council, Board or University, as the case may be;

(b) Have at least passed Diploma in computer Application from a recognized institute;

(c) Be over 18 years and below 32 years of age on the last date fixed for receipt of applications by the District Recruitment Committee.

Provided that, the upper age-limit in respect of reserved categories of candidates referred to in rule-5 shall be relaxed in accordance with the provisions of the Act, Rules, Orders or Instructions, for the time being in force, for the respective reserved categories.

(d) Be able to speak, read, and write Oriya and have passed a test in Oriya equivalent to the M.E. standard;

(e) Be of good character;

(f) Be of sound health, good physique and free from organic defects or bodily infirmity;

(g) Have not more than one spouse living, if married; and

(h) Have paid the fees prescribed for the examination as set forth in Appendix 'A'

(5) The standard, syllabus, subjects of examinations, cut off marks to be obtained for qualifying in the test, determination of vacancies, advertisements of vacancies and communication of results shall be as set forth in Appendix 'A'.(amended in 2010)

(6) Omitted by amendment -2010.

7. Manner of Selection of Candidates-(1) After receipt of applications for recruitment examination career merit lists for general and reserved categories according to the descending order of total percentage of marks in H.S.C. Examination and +2 examination or their equivalent examinations shall be prepared.

(2) From each category of career merit list, candidates up to 20 times of actual vacancy in each category shall be called to appear at the written test.

(3) Considering the marks secured in the written test one merit list for the general candidates and separate merit list for each of the reserved categories shall be prepared and candidates up to ten times of vacancy in each category shall be called for computer science test (practical), short hand and type writing test, as the case may be, and the candidates selected in such practical test shall be called for viva voce test.(amended in 2010)

(4) On the basis of marks secured in the written test, practical test as provide in sub-rule (3) and the viva voce test, a merit list of all the candidates (both general and reserved categories) shall be prepared and thereafter separate merit list for general and reserved categories shall be prepared according to the descending order of total marks.(as amended in 2010)

(5) Candidates according to the descending order of total marks of each category mentioned in sub-rule (4) shall be selected for filling of the vacancy.

(6) The select list in respect of posts advertised shall remain valid for a period of one year from the date of first appointment from such list or till the date notified for next recruitment, whichever is earlier".(as amended in 2010)

(7) There shall be a Recruitment Cell for each district to be constituted by the respective District and Sessions Judges for the purpose of collecting information continuously as to the vacancies arising upon retirement, promotion or resignation. The Cell shall assist the District Recruitment Committee and process applications received for the posts and shortlist them as per provisions of these rules.

(8) The Recruitment shall take place every year well in advance before the vacancies arise.

8. Probation and confirmation –(1) All appointments to the permanent posts of Junior Clerks, Typists, Copyists and Stenographer, Grade-III shall be made on probation for a period of two years from the date of appointment:

Provided that, if during the period of probation a candidate's work or conduct is found unsatisfactory or shows that he is unlikely to become efficient, the District Judge may either discharge him from the service or extend his period of probation for such further period as he may think fit.

(2) No person shall be confirmed in the permanent post of Junior Clerk, Typists, Copyists and Stenographer Grade-III unless he has satisfactorily completed in probationary period as aforesaid.

(3) All temporary appointments are liable to termination without notice and without assigning any cause.

9. Fixation of Seniority–“(1) *The seniority of Junior Clerks, Typists and Stenographers inter se shall be determined in accordance with the position secured by them in the competitive examination held in a particular year.*”(as amended in 2010)

(2) The seniority inter se of the Senior Clerks and the Senior Clerks (Head Clerk Grade) shall be determined with reference to the date of issue of the order of their promotion to the respective posts.

Provided that, if the date of issue of the order of promotion is the same in respect of two or more such Clerks, their seniority inter se shall be determined according to their Seniority in the lower rank.

10. Success in Examination confers no right to Appointment–(1) Success in the examination confers no right to appointment unless the appointing authority is satisfied after such enquiry as may be considered necessary that a candidate is suitable in all respects for appointment to the public service.

(2) The name of the candidate who does not accept a post of Junior Clerk, Typists, Copyists or Stenographer Grade-III when so offered shall be removed from the list.

11. Promotion to Higher posts- Promotions to the higher posts shall be subject to passing of the departmental examination and shall be based on merit and suitability in all respects with due regard to seniority and be made in the following manner, namely:--

(a) Promotion to the post of Senior Clerks shall be made from amongst the Junior Clerks, who have passed the departmental examination as laid down in Appendix 'B' annexed to these rules; provided that, if no Junior Clerk as aforesaid is available, a Junior Clerk who has put in not less than 5 years of service as such and is otherwise suitable may be promoted to the post of Senior Clerk on temporary basis subject to the condition that he/she shall not be allowed any increment in the time scale of pay of the said post of Senior Clerk and shall be reverted as soon as a passed Junior Clerk is available;

Provided that, a Typist who has been appointed as Junior Clerk, after passing the departmental examination shall not be required to pass a similar examination again to be eligible for promotion to the post of Senior Clerk.

(b) Promotion to the posts of Senior Clerk (Head Clerk Grade) shall be made from amongst the Senior Clerks who have passed the Accounts Training Examination laid down in sub-rule (2) of rule 14.

(c) Promotion to the post of Sheristadar of the District Court shall be made from amongst the Bench Clerks Grade-I.

(d) Promotion to the posts of Grade-II Stenographer and Grade- I Stenographer shall be made from Grade-III Stenographers and Grade-II Stenographers respectively.

"(e) The promotion to the post of Senior Typist shall be made from the post of Junior Typists who have passed the Departmental examination laid down in Appendix-'B'.The promotion to the post of Head Typist shall be made from amongst the Senior Typists after completion of at least 5 years of service".(as amended in 2010).

(f) For recruitment to the post of Salaried Amin, a candidate shall,

(i) have passed the matriculation examination or equivalent examination of a recognized Board; and

(ii) Have passed the Revenue Inspector Training.

(h) The Salaried Amin shall be appointed by directly recruitment as well as by promotion of process Servers who possess requisite qualification for such promotion. The percentage between the direct recruitment and promotion shall be determined by the High Court from time to time.

12. Assured career Progression Scheme—Whenever Group- 'B', 'C' and 'D' employees do not get promotion to the next higher rank or their pay is stagnated in the same cadre as the case may be, they shall be allowed Assured Career Progression scale of pay to be decided by the Government in every fifteenth year and twenty-fifth year of service.

PART-III

Other conditions of service

13. Transfer of Clerks- (1) Any person in the post of Junior Clerks/ Senior Clerk, Senior Clerk (Head Clerk Grade), Typist, Copyist and Stenographer Grade-III or Stenographer Grade-II shall ordinarily be transferred to any other office or seat within the administrative control of the District Judge on the completion of three years period in any particular office or seat and District judge shall be the Competent authority to pass such orders of transfer.

"(2) The Chief Justice of the court shall be competent to pass order of transfer of the subordinate courts ' Non- judicial staff of a District Court to another District Court within the State of Orissa on the terms and Conditions fixed by him".(as amended in 2010)

The Chief Justice of the court may also, on the request of any members of class III and class IV services of the High court, permit him/her to be absorbed in the ministerial service of the District and subordinate courts within the administrative control of the District Judge in the base level post and his/her seniority will be fixed at the bottom of the card provided the concerned District Judge has no objection and the employee concern willing to forego his seniority and join as the junior most in the category in which he/she to be absorbed. In such event, the service rendered by such employee in the establishment of the High Court shall be taken into account for the purpose of computing it as qualifying service for the purpose."(as amended in 2010)

14. Departmental Examination--(1) The Junior Clerks including Copyists and Typists shall be required to pass the Departmental Examination during the period of probation and those Typists who pass the Departmental Examination shall be eligible for appointment as Junior Clerks.

(2) The Senior Clerks shall be requires to pass the Accounts Training within three years from the date of their Promotion.

(3) No one shall be exempted from passing the aforesaid examinations.

(4) Where any Junior Clerks including a Copyists or a Senior Clerks fails to pass the Departmental Examination or Accounts Training, as the case may be, within the stipulated period, he shall be not be given promotion to higher grade.

15.Gradation List-(1) There shall be maintained a gradation list of the persons appointed to the posts in the ministerial service of each District Court and subordinate courts there under and the said list shall be revised by the 15th January every year.

(2) There shall be maintained a combined gradation list of District Court's Sheristadar and Senior Clerks (Head Clerk Grade) of all districts in the High Court and the said list shall be revised the 15th January every year.

16. Failure to join the post on promotion debars from promotion in future--- Without prejudice to any other liability that may be incurred under any of the provisions of these rules, if any, a member of the ministerial service who express his

unwillingness to accept a higher post or who being promoted to the higher post fails to join the post within the fixed time without sufficient reason shall be liable to be debarred from being eligible for any such promotion in future.

17. Recruitment of Bench Clerks—(1) There shall be three Grade of Bench Clerks for three level of court viz. (i) Bench Clerk Grade-III, Grade-II and Grade-I for the Courts of Civil Judge (Jr. Division)/Magistrate, Civil Judge (Sr. Division)/C.J.M. and District Judge/ Addl. District Judge Courts respectively.

(2) Bench Clerk Grade-III shall be appointed from Senior Clerk (Junior Branch) and Bench Clerk Grade-II shall be appointed from the cadre of Senior Clerk (Head Clerk Grade)/Sheristadar of the subordinate courts, Nazir/Accountant /Record Keeper / Bench Clerk Grade-III. Bench Clerk Grade-I shall be promoted from Bench Clerk Grade-II, Head Clerk, Nazir, Sheristadars of the subordinate courts, Accountant, Record Keeper.

18. Other conditions of service- The conditions of service in regard to matter not covered by these rules shall be the same as are or as may, from time to time, be prescribed by the state Government.

19. Repeal and savings- *The Orissa District and subordinate Court's Ministerial Service (method of Recruitment and Conditions of service) Rules, 1969 is hereby repealed:*

provided that any order passed, appointment made, action taken or things done under the Rules so repealed shall be deemed to have been passed, made, taken or under these rules.

20. Interpretation- If any question arises relating to the interpretation of these Rules, it shall be referred to the Government whose decision thereon, after consultation with the High Court shall be final.

APPENDIX-A

[See rule 6 (5)]

1. The District Recruitment Committee after obtaining the information about the number of vacancies in the posts of Junior Clerks, Copyists and Typists to be filled up on the result of the competitive examination held in each year and shall specify such number of vacancies in the advertisement inviting application for the examination. Such competitive examination shall ordinarily be held in the month of December.

1.A"The result of the competitive examination held in the month of December to be published by the end of March in the succeeding year after the practical test of viva-voce test referred to in the sub-rule(3) of rule 7 are conducted by respective District Recruitment Committees on the dates convenient to respective judgeships. After publication of the results, the District Recruitment Cell of each Districts shall sit to ascertain the vacancies that may arise during the current year, such vacancies, if there are any are to be advertised for the competitive Examinations referred to in rule-6 by 15th May of every year. The date of receipt of application may be 15th June of every year. The scrutiny of forms in respect and in

accordance with sub-rule (1) of rule 7 may be completed by 15th September of every year. By end of September every year, the District Judges may intimate the High Court regarding the number of vacancies in the respective judgeships, number of candidates to sit in the examinations after necessary scrutiny. The Court by the end of October, after consultations with the District Judges regarding convenience etc. may fix the date of the competitive Examinations to be held in the month of December.

Provided that if any exigency arises the dates may suitably be modified by the High Court," (as amended in 2010).

2. A candidate desirous of sitting for the examinations shall submit an application to the District Judge stating his/her name, address (both permanent and present address, if any), educational qualification and date of birth. The candidate shall also mention in the application if he/she belongs to any of the reserved category. No application shall be considered unless it is accompanied by a challan showing payment into Government Treasury a sum of Rs. 100/- (Rupees one hundred) representing fees for application and examination.

Provided that the candidate belonging to Scheduled Castes or Scheduled Tribes shall not be required to pay the fees for the recruitment examination.

NOTE-The amount of fees should be credited under the Head- "0070- Other Administrative services-01- Administration of Justice-501--- services and service fees---9904650- Law Department--- 9916730—Examination fees for Recruitment conducted by Orissa District and Subordinate Courts."

2. A. The application form for competitive examination of all the Ministerial Cadre in the District and Subordinate Courts services shall be in the format in Form appended to these rules."(as Amended in 2010)

3. The scheme of Examination for Junior Clerk and Copyists shall be as follows:-

(i) Written Test consisting of

(a) English	100 Marks
(b) Arithmetic	100 Marks
(c) General Knowledge	100 Marks

(ii) Computer Science Test (Practical) 100 Marks

(iii) Viva Voce Test 45 Marks

NOTE: - (A) Those candidates who have secured 35% of mark in each of the paper in written test shall be called for Computer Science Test (Practical) in the ratio provided sub rule-3 of rule 7:

Provided that the District Judge may resort to relaxation of marks by 5% when found that adequate numbers of candidates have not secured 35% or more marks in written test.

Explanations: The District Judge is to determine and interpret the words 'adequate numbers' in the aforesaid provisions with reference to ratio fixed in sub-rule (3) of rule 7

(b) The candidate shall answer the questions in English unless otherwise directed.

(c) The cut off marks for qualifying in the computer Science Test (practical) be 50% in case of General candidates and candidates belonging to the SEBC category and 40% in case of S.C and S.T candidates.

(2)Details of syllabus for each subject shall be as follows: ---

(i) English-	(a) An essay to be written in English	30 marks
	(b) A letter or application to be written in English	20 marks
	(c) One Oriya passage to be translated into English	15 marks
	(d) One English passage to be translated into Oriya	15 marks
	(e) Summary of one English passage	20 marks

Note- The standard required of a candidate shall be equal to that of +2 certificate examinations conducted by the Council of Higher Secondary Education, Orissa.

(ii) Arithmetic—Vulgar fractions and decimals, H.C.F. and L.C.M., simple and compound interest, simple and compound practice, percentages, Profits And Loss, Mixtures, Partnership, Average, Rates and Taxes, Insurance, Square and Cubic Measures, Problems on time and work and on time and distance.

Note- problems more easily solvable by algebraically methods need not be required to solve arithmetically

(iii) Computer science Test(Practical)- To test the proficiency of the candidate relating to matters like "test formatting of the paragraph, insertion of table, skill to print and save, file transfer, web site searching /browsing and downloading e-mail, use of pen-drive and other software etc. and programmes of accounting.

(iv) General Knowledge- Knowledge of current events and such other matters of every day observation and experience as may be expected from an educated person.

(v) Viva-Voce- To test and assess suitability of a candidate for the post with particular reference to the candidate's alertness, general outlook and potential qualities." (as amended in 2010)

4. (a) The candidates for the post of Stenographers Grade-III shall be examined in short hand and typewriting and those for the posts of Typists shall be examined in typewriting. A candidate for the post of Stenographers Grade-III shall possess a minimum speed of 80 words in short hand and 40 words in typewriting per minute and a candidate for the post of a Typist shall possess a minimum speed of 40 words in typewriting per minute.

(b) Practical knowledge in operating computer shall also be tested physically.

4. (1) The scheme of Examination for the post of Stenographer, Grade-III and Typists shall be as follows:-

Written consisting of

(i) English (Qualifying in nature)	100 marks
(ii) (a) short-hand & typing (For stenographers)	50 marks
(b) Type writing test (for typist)	50 marks
(iii) Computer science test (practical)	100 marks
(iv) Viva-voce Test	35 marks

Note—(a) The details of syllabus for written test in English is the same as provided in paragraph 3(2) of appendix-"A"

(b) The standard shall be equal to that of +2 Certificate examinations conducted by the Council of Higher Secondary Education, Orissa.

(c) Other conditions as applicable to the written test for Junior Clerks and Copyists shall also apply.

(d) Syllabus for Computer Science test (practical) and viva-voce test is the same as provided in the paragraph 3 (2) of appendix-A

(e) The provisions of sub rule 3 of Rule 7 shall apply in drawing the merit list after written test in English and in calling for the candidates for shorthanded and typewriting test in case of Stenographers Grade-III and typewriting test in case of Typists. The candidates selected in the aforesaid test as applicable to Stenographer Grade-III and Typist shall be called for computer science test (practical) and the candidates selected in computer science test((practical)shall be called for viva-voce test.

(f) As written test in English is qualifying in nature, the select list shall be drawn in accordance with sub-rule 4 and 5 of rule 7 on the basis of aggregate of marks obtained in short-hand and typewriting test (in case of stenographers), Typewriting test (in case of Typist), computer science Test (practical) and viva- voce.

4.(A) (1) A candidate for the posts of Stenographer Grade-III shall possess minimum sped of 80 words in short-hand and 40 words in typewriting per minute. Such minimum qualification for a candidate for the post of Typist shall be 40 words per minute in typewriting.

A candidate for the post of Stenographer Grade-III shall be dictated a passage of 400 words in English language in 5 minutes which he shall take in short-hand on short-hand note sheet supplied by the examiner. He shall reproduce such short- hand text of 400 words in type script in 10 minutes.

(2) A candidate for the post of Typist shall be given a written passage containing 400 words in English language, which he shall reproduce in type script in 10 minutes".(as amended in 2010)

5. The District Judge shall prepare a list of successful candidates in order of merit and communicate the results of the examinations and appoint candidates in the vacancies that have occurred or may occur during the period of one year from the date of first appointment from such list. The decision of the District Judge as to the result of the examination shall be final in no case shall be liable to be challenged.

APPENDIX-B

[See Rule 11(a)]

Syllabus for the Departmental Examination

1. All Junior Clerks, Typists and Copyists shall have to pass the Departmental examination consisting of the following subjects, and for the said examination there shall be one paper for each subject, namely:-

(i) High Court's General Rules and Circular orders (Civil) and the code of civil procedure- Order I, III, IV, V, VII, VIII, IX, XIII, XVI, XX, XXI, XXII, XXVI, XXXII, XXXIII and XXXIV in the first schedule.

(ii) High Court's General Rules and Circular Orders (criminal) and the code of criminal procedure, 1973- [Chapters II, III, VI, (excluding sections 93 to 103), VIII (excluding section 107) IX, XV, XVI, XVIII, XIX, XX, XXI, XXII, XXIX, XXX, XXXII and XXXVI].

(iii) The court-fees Act, 1870.

(iv) Indian stamp Act, 1899 (sections 10 to 16, 33 to 42 and schedule I only)

2. The Departmental examination shall be held once every year by the District judge or such other officer as he may direct and the examination shall be with books.

3. The examination will test in particular whether a Junior Clerk, Typist and Copyist has acquired a fair knowledge of the High court's Circular order, The Civil and Criminal Procedure Code, Stamp Act and The Court Fees Act so as to enable him to discharge the day to day business of the court.

4. The minimum pass marks in each of the subjects specified in Para 1 above shall be 50 per cent.

RECRUITMENT & ASSESSMENT CENTRE (RAC)

Lucknow Road, Timarpur, Delhi – 110054



ISO 9001 Certified
Advt. No. 140

DIRECT RECRUITMENT FOR THE POSTS OF SCIENTIST 'B' IN DRDO (630 VACANCIES)

Scientist 'B' in DRDO 579 vacancies (Including 51 Backlog vacancies for OBC/SC/ST)	Scientist 'B' in DST 8 vacancies	Scientist/Engineer 'B' in ADA 43 vacancies
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Online Application is mandatory (Closing date: 21 days from activation of link)

RAC invites online applications from graduate engineers and post graduates in Science including students who are appearing or have appeared in their final year examination and are likely to get final/provisional degree before the closing date through RAC website <https://rac.gov.in> for recruitment to the posts of Scientist 'B' in Defence Research & Development Organization (DRDO), Department of Science and Technology (DST) and Aeronautical Development Agency (ADA) in Level-10 (7th CPC) of the Pay Matrix (Rs.56,100/-) in specified disciplines and categories. Total emoluments (inclusive of HRA and all other allowances) at the time of joining will be approximately Rs. 88,000/- p.m. at the present metro city rate.

DRDO, India's premier Defence R&D organization employs bright, qualified and competent scientists in Group 'A' (Gazetted) technical service known as Defence Research & Development Service (DRDS) and offers exciting and challenging career opportunities in a broad spectrum of technologies at its laboratories/establishments (more than 50) located across the country. For further information about DRDO, please visit DRDO website <https://drdo.gov.in>

ADA, Bengaluru, is an autonomous body under Ministry of Defence, Government of India entrusted with the design & development of the Light Combat Aircrafts for Defence Services. ADA provides challenging career opportunities and excellent working environment. The candidates selected against ADA vacancies will be designated as Scientist/Engineer 'B' and will not be part of DRDS. For further information about ADA, please visit ADA website <https://ada.gov.in>

DST, Govt of India, is primarily entrusted with the responsibility of the formulation of S&T policies and their implementation; identification of thrust areas of research in different sectors of S&T; technology information, forecasting and assessment; international collaboration; organizing, coordinating and promoting S&T activities in the country. For further information about DST, please visit DST website www.dst.gov.in

Table 1 given below shows discipline-wise details of vacancies and is divided into 2 parts – Part 1 (3 disciplines), Part-II (14 disciplines).

Table1 (Part-I): The recruitment in the disciplines mentioned below will be based on valid GATE score, a Written Examination and Personal Interview.

Item No.	Subject/ Discipline	Organi- zation	No. of Vacancies						Details of corresponding Essential Qualification (EQ) & Graduate Aptitude Test in Engineering (GATE)	Equivalent acceptable subjects of Essential Qualification Degree
			UR	EWS	OBC	SC	ST	Total		
1	Electronics & Comm. Engg	DRDO	54	13	37 + 4@	20 + 2@	11 + 2@	135 + 8@	Essential Qualification (EQ)#: At least First Class Bachelor's Degree in Engineering or Technology in Electronics & Communication Engg from a recognized university or equivalent. Applicants must also fulfil ONE of the following additional requirements: 1. GATE Qualification: Valid GATE score in Electronics & Communication Engg [Paper code: EC] 2. Minimum 80% aggregate marks in EQ degree, if done from an Indian Institute of Technology (IIT) or National Institute of Technology (NIT).	1. Electronics & Communication Engg 2. Electronics Engg 3. Electronics & Computer Engg 4. Electronics & Control Engg. 5. Electronics & Communication System Engg 6. Electronics & Instrumentation Engg 7. Electronics & Tele- Communication Engg 8. Electronics & Telematics Engg 9. Industrial Electronics Engg 10. Tele Communication Engg 11. Telecommunication & Information Tech 12. Applied Electronics & Instrumentation Engg 13. Electronics & Electrical Communication Engg 14. Electrical with Communication Engg 15. Radio Physics & Electronics 16. Electrical Engg 17. Electrical & Electronics Engg 18. Electronics & Communication Engg (Avionics)
		ADA	6	1	3	1	1	12		
		DST	-	-	-	2	-	2		
2	Mechanical Engg	DRDO	52	14	35 + 4@	21 + 7@	10 + 1@	132+ 12@	Essential Qualification (EQ)#: At least First Class Bachelor's Degree in Engineering or Technology in Mechanical Engg from a recognized university or equivalent. Applicants must also fulfil ONE of the following additional requirements: 1. GATE Qualification: Valid GATE score in Mechanical Engineering [Paper code: ME] 2. Minimum 80% aggregate marks in EQ degree, if done from an IIT or NIT.	1. Mechanical Engg 2. Mechanical & Automation Engg 3. Mechanical & Production Engg
		ADA	8	1	5	2	1	17		
		DST	-	-	-	-	1	1		
3	Computer Science & Engg*	DRDO	45	10	28 + 4@	14 + 4@	7 + 2@	104 + 10@	Essential Qualification (EQ)#: At least First Class Bachelor's Degree in Engineering or Technology in Computer Science & Engg from a recognized university or equivalent. Applicants must also fulfil ONE of the following additional requirements: 1. GATE Qualification: Valid GATE score in Computer Science & Information Technology [Paper code: CS] 2. Minimum 80% aggregate marks in EQ degree, if done from an IIT or NIT.	1. Computer Science/ Engg/ Technology 2. Computer Science and Engg./Technology 3. Computer Science/Engg & Info Tech 4. Computer Science & System Engg 5. Software Engg/ Technology 6. Computer Science & Automation Engg/ Tech 7. Information Technology 8. Computer Science/Technology & Informatics Engg/Tech 9. Information Science & Engg/Technology 10. Computer & Communication Engg 11. Computer Networking
		ADA	2	-	1	1	-	4		
		DST	2	-	-	-	-	2		

Table 1 (Part-II) : The recruitment in the disciplines mentioned below will be based on valid GATE score and Personal Interview.

Item No.	Subject/ Discipline	Organi- zation	No. of Vacancies						Details of corresponding Essential Qualification (EQ) & Graduate Aptitude Test in Engineering (GATE)	Equivalent acceptable subjects of Essential Qualification Degree
			UR	EWS	OBC	SC	ST	Total		
4	Electrical Engg	DRDO	9	3	7+ 1@	4 + 2@	2 + 2@	25 + 5@	Essential Qualification(EQ)#: At least First Class Bachelor’s Degree in Engineering or Technology in Electrical Engg from a recognized university or equivalent. GATE Qualification: Valid GATE score in Electrical Engg [Paper code: EE]	1. Electrical Engg 2. Electrical Power System Engg 3. Electrical & Electronics Engg 4. Electrical & Renewable Energy Engg 5. Power Engg 6. Power Electronics Engg 7. Electronics & Electrical Communications Engg 8. Electrical with Communication Engg
		ADA	1	-	-	1	-	2		
		DST	-	-	-	-	1	1		
5	Material Science & Engg/ Metallurgical Engg*	DRDO	9	-	4	1 + 1@	1	15 + 1@	Essential Qualification#: At least Firs Class Bachelor’s degree in Engineering or Technology in Metallurgy from a recognized university or equivalent. GATE Qualification: Valid GATE score in Metallurgical Engineering [Paper code : MT]	1. Metallurgy & Material Tech 2. Metallurgy/Metallurgical Engg 3. Materials Engg 4. Material Science & Engg 5. Material Science & Metallurgical Engg
6	Physics*	DRDO	10	3	6 + 1@	5	2@	24 + 3@	Essential Qualification#: At least First Class Master’s Degree in Physics from a recognised university or equivalent. GATE Qualification : Valid GATE score in Physics [Paper code : PH]	1. Physics 2. Physics (Electronics) 3. Applied Physics 4. Solid State Physics 5. Computational Physics 6. Engineering Physics 7. Physics & Electronics
7	Chemistry*	DRDO	9	3	6	4	3	25	Essential Qualification#: At least First Class Master’s Degree in Chemistry from a recognised university or equivalent. GATE Qualification: Valid GATE score in Chemistry [Paper code : CY]	1. Chemistry 2. Organic Chemistry 3. Inorganic Chemistry 4. Analytical Chemistry 5. Physical Chemistry 6. Applied Chemistry
8	Chemical Engg	DRDO	5	2	5 + 3@	2 + 1@	2	16 + 4@	Essential Qualification#: At least First Class Bachelor’s Degree in Engineering or Technology in Chemical Engg from a recognized university or equivalent. GATE Qualification: Valid GATE score in Chemical Engineering [Paper code: CH]	1. Chemical Engg 2. Chemical Technology 3. Chemical Plant Engg 4. Applied Chemical & Polymer Technology 5. Polymer Science & Chemical Technology 6. Chemical Science & Technology
		DST	-	-	1	-	-	1		
9	Aeronautical Engg	DRDO	9	2	6	3 + 1@	2	22 + 1@	Essential Qualification#: At least First Class Bachelor’s Degree in Engineering or Technology in Aeronautical Engg from a recognized university or equivalent. GATE Qualification : Valid GATE score in Aerospace Engineering [Paper code : AE]	1. Aeronautical Engg 2. Aerospace Engg 3. Aerospace Engg (Avionics)
		ADA	2	1	2	1	1	7		
10	Mathematics*	DRDO	3	1	2	1	-	7	Essential Qualification#: At least First Class Master’s Degree in Mathematics from a recognised university or equivalent. GATE Qualification : Valid GATE score in Mathematics [Paper code : MA]	1. Mathematics 2. Applied Mathematics 3. Mathematics & Computing
11	Civil Engg*	DRDO	2	1	2 + 2@	1 + 1@	1@	6 + 4@	Essential Qualification#: At least First Class Bachelor’s Degree in Engineering or Technology in Civil Engg from a recognized university or equivalent. GATE Qualification : Valid GATE score in Civil Engineering [Paper code : CE]	1. Civil Engg 2. Civil & Structural Engg 3. Civil & Environmental Engg 4. Civil & Rural Engg 5. Civil & Water Management Engg 6. Civil & Infrastructure Engg 7. Construction Engg & Management
12	Instrument- ation Engg*	DRDO	-	-	1@	-	-	1@	Essential Qualification#: At least First Class Bachelor’s Degree in Engineering or Technology in Instrumentation Engg from a recognized university or equivalent. GATE Qualification : Valid GATE score in Instrumentation Engineering [Paper code : IN]	1. Instrumentation Engg 2. Instrumentation & Control Engg 3. Electronics & Instrumentation Engg 4. Electronic Instrumentation & Control Engg 5. Applied Electronics and Instrumentation Engg 6. Electrical and Instrumentation Engg 7. Electrical Instrumentation & Control Engg 8. Power Electronics & Instrumentation Engg 9. Electronics Communication & Instrumentation Engg
		ADA	-	1	-	-	-	1		
13	Material Science*	DRDO	3	1	2 + 1@	2	1	9 + 1@	Essential Qualification#: At least First Class Master’s Degree in Material Science from a recognised university or equivalent. GATE Qualification : Valid GATE score in Engineering Sciences [Paper code : XE]	1. Material Science 2. Material Science & Nano Technology 3. Nano Science 4. Nano Science & Tech 5. Physics (Material Science) 6. Nanotechnology 7. Material Engg and Nanotechnology 8. Physics with specialization in Material Science

Item No.	Subject/ Discipline	Organi- zation	No. of Vacancies						Details of corresponding Essential Qualification (EQ) & Graduate Aptitude Test in Engineering (GATE)	Equivalent acceptable subjects of Essential Qualification Degree
			UR	EWS	OBC	SC	ST	Total		
14	Naval Architecture*	DRDO	2	-	-	1	-	3	Essential Qualification#: At least First Class Bachelor’s Degree in Engineering or Technology in Naval Architecture from a recognized university or equivalent. GATE Qualification : Valid GATE score in Naval Architecture & Marine Engg [Paper code: NM]	1. Naval Engg 2. Naval Architecture & Ocean Engg 3. Naval Architecture & Offshore Engg 4. Naval Architecture & Marine Engg 5. Naval Architecture and shipbuilding 6. Marine Engineering 7. Oceanography Engg
15	Environmental Science & Engineering	DST	1	-	-	-	-	1	Essential Qualification#: At least First Class Bachelor’s Degree in Engineering or Technology in Environmental Science & Engineering from a recognized university or equivalent. GATE Qualification : Valid GATE score in Environmental Science & Engg [Paper code : ES]	1. Energy and Environmental Engineering 2. Environmental Engineering 3. Civil and Environmental Engineering 4. Civil Environmental Engineering 5. Energy Environment and Climate 6. Environmental Science and Technology 7. Renewable Energy and Environmental Engineering 8. Environmental and water resources Engineering
16	Atmospheric Science*	DRDO	-	-	-	-	1@	1@	Essential Qualification#: At least First Class Master’s Degree in Atmospheric Science from a recognised university or equivalent. GATE Qualification : Valid GATE score in Engineering Sciences [Paper code : XE]	1. Atmospheric Science 2. Meteorology 3. Climate Science and Policy 4. Atmosphere and Ocean Science 5. Climatology
17	Microbiology*	DRDO	1	-	1	-	1	3	Essential Qualification#: At least First Class Master’s Degree in Microbiology from a recognised university or equivalent. GATE Qualification : Valid GATE score in Life Sciences [Paper code: XL]	1. Microbiology
18	Biochemistry*	DRDO	1	-	1	-	-	2	Essential Qualification#: At least First Class Master’s Degree in Biochemistry from a recognised university or equivalent. GATE Qualification : Valid GATE score in Life Sciences [Paper code: XL]	1. Biochemistry
TOTAL		DRDO	214	53	142 + 21@	79 + 19@	40 + 11@	528 + 51@		
		ADA	19	4	11	6	3	43		
		DST	3	-	1	2	2	8		

- #: a) Candidates who do not have First Class/Division in EQ degree can apply against the vacancies of DST only.
- b) Candidates having their EQ degree from foreign universities should obtain equivalence certificate from ‘Association of Indian Universities, Delhi’ and submit the same on or before the closing date of receipt of applications.
- c) In case a particular institute does not have any criteria for First Class or equivalent, 60% marks will be taken as equivalent to First Class for that institute. In such cases where conversion formula is not available, CGPA/CPI of 6.75 (for a 10 point scale) will be taken as equivalent to 60% as per AICTE guidelines. For scale other than 10 point scale the first class CGPA/CPI (6.75) will be converted proportionately.
- @ : 51 out of the total vacancies of DRDO are Backlog vacancies of OBC (21 vacancies), SC (19 vacancies), ST (11 vacancies).
- *: a) Thirteen out of the 579 vacancies of DRDO are reserved for Persons with Disabilities (PwD) in the following categories:
 - Four (2 backlog+ 2 fresh) vacancies for PwD-Hearing Handicapped (HH) category, in the * marked disciplines.
 - Three (1 backlog + 2 fresh) vacancies for PwD-Locomotor Disability (LD) category including Leprosy cured (OL, OA), Acid Attack Victims (AAV), Dwarfism (Dw), in the * marked disciplines.
 - Six vacancies for PwD-AAV/Dw, in rest of the disciplines.
- b) Shortlisting of candidates for the vacancies for PwD(HH), PwD(LD), PwD (AAV/Dw) categories – whether in Part-I or Part-II of Table 1 – will only be done through GATE score and not through the Written Examination. This means that PWD engineering graduates from IITs/NITs having 80% or more and not having a valid GATE score will not be eligible for selection against PWD vacancies. However, if a PwD candidate wants to compete against UR or her/his own category in permitted disciplines of Table 1(Part 1), then such a candidate would also have to take the Written Examination, if shortlisted (Refer Para 5 below).

1. ELIGIBILITY FOR RECRUITMENT TO POSTS

1.1. ACADEMIC REQUIREMENTS

1.2.AGE LIMIT FOR CANDIDATES (as on closing date of advertisement)

For Subjects/Disciplines in each part of Table 1	
Part-I	Part-II
Category I: Candidates should possess the requisite Essential Qualification (EQ) along with a valid GATE Qualification. OR Category II: Candidates should possess the requisite Essential Qualification (EQ) from IITs/NITs with minimum aggregate 80% marks	Candidates should possess the requisite Essential Qualification (EQ) along with a valid GATE Qualification.
Note: Refer Table 1 for discipline-specific requirements of EQ, GATE	

Category	Age not exceeding		
	DRDO	DST	ADA
i) Un Reserved (UR) /EWS	28 years	35 years	30 years
ii) OBC (Non-creamy layer)	31 years	38 years	33 years
iii) SC/ST	33 years	40 years	35 years

- iv) **Relaxation in upper age limit (As per Govt rules) :**
- (a) Upto 10 years for PwD category candidates.
- (b) The upper age limit is relaxable up to 5 years for serving Central Civilian Govt. employees working in posts which are in the same line or allied cadres only if a relationship could be established that the service already rendered in a particular post will be useful for the efficient discharge of the duties of the advertised posts.
- (c) The upper age limit is relaxable for Ex-servicemen including Ex SSCOs/ECOs as per rules in vogue.

1.3.NATIONALITY

Only Indian nationals need apply.

2. HOW TO APPLY

- i) Candidates are required to register online at the RAC website (<https://rac.gov.in>).
- ii) On successful registration, the candidates may login before the closing date of the advertisement to fill the application form online. The candidates are required to upload the requisite certificates (See Para 3 for details), the details of the application fee payment (if not exempted) and lock the application before submission of the same.
- iii) All serving candidates (whether in permanent or temporary capacity) working in Government or in Government owned organizations (PSU/Joint venture, Government promoted societies and Government/Non-Government companies/Agencies/Entities where Government or Government promoted companies/Agencies/Entities have a combined controlling stake of 50% or more) **need to upload a signed declaration** as per format given on the web site that they have informed in writing to their Cadre Controlling Authority (CCA) that they have applied for the post in RAC, DRDO and in case of any objection, the employer may communicate with RAC (at email: directrec.rac@gov.in) directly within 15 days of the closing date of online registration. The candidates will be required to produce a copy of proof of their communication with their employer (intimation/acknowledgement) regarding their application for the post at the time of interview. **Candidates should note that in case a communication is received from their employer by RAC withholding permission to the candidates applying for the posts, their candidature will be liable for cancellation.**
- iv) Candidates are advised to retain a copy of the online recruitment application (pdf format) after locking the online application form.
- v) **Only locked/finalised applications in all respects shall be considered.**
- vi) **Points to be considered while filling Application form**
 - a) The GATE paper and the subject of qualifying degree of the candidates must be as per the discipline-wise table provided (Table 1).
 - b) Candidates are advised to be careful while filling their GATE score, as the short listing will be based on the score filled in the application form.
 - c) The scrutiny of application will only be done for those candidates who are above the cut off of GATE score, as per the norms of shortlisting specified in the advertisement. A wrongly filled GATE score may automatically result in candidate not getting shortlisted for scrutiny purposes also.
 - d) RAC may be verifying the GATE score of the applicants, and if the verification requires any additional information at a later stage (apart from the information sought on the application form), the same will be asked from the candidate. Failing to furnish the required information when asked will make their candidature liable for cancellation.
 - e) On verification, if it is found that the candidate's GATE score (as filled by him/her) is false, then RAC reserves the right to initiate appropriate proceedings (including criminal proceeding) against the candidate.

3. DOCUMENTS TO BE UPLOADED ONLINE

- i) Self attested certificates/testimonials regarding Date of Birth (Matriculation /High School Certificate or Birth Certificate issued by appropriate local authority), Essential Qualification degree along with mark-sheets (both front and reverse side), Conversion Formula (CGPA/CPI to Percentage), Caste, EWS status, Ex-serviceman, Disability, Employment in Central Govt civilian posts, etc. The maximum file size of each attachment should not exceed 500KB and it must be legible when a printout is taken.
- ii) Candidates are required to submit the relevant affidavit if there is any mismatch in the name of self or parents as mentioned in the application form with any of the certificates/documents being uploaded.
- iii) A recent passport size colour photograph (size not exceeding 30KB; resolution of 110 x 140 pixels).
- iv) Scanned sample of candidate's signature.
- v) Valid GATE score card (**Applicable only for Category I candidates in Part-I disciplines, and for all candidates in Part-II disciplines.**)
- vi) The candidates, whether in Govt Service or in Govt owned organisations, should upload a signed declaration (as per the proforma available at RAC website) that they have informed their Cadre Controlling Authority (CCA) in writing that they have applied for the post of Scientist 'B' in DRDO.

4. APPLICATION FEE & MODE OF PAYMENT

General (UR), EWS and OBC male candidates are required to pay a non-refundable non-transferable application fee of Rs100/- (Rs. One Hundred only) payable online only. **There is no application fee for SC/ST/PwD and women candidates.**

5. SCREENING / SHORTLISTING

- i) **For Subjects/Disciplines under Part-I :**
 - (a) **Category I:** Eligible candidates will be shortlisted for a Written Examination on the basis of GATE score in the ratio of 1:25 subject to their availability in order of discipline-wise category-wise merit list.
Category II: All eligible IIT and NIT graduate engineers with minimum 80% aggregate marks in the EQ degree will be called for a Written Examination.

- (b) Candidates who appear for the Written Examination will be further shortlisted for Personal Interview in the ratio of 1:5 in order of merit list prepared on the basis of the Written Examination only.

- ii) **For Subjects/Disciplines under Part-II :**

Eligible candidates will be shortlisted for Personal interview on the basis of GATE score in the ratio of 1:5 subject to their availability in order of discipline-wise category-wise merit list.

- iii) Eligible PwD(HH), PwD(LD), PwD(AAV) and PwD(Dw) candidates will be shortlisted for Personal Interview on the basis of GATE scores only, for the thirteen vacancies reserved for them in the applicable disciplines under Part-I and Part-II.
- iv) Information regarding the shortlisted candidates will be made available at RAC website.

6. DETAILS OF WRITTEN EXAMINATION (Only for Part-I disciplines)

- i) Tentatively, the Written Examination will consist of two papers of 300 marks each, to be conducted in two sessions of duration of three hours each. The syllabus of the examination (downloadable from RAC website) is similar to Engineering Services examination (Main) in the relevant discipline conducted by the Union Public Service Commission (UPSC). The examination will be administered in a paper-based format.
- ii) Tentatively, the Written Examination will be conducted at DRDO centres in seven cities (Bengaluru, Chennai, Delhi, Hyderabad, Kanpur, Kolkata, and Pune) as well as at other common centres, if the need arises. Candidates are required to indicate their first and second preference of examination centre in the online application from among the listed centres. However, RAC reserves the right to allot any centre as per its administrative convenience.
- iii) The Written Examination is likely to be held on 16th October, 2022.

7. SELECTION PROCESS

- i) The shortlisted candidates on the basis of the GATE scores and/or Written Examination will be required to appear in the Personal Interview to be held at Delhi or any other place as decided by RAC/ DRDO.
- ii) The offer of appointment to the selected candidates will be restricted to the number of vacancies in order of merit. The appointment, however, will be subject to satisfying conditions like qualifying the Medical Examination prescribed for Group 'A' Technical posts of Govt. of India with Field Service liability and verification of character antecedents besides verification of SC/ST/OBC/EWS/PwD(HH)/PwD(LD)/PwD(AAV)/PwD(Dw) certificate etc, wherever applicable.
- iii) Final result (customised for individual candidate) will be made available at RAC website (<https://rac.gov.in>).

8. SELECTION CRITERIA

- i) **For Subjects/Disciplines under Part-I :**

The final selection of the candidates will be purely on the basis of discipline wise category wise merit of aggregate of 80% weightage of marks in the Written Examination and 20% weightage of marks in Personal Interview.
- ii) **For Subjects/Disciplines under Part-II:**

The final selection of the candidates will be purely on the basis of discipline wise category wise merit of aggregate of 80% weightage of GATE score and 20% weightage of marks in Personal Interview.
- iii) The final selection of PwD(HH), PwD(LD), PwD(AAV/Dw) candidates against the vacancies reserved for them in the applicable disciplines will be purely on the basis of combined merit of aggregate of 80% weightage of GATE score and 20% weightage of marks in Personal Interview.
- iv) Only those candidates securing minimum qualifying marks of 70% (for UR category) and 60% (for EWS/OBC/SC/ST/PwD category) in the Personal Interview will be considered for preparation of final merit list. Candidates who do not qualify the interview will not be considered for final selection irrespective of their Written Examination score (for Part-I disciplines) / GATE score (for Part-II disciplines).
- v) The selection against the UR vacancies will be done first based on the combined merit list of all candidates. The filling up of backlog vacancies in OBC/SC/ST category will be taken up after exhausting the UR vacancies.
- vi) In the merit list for final selection, candidates will be considered for selection against the vacancies in the organizations (DRDO/DST/ADA) they opted for, in order of their preference. They will be accommodated against the vacancies of that organization where their selection is definite and will not be kept in any waitlist of their higher preferences.
- vii) In addition to the above, any other selection tool/test may be administered, at the sole discretion of RAC.

9. LIABILITY TO SERVE

As per the Central Government Rules, selected candidates will have the liability to serve anywhere in India including remote/ field area locations.

10. CLOSING DATE

Online submission closes after 21 days from activation of Link.

11. GENERAL INSTRUCTIONS

- i) Online application submission link is available at RAC website (<https://rac.gov.in>)
- ii) Those applications which are not locked/finalised by the candidates in accordance with the instructions will be automatically rejected by the computer system and no correspondence will be entertained in this regard. **Therefore candidates are advised to submit/finalise the application carefully and enclose all necessary documents as applicable.**
- iii) The applicants should ensure their eligibility in respect of age, essential qualification etc.
- iv) No request with respect to the change in any data submitted by the candidates will be entertained once the closing date of online submission is over.
- v) The OBC (Non-creamy Layer) candidates are required to submit requisite certificate in prescribed format of Government of India, from a competent authority. The certificate must have been issued on or after 01 Apr 2022 and must be valid through the Financial Year 2022-23.
- vi) The EWS candidates are required to submit requisite certificate (Income & Assets) in prescribed format of Government of India, from a competent authority. The certificate must have been issued on or after 01 Apr 2022 and must be valid through the Financial Year 2022-23.
- vii) Applicants are advised not to change their registered mobile number as vital information regarding their shortlisting/selection status will be intimated through SMS.
- viii) **Shortlisted candidates shall be able to download their admit card for the Written Examination (Only for Part-I disciplines) /call letter for interview respectively along with its venue, date & time** after successful registration through RAC website. Intimation in this regard shall be sent as SMS on the registered mobile number of the candidate. **Candidates may please note that the admit card for the Written Examination/call letter for interview will not be sent by post/courier.**
- ix) Detailed guidelines for submission of online application are available on RAC website (<https://rac.gov.in>).
- x) Candidates are advised to keep visiting RAC website (<https://rac.gov.in>) for updates issued from time to time.
- xi) The number of vacancies may vary.
- xii) Translation ambiguity, if any, can be resolved to the English version of the advertisement published in the Employment News.
- xiii) Dispute, if any, will be subject to the courts/tribunals having jurisdiction over Delhi only.

12. CAUTION

Misrepresentation or falsification of facts detected at any stage of the selection process or instances of misconduct/misbehaviour at any stage during selection process shall result in cancellation of candidature and debarment from future DRDO recruitment. No correspondence in this regard shall be entertained. Please note that RAC does not request for any payment at any stage of recruitment process except the application fee as mentioned at Para 4, as applicable. Candidates may note that no such demand, if any, should be entertained and the matter may be brought to the notice of the Chairman, RAC by e-mail, chairman.rac@gov.in or by post to The Chairman, RAC, DRDO, Lucknow Road, Timarpur, Delhi-110054. The identity of the candidate will be kept confidential.

13. IMPORTANT CONTACT DETAILS

For all queries related to applying online for this advertisement, please contact phone no. 011-23889528 or email at pro.recruitment@gov.in or directrec.rac@gov.in

फैक्स/ Fax: 0674-2301651

टेलीफोन/ Tel: (0674) 2300060 (निदेशक/ Director)

EPABX: 230010/ 2300016/ 2300481

ई मेल/ E-mail: director.iiwm@icar.gov.in

वेब/ Web: www.iiwm.res.in



भाकृअनुप - भारतीय जल प्रबंधन संस्थान
ICAR-Indian Institute of Water Management
(भारतीय कृषि अनुसंधान परिषद/ Indian Council of Agricultural Research)
रेल विहार के सामने, चंद्रशेखरपुर, भुवनेश्वर-751023, ओडिशा
Opp. Rail Vihar, Chandrashekharpur, Bhubaneswar-751023, Odisha



Advt. No. ICAR-IIWM/02/2022

Dated: 21.07.2022

ADVERTISEMENT

Walk-in-interview will be held for selection of project staff under REWARD Project on contractual basis and co-terminus with the project as per ICAR project guidelines on the date and time given below:

Sl. No.	Position details	No. of Positions	Remuneration	Place of posting
01	Research Associate (RA)	01 (One)	Rs. 54,000/- per month + HRA for Doctoral Degree holder; Rs. 49,000/- per month + HRA for Master Degree holder	ICAR-IIWM, Bhubaneswar/ Project site
02	Senior Research Fellow (SRF)	02 (Two)	Rs. 31,000/- per month + HRA for 1 st and 2 nd year and Rs. 35,000/- per month + HRA for 3 rd year onwards	ICAR-IIWM, Bhubaneswar/ Project site
03	Young Professional-II (YP-II) or Project Assistant	03 (Three)	Rs. 35,000/- per month	2 at Project Management Cell and 1 at Field camp
04	Young Professional-I (YP-I)	01 (One)	Rs. 25,000/- per month	ICAR-IIWM, Bhubaneswar/ Project site
05	Field Assistant or Lab Assistant / Admin. Staff	03 (Three)	Rs. 15,000/- per month	2 at Project Management Cell and 1 at Field camp

Qualifications:

- RA: PhD (Ag. Engineering, Civil Engineering, Computer Science, IT, Electronics, RS & GIS) or M. Tech with 3 years exp + 1 res. Paper (Soil & Water conservation Engineering/ Land and water management Engineering/ Water resource management/ Irrigation & drainage Engineering/ Water resources Engineering, or, M.Sc. Agriculture with specialization of Agronomy/ Soil Science/equivalent) as per ICAR guidelines.
- SRF: M. Tech/ M.E. (Soil & Water conservation Engineering/ Land and water management Engineering/ Water resource management/ Irrigation & drainage Eng./ Water resources Engineering, Remote sensing & GIS or, M.Sc. Agriculture with specialization of Agronomy/ Soil Science/NRM/equivalent) as per ICAR guidelines.
NET is essential for candidates with 3 years of Bachelor's degree. For candidates with 4 or 5 years of Bachelor's degree or candidate with PhD degree in above mentioned subjects, NET is not mandatory.
- YP-II: M. Tech/ M.E. (Soil & Water conservation Engineering/ Land and water management Engineering/ Water resource management/ Irrigation & drainage Engineering / Water resources Engineering, or, M.Sc. Agriculture with specialization of Agronomy/ Soil Science/equivalent or, M.Sc. in Biotechnology, Natural resource management, Environmental Sciences, Geology/Post graduate in Ag. Engineering, Civil Engineering, Computer Science, IT, Electronics, RS & GIS, Geoinformatics or equivalent as per ICAR guidelines.
- YP-I: B. Tech. in Agricultural Engineering/ Civil Engineering/ Computer Sc./Electronics or, B. Sc. (Ag.) or Diploma in Engineering/Agriculture equivalent as per ICAR guideline.
- Field Assistant: Any Science Graduate/Diploma in Engineering having good knowledge in MS Office.
- Lab Asst: Any Science Graduate having good knowledge in MS Office.
- Admin. Staff: Any Graduate having administrative experience in any organization with good academic background.

Date of Walk-in-Interview: (i) 08.08.2022 for Sl. No. 1, 2, 3
(ii) 12.08.2022 for Sl. No. 4, 5

Maximum age limit: (i) 40 years for men & 45 years for women for Sl. No. 1; 35 years for men & 40 years for women for Sl. No. 2, 3, 4 & 5 as on date of interview. Relaxation for SC/ST & OBC candidates as per rule.

Duration: Up to 31.03.2023 or completion of the project whichever is earlier. The project is likely to continue further upto 2025-26.

The services of the appointed candidate will stand terminated automatically after expiry of the project/scheme or completion of period indicated in the selection offer, whichever is earlier. The candidate will not have any right for absorption in IIWM/ICAR.

The interested candidates are instructed to bring their curriculum vitae with one photograph and self attested photocopy of certificates on the date of Walk-in-interview along with original certificates in support of qualification, age & experience for verification. The candidates are required to report for verification of the certificates etc. between **10.00 AM to 11.00 AM** on the date of Interview. No TA/DA will be paid for attending the interview. **No candidate will be entertained for interview who will report after 11.00 AM.** The Director, ICAR-IIWM, Bhubaneswar reserves the right to cancel/ reject the interview/ engagement without assigning any reason thereof. Please keep watching our website-www.iiwm.res.in regularly for any further updates / corrigendum / Notification in this regard.

Administrative Officer (I/c)



ICAR- NATIONAL RICE RESEARCH INSTITUTE

CUTTACK-753 006, (ODISHA), INDIA
PHONE: 0671-2367768-783, FAX: 0671-2367663

**Advertisement No. 13/SRF/2022-23**

The ICAR-NRRI, Cuttack invites **online applications** only for Indian Citizens for the following posts. Eligible & interested candidates are requested to fill **Google Form (link to fill up Google form is available in our website) application and also send your biodata and certificates through email to krishnenducrri@gmail.com on or before 2nd August 2022 by 17.00 hrs strictly in our prescribed biodata pdf format which is also available** in our website. After screening, **only shortlisted** candidates will be informed for further details regarding interview by mail or over phone for attending **online interview**. Candidate are suggested to fill up both Google Form and prescribed biodata from. The other details are given below:

Name of the Project	:	Project "CRP in Biofortification in selected crops" (EAP-197)
Name of the Position	:	Senior Research Fellow (SRF)
Number of Position	:	Two (02)
Rate of remuneration	:	Rs. 31,000/- p.m. + HRA as per rule
Essential Qualification	:	M.Sc. (Ag.) with specialization in Plant Biotechnology/ Plant Biochemistry / Plant Breeding / Genetics / Plant Physiology with 4/5 years of Bachelor's Degree OR Master Degree in Basic Science (Botany / Life Science / Plant Physiology / Molecular Biology / Biotechnology / Biochemistry / Genetics) with NET qualification & two years of research experience in agricultural field OR Ph.D. in Botany / Plant Physiology / Molecular Biology / Biotechnology / Biochemistry / Genetics / Plant Breeding / Life Science
Age as on date of interview	:	Max. 35 yrs. for men and 40 yrs. for women
Date of Interview	:	6th August 2022 at 3 PM
Duration of the project	:	Up to 31.03.2023 or till completion of the project whichever is earlier
Place of posting	:	ICAR-NRRI, Cuttack

Terms & Conditions:-

1. The above position is purely temporary and is co-terminus with the scheme/project. The service of appointed candidate will stand terminated automatically after expiry of the scheme/project or completion of period indicated in the selection offer, whichever is earlier and the candidate will not have any right for absorption in NRRI/ICAR. *The above age limits are relaxable for SC, ST and OBC candidates as per Govt. of India norms.*
2. Director, NRRI reserves the right to increase/decrease the number of position and also to cancel the recruitment process for the position mentioned above. Director's decision will be final and binding in all aspects.
3. No TA and DA for appearing in the interview are admissible.
4. Canvassing in any form will render the candidate disqualified for the position.
5. If currently employed, then the candidate will have to furnish no-objection certificate from the current employer for appearing in the interview.

PRINCIPAL INVESTIGATOR

“INDO-TIBETAN BORDER POLICE FORCE”

(MINISTRY OF HOME AFFAIRS), GOVT. OF INDIA

RECRUITMENT FOR THE POST OF CONSTABLE (PIONEER)

Indo Tibetan Border Police Force invites online applications from eligible Male Indian citizens (including subject of Nepal & Bhutan) to fill up vacancies of Constable (Pioneer) Group ‘C’ Non-Gazetted (Non-Ministerial) on temporary basis likely to be permanent in ITBPF in pay scale, Level-3 in the Pay Matrix Rs. 21700 – 69100 (as per 7th CPC). Selected candidates will be liable to serve anywhere in India or abroad. The applicants are advised to check their eligibility before applying so as to avoid disappointment at a later stage.

2. Detail of vacancies as per post based roster are as under:-

Name of Post	Total Vacancies	Reservation Status					
		UR	SC	ST	OBC	EWS	Total
Constable (Carpenter)	56	29	7	8	6	6	56
Constable (Mason)	31	17	4	4	3	3	31
Constable (Plumber)	21	12	2	3	2	2	21
Total							108

Note:-

- The vacancies are tentative and may increase or decrease without any notice. Any change in the number of vacancies will be intimated through ITBP Recruitment website i.e. www.recruitment.itbpolicenic.in.
- ITBPF reserves the right to make changes in sequence of the recruitment procedure after publication of this advertisement. ITBPF also reserves the right to cancel or postpone the recruitment at any stage due to administrative reasons.

3. **ELIGIBILITY CONDITIONS:**

Age Limit & Educational Qualifications:-

Age Limit:- Between 18 to 23 years. (The upper age limit is relaxable for SC, ST, OBC, Ex-Servicemen and other categories in accordance with Government rules from time to time).

(Cut off date for determining the age limit will be the closing date i.e. 17th September 2022 (17/09/2022). Candidates should not have been born earlier than 18th September 1999 (18/09/1999) and later than 17th September 2004 (17/09/2004).

Educational qualifications:-

- Matriculation or equivalent from recognized board and
- One year certificate course from a recognized Industrial Training Institute in the trade of a Mason or Carpenter or Plumber.

4. The candidates whose applications are found in order, shall be issued admit cards (online) to appear in recruitment tests. Candidates have to download online admit card from ITBPF recruitment website i.e. www.recruitment.itbpolice.nic.in. Therefore, candidates should provide genuine and functional e-mail ID and mobile number at the time of filling online application form. ITBP will not be responsible in case of any failure of the candidate not receiving admit card online.

5. Applications from candidates will be accepted only through ONLINE MODE on www.recruitment.itbpolice.nic.in. No offline application will be accepted. For detailed information about pay & allowances, eligibility conditions, procedure of filling online application form, recruitment procedure and tests etc., **the applicants are advised to go through the detailed advertisement appearing on the ITBPF recruitment website i.e. www.recruitment.itbpolice.nic.in.** Any further information/notification in respect to this recruitment will be made on the ITBPF recruitment website only. Hence, applicants are advised to log in the ITBPF recruitment website from time to time and also advised to go through eligibility criteria carefully before applying to avoid disappointment at later stage.

6. The selection process will consist of Physical Efficiency Test (PET), Physical Standard Test (PST), Written Examination, Trade Test and Detailed Medical Examination (DME)/Review Medical Examination (RME).

7. Medical Examination to assess the fitness of candidates will be conducted in terms of Uniforms Guidelines for Recruitment Medical Examination for GOs and NGOs in CAPFs and ARs issued vide MHA U.O. No. A.VI-1/2014-Rectt(SSB) dated 20.05.2015 and as amended from time to time by the Government.

ONLINE APPLICATION MODE WILL BE OPENED W.E.F. 19th AUGUST 2022 (19/08/2022) AT 00:01 A.M. AND WILL BE CLOSED ON 17th SEPTEMBER 2022 (17/09/2022) AT 11:59 P.M.


DIG (Recruitment)

c/c- 19143/11/0012/2223

“INDO-TIBETAN BORDER POLICE FORCE”

(MINISTRY OF HOME AFFAIRS), GOVT. OF INDIA

RECRUITMENT FOR THE POST OF SUB INSPECTOR (OVERSEER)

Indo Tibetan Border Police Force invites online applications from eligible Indian citizens to fill up vacancies of **Sub Inspector (Overseer)** Group ‘B’ Non-Gazetted (Non-Ministerial) on temporary basis likely to be permanent in ITBPF in pay scale, Level-6 in the Pay Matrix Rs. 35400 – 112400 (as per 7th CPC). Selected candidates will be liable to serve anywhere in India or abroad. The applicants are advised to check their eligibility before applying so as to avoid disappointment at a later stage.

2. Detail of vacancies including backlog vacancies are as under:-

Name of Post	Total vacancies	Particulars	Reservation status					Total
			UR	SC	ST	OBC	EWS	
Sub Inspector (Overseer)	37	Male	7	5	2	15	3	32
		Female	1	1	0	3	0	5

Note:-

- The vacancies are tentative and may increase or decrease without any notice. Any change in the number of vacancies will be intimated through ITBPF Recruitment website i.e. www.recruitment.itbpolice.nic.in.
- ITBPF reserves the right to make changes in sequence of the recruitment process after publication of this advertisement. ITBPF also reserves the right to cancel or postpone the recruitment at any stage without assigning any reason.

3. **ELIGIBILITY CONDITIONS:**


a)	<u>Age Limit & Educational Qualifications :</u> Age limit:- Between 20 to 25 years. (The upper age limit is relaxable for SC,ST,OBC(NCL), Ex-Servicemen and other categories in accordance with Government rules from time to time). (Cut off date for determining the age will be closing date i.e. 14th August 2022 . Candidates should not have been born earlier than 15th August 1997).
b)	Minimum educational and other essential qualifications:- Matriculation or equivalent with diploma in Civil Engineering from an Institute recognized by the Central Government.

Contd...2

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4. Applications from candidates will be accepted only through ONLINE MODE on **www.recruitment.itbpolice.nic.in**. No offline application will be accepted. For detailed information about pay & allowances, eligibility conditions, procedure of filling online application form, recruitment procedure and tests etc., **the applicants are advised to go through the detailed advertisement appearing on the ITBPF recruitment website i.e. www.recruitment.itbpolice.nic.in**. Any further information/notification in respect to this recruitment will be made on the ITBPF recruitment website only. Hence, applicants are advised to log in the ITBPF recruitment website from time to time and also advised to go through eligibility criteria carefully before applying to avoid disappointment at later stage.
5. The candidates whose applications are found in order, shall be issued admit cards (online) to appear in recruitment tests. Candidates have to download online admit card from ITBPF recruitment website i.e. **www.recruitment.itbpolice.nic.in**. Therefore, candidates should provide genuine and functional e-mail ID and mobile number at the time of filling online application form. ITBPF will not be responsible in case of non receipt of admit card due to technical and other reasons.
6. The selection process will consist of Physical Efficiency Test (PET), Physical Standard Test (PST), Written Test, Documentation, Detailed Medical Examination (DME) and Review Medical Examination (RME).
7. Medical Examination to assess the fitness of candidates will be conducted in terms of Uniform Guidelines for Recruitment Medical Examination for GOs and NGOs in CAPFs and ARs issued vide MHA U.O. No. A.VI-1/2014-Rectt(SSB) dated 20.05.2015 and as amended from time to time by the Government.

ONLINE APPLICATION MODE WILL BE OPENED W.E.F. 16TH JULY 2022 (16/07/2022) AT 00:01 AM AND WILL BE CLOSED ON 14TH AUGUST 2022 (14/08/2022) AT 11:59 PM.


DIG (Recruitment)
Directorate General, ITBPF

BOC-1/...../2022

c6c - 19143/11/0006/2223

OFFICE OF THE DISTRICT JUDGE, KALAHANDI BHAWANIPATNA

Dated, Bhawanipatna this the 30th day of July, 2022

ADVERTISEMENT

Advertisement No. 2/2022

Applications in the prescribed format are invited from the desirous candidates for recruitment to the following posts of Junior Clerk, Copyist, Junior Typist, Stenographer Grade-III and Salaried Amin in the scale of pay mentioned against each posts on regular basis *subject to the result of W.P. (C) No.1273/2014* pending before the Hon'ble High Court of Orissa, Cuttack. The recruitment for the post of Junior Clerk, copyist, Junior Typist, Stenographer Grade-III and Salaried Amin shall be made in accordance with the Orissa District & Sub-ordinate Courts Non-Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008 and amendment Rules, 2010.

Sl. No.	Category of posts	UR	U.R (W)	ST	ST (W)	SC	SC (W)	SEBC	SEBC (W)	Total
1	Jr. Clerk Rs.19,900-63,200/- (Level-4 of the Pay Matrix of the ORSP Rules, 2017)	05	01	04	03	0	0	0	0	13
2	Jr. Typist Rs.19,900-63,200/- (Level-4 of the Pay Matrix of the ORSP Rules, 2017)	01	0	0	0	01	01	0	0	03
3	Copyist Rs.19,900-63,200/- (Level-4 of the Pay Matrix of the ORSP Rules, 2017)	01	0	01	0	0	0	0	0	02
4	Stenographer Grade-III Rs.25,500-81,100/- (Level-7 of the Pay Matrix of the ORSP Rules, 2017)	02	01	02	01	0	01	0	0	07
5	Salaried Amin Rs.21,700-69,100/- (Level-5 of the Pay Matrix of the ORSP Rules, 2017)	01	0	01	0	0	0	0	0	02

- Out of the vacancies mentioned above, candidates belonging to person with disability (PwD) when selected as per the reservation provided for them shall be adjusted against the category to which they belong.
- In the event of non-availability or availability of insufficient number of eligible female candidates belonging to any particular category, the vacancies or the remaining vacancies will be filled up by male candidates of that category.
- The exchange of reservation between SC & ST shall not be considered.
- The number of posts as indicated above may increase or decrease.
- The vacancy includes backlog vacancy in respect of different categories of posts.
- Reservations of vacancies for women, sports persons and ex-servicemen and physically handicapped persons shall be made in accordance with the provisions made under relevant Rules.

(g) The undersigned reserved the right to cancel the Recruitment process at any time without prior notice.

(h) The decision of the District Judge, Kalahandi as regards the result of examination shall be final and in no case shall be liable to be challenged.

1. ELIGIBILITY OF THE CANDIDATES FOR THE POST OF JUNIOR CLERK, COPYIST, JUNIOR TYPIST AND STENOGRAPHER GRADE-III.

- (i) shall have passed at least +2 examination conducted by the Council constituted under Section 3 of the Orissa Higher Secondary Education Act, 1982 or equivalent examination of a recognized Council/Board/University, as the case may be.
- (ii) shall be a citizen of India,
- (iii) shall have passed at least Diploma in Computer Application from a recognized Institute.
- (iv) shall be over 18 (Eighteen) years and below 38 (Thirty-Eight) years of age on the last date fixed for receipt of applications by the District Recruitment Committee i.e. 30.08.2022 (As per Hon'ble Court's letter No.11635(30) dated 28.07.2022). Provided that the upper age limit in respect of reserved categories of candidates shall be relaxed in accordance with the provision of the relevant Act, Rules, Orders or instructions for the time being in force, for the respective reserved categories.
- (v) shall be able to speak, read and write Odia and must have passed a test in Odia equivalent to the M.E. standard.
- (vi) shall be of good character.
- (vii) shall be of sound health, good physique and free from organic defects or bodily infirmity.
- (viii) shall not have more than one spouse living, if married,
- (ix) A candidate for the post of Stenographer Grade-III shall possess minimum speed of 80 words in shorthand and 40 words in typewriting per minute in English.
- (x) A candidate for the post of Junior Typist shall possess minimum speed of 40 words in typewriting per minute in English.

ELIGIBILITY OF THE CANDIDATES FOR THE POSTS OF SALARIED AMIN:-

- (i) shall have passed the matriculation examination or equivalent examination of a recognized Board.
- (ii) shall have passed Revenue Inspector Training.
- (iii) shall be over 18 (Eighteen) years and below 38 (Thirty-Eight) years of age on the last date fixed for receipt of applications by the District Recruitment Committee i.e. 30.08.2022 (As per Hon'ble Court's letter No.11635(30) dated 28.07.2022). Provided that the upper age limit in respect of reserved categories of candidates shall be relaxed in accordance with the provision of the relevant Act, Rules, Orders or instructions for the time being in force, for the respective reserved categories.
- (iv) shall be able to speak, read and write Odia and must have passed a test in Odia equivalent to the M.E. standard.
- (v) shall be of good character.
- (vi) shall be of sound health, good physique and free from organic defects or bodily infirmity.
- (vii) shall not have more than one spouse living, if married.
- (viii) shall have knowledge on computer application.

FEES FOR EXAMINATION :-

The candidates for all the above posts are required to deposit fees of Rs. 100/- (one hundred) only in shape of Treasury Chalan under the Head "0070-other administrative services-01-administration of Justice-501-services and service fees-0010-charges for service provided-02177-examination fees for recruitment conducted by Orissa District & Subordinate Courts" and to submit the original copy of chalan along with their application forms.

The candidates belonging to Scheduled Castes or Scheduled Tribes shall not be required to pay the fees for the recruitment examination.

The candidates are required to submit their application being duly filled in and signed in their own hands furnishing the required particulars as per the format. The candidates who are in Government Service are required to apply through proper channel.

LAST DATE OF RECEIPT OF APPLICATIONS:

The application along with the required documents and self attested copies of certificates addressed to the District Judge, Kalahandi Bhawanipatna must reach the office of the District Judge, Kalahandi Bhawanipatna on or before 30.08.2022 either in person during office hours on each working day or by registered post. Applications received in the office after the last date shall be summarily rejected.

- N.B. (i) Separate application should be submitted for each post mentioning the name of post clearly (in capital letters with underline) on the top of the envelope along with relevant documents and Treasury Chalan.
- (ii) Non compliance of any requirements shall entail rejection of his/her application. The application, if found defective and/or incomplete in any respect shall be summarily rejected.
- (iii) In case of receipt of large number of applications the authority reserves the right to short list the candidates in accordance with the Rules contained in Orissa District & Sub-Ordinate Courts non-judicial staff services (Method of Recruitment and Conditions of Service) Rule-2008 and amendment Rules-2010.
- (iv) Candidates are required to mention their whatsapp contact number and e-mail i.d. (if any) on the envelope.

2. Scheme of Examination

(A) For Junior Clerk and Copyist.

Written Test

	Subject	Maximum marks	Duration of examinations
Part-I	English	100	2 hours
	Arithmetic	100	1 hour
	General Knowledge	100	1 hour
Practical Skill Test			
Part-II	Computer Science Test (Practical)	100	1 hour
Viva-voce			
Part-III	Viva-voce Test	45	--

Only successful candidates in the written examination shall be called for, for the Computer Science Test (practical) and the candidates qualified in Computer Science Test (practical) shall be eligible for Viva-voce Test for the post of Junior Clerk & Copyist.

(A) For Stenographer Grade-III and Junior Typist			
Written Test			
	Subject	Maximum marks	Duration of examination
Part-I	English (Qualifying in nature)	100	2 hours
	Shorthand and Typewriting Test (For Stenographers Grade-III)	50	15 minutes (5 minutes for taking dictation of 400 words in shorthand and 10 minutes for typing)
	Typewriting Test (For Typists)	50	10 minutes (400 words)
	Computer Science Test (Practical)	100	1 hour
Part-II	Viva-voce Test	35	--

Only successful candidates in the written examination shall be called for, for Shorthand and Typewriting Test for the Stenographer Grade-III candidates and Typewriting Test for the post of Junior Typist. The successful candidates in the Shorthand and Typewriting/Typewriting Test shall be called for Computer Science Test (Practical). The candidates qualified in Computer Science Test (practical) shall be eligible for Viva-voce Test for the post of Stenographer Grade-III and Junior Typist.

SCHEME OF EXAMINATION FOR THE POST OF SALARIED AMIN

Sl. No.	Subject	Maximum marks	Duration of examination
Part-I	Arithmetic (10 th standard)	100	1 hour
	Technical Knowledge in Survey and Settlement	100	1 hour
	English	50	1 hour
	Handwriting in Odia	50	1 hour
Part-II	Computer Science Test (Practical)	50	30 minutes
Part-III	Viva-voce	30	--

Only successful candidates in the Part-I examinations shall be called for Computer Science Test (practical) and the candidates qualified in the Computer Science Test (Practical) shall be called for Viva-voce.

Syllabus for each subject of the written test shall be as follows:-

1. ENGLISH:-

- An essay to be written in English;
- A letter or an application to be written in English;
- One Odia passage to be translated into English;
- One English passage to be translated into Odia;
- Summary of one English passage.

2. ARITHMETIC:

Vulgar fractions and decimals, H.C.F. & L.C.M, Simple and Compound Interest, Simple and Compound Practice, Percentage, Profit and Loss, Mixture, Partnership,

Average Rates and Taxes, Insurance, Square and Cubic Measures, Problems on Time and Work and on Time and Distance.

3. GENERAL KNOWLEDGE:

Knowledge of Current events and such other matters of everyday observation and experience as may be expected from an educated person.

4. COMPUTER SCIENCE TEST PRACTICAL:

To test the proficiency of the candidates relating to matters like Text formatting of the paragraph, insertion of table, skill to print and save, file transfer, website searching/browsing and downloading e-mail, use of pen-drive and other software etc. and programmes of accounting.

5. VIVA-VOCE TEST:

To test and assess suitability of a candidate for the post with particular reference to the candidate's alertness, general outlook and potential qualities.

The candidates who appear for the type test shall bring their own type-writer machine.

- No T.A/D.A. is admissible to the candidates.

3. LIST OF DOCUMENTS TO BE SUBMITTED ALONG WITH THE APPLICATION FOR THE POSTS OF JUNIOR CLERK, COPYIST, JUNIOR TYPIST AND STENOGRAPHER GRADE-III.

- (i) Copies of self-attested H.S.C. examination certificate or any equivalent certificate in support of date of birth.
- (ii) Copies of self-attested +2 examination certificate conducted by the Council constituted U/s. 3 of the Odisha Higher Secondary Act, 1982, or equivalent examination of recognized Council, Board or University as the case may be.
- (iii) Copy of self-attested certificate showing to have passed at least Diploma in Computer application issued by a recognized institute.
- (iv) Copy of self attested mark sheet of the H.S.C. examination or any equivalent examination.
- (v) Copy of self attested mark sheet of the +2 examination or any equivalent examination.
- (vi) Three numbers of self-signed recent passport size photographs (including the photograph pasted on the Application form).
- (vii) Two character certificates in original issued by two different Gazetted Officers/ Medical Practitioner/Sarapanch etc. (The names and designation of the issuing Authority are to be mentioned.)
- (viii) Treasury chalan in original showing to have deposited a sum of Rs. 100/- (one hundred) only in the appropriate head.
- (ix) Two nos. of self addressed envelopes duly affixed with adequate postage stamps.
- (x) One declaration regarding marital status showing to have not more than one spouse living, if married.
- (xi) Copy of self-attested caste certificate issued by the competent authority (for SC/ST and SEBC candidates).

- (xii) Copy of self-attested disability certificate issued by the competent authority (for Person with Disability (PWD) candidates.)
- (xiii) Copy of self-attested certificate/Identity Card of Sports Persons/ Ex-serviceman.
- (xiv) Self-attested copy of Shorthand and Typewriting certificate issued by a recognized institute (for the post of Stenographer Grade-III only).
- (xv) Self-attested copy of Typewriting certificate issued by a recognized institute (for the post of Junior Typist only).

4. LIST OF DOCUMENTS TO BE SUBMITTED ALONG WITH THE APPLICATION FOR THE POSTS OF SALARIED AMIN.

- (i) Copies of self-attested H.S.C. examination certificate or any equivalent certificate in support of date of birth.
- (ii) Copy of self-attested certificate showing to have passed Revenue Inspector Training.
- (iii) Copy of self attested mark sheet of the H.S.C. examination or any equivalent examination.
- (iv) Three numbers of self-signed recent passport size photographs (including the photograph pasted on the Application form).
- (v) Two character certificates in original issued by two different Gazetted Officers/ Medical Practitioner/ Sarapanch etc. (The names and designation of the issuing Authority are to be mentioned.)
- (vi) Treasury chalan in original showing to have deposited a sum of Rs. 100/- (one hundred) only in the appropriate head.
- (vii) Two nos. of self addressed envelopes duly affixed with adequate postage stamps.
- (viii) One declaration regarding marital status showing to have not more than one spouse living, if married.
- (ix) Copy of self-attested caste certificate issued by the competent authority (for SC/ST and SEBC candidates).
- (x) Copy of self-attested disability certificate issued by the competent authority (for Person with Disability (PwD) candidates.)
- (xi) Copy of self-attested certificate/Identity Card of Sports Persons/ Ex-serviceman.

The candidates are required to superscribe the category of the post for which they have applied in capital letters on the top of their respective applications and on the top of the envelopes containing applications.

Date of examination shall be intimated to the eligible candidates of all categories of posts in due time.

Sd/-

(Sri D.R.Kanungo)

District Judge-cum-Chairman,
District Recruitment Committee,
Kalahandi Bhawanipatna

FORM- A
FORMAT OF APPLICATION
(See para-2A of Appendix A)

POST APPLIED FOR.....

Paste your
recent self
attested (on the
front side)
Passport size
photograph.

1. Name of the Candidate (in Capital Letters) :
2. Father's / Husband's Name :
3. Sex (Male/ Female) :
4. Marital Status (Married / Unmarried) :
5. Permanent Address :
6. Present Address including contact number and e-mail i.d., if any.
7. Date of Birth _____ Age as on 30.08.2022: Year _____ Month _____ Day _____
8. Educational Qualification
(Attach self attested copies of certificates in support of qualification)

Name of the examination passed	Name of the Board/ University	Year of passing	Aggregate of marks secured	Grade/ Division	% of marks secured
H.S.C.					
+2 Arts/ Commerce/ Science					
Diploma in Computer Science					
Revenue Inspector Training Certificate (For the post of Salaried Amin)					

9. Category : (SC/ST/SEBC/GENERAL/SPORTS PERSONS/EX-SERVICEMAN) :
(Strike out which is not applicable and attach the supporting documents issued by the competent authority)
10. Whether Physically/Orthopedically Handicapped : (if yes, attach supporting medical certificate issued by the Competent Authority/ Board) :
11. Religion :
12. Nationality :
13. Employment Exchange Registration No. (if any) :
14. Two Character Certificates issued by two Gazetted Officers/Medical Practitioners/ Sarpanch etc. (Mention name, designation of the officers)
15. Details of Treasury Challan with Number and Date :

Signature of the candidate

Declaration

I do hereby solemnly affirm and state that, I am aware about the provisions of the Orissa District & Sub-ordinate Courts Non-Judicial Staff Services (Method of Recruitment and Condition of Services) Rules, 2008 & Amendment Rules, 2010 and the statements made above are true and correct to the best of my knowledge and belief and based on record.

Date :

Place:

Signature of the Candidate

(42)

Memo No. 6426 / Date 30.07.2022

Copy forwarded to the Collector & District Magistrate, Kalahandi/Superintendent of Police, Kalahandi Bhawanipatna with a request to display the same in their office Notice Board.

Copy forwarded to the SDJM, Dharamgarh/JMFC, Jaipatna/JMFC, M.Rampur/JMFC, Koksara/JMFC, Th.Rampur/JMFC, Kesinga/Nyayadhikari, Gram Nyayalaya, Junagarh with a request to display the advertisement in the Notice Boards of their Courts.


Copy forwarded to the District Employment Officer, Kalahandi, Bhawanipatna with a request to impress upon the eligible candidates to apply as per the advertisement.

Copy forwarded to the D.I.O. (N.I.C.), Bhawanipatna with a request to upload the advertisement in the Kalahandi District Website.

Copy forwarded to the System Officer, Bhawanipatna with a direction to upload the advertisement in the District Court web-site.

Copy forwarded to all the Registrar, Civil Courts of all the Judgeships of Odisha with a request to display the advertisement in their office Notice Boards.

Copy to District Court Notice Board.


Registrar, Civil Courts
Kalahandi, Bhawanipatna

OFFICE OF THE DISTRICT JUDGE, KHURDA AT BHUBANESWAR
ADVERTISEMENT

Dated, Bhubaneswar the 28th day of July 2022.

Applications in the prescribed 'Form A' given below are invited for filling up of the following Group-'C' posts of Jr. Clerk-cum-Copyists, Jr. Typists and Stenographers Gr.-III in the Judgeship of Khurda in the Scale of Pay Rs. 19,900/- to Rs.63,200/- in level-4 of Pay Matrix, Rs.19,900/- to Rs.63,200/- in level-4 of Pay Matrix and Rs.25,500/- to Rs.81,100/- in level-7 of Pay Matrix per month under ORSP Rules, 2017 respectively with usual D.A. and other allowances as admissible to the State Government employees from time to time.

Applicability of the Odisha Group ‘C’ and Group ‘D’ posts (Contractual Appointment) Rules, 2013 to these appointments and regular scale of pay prescribed for each post shall be **subject to the result of W.P. (C) No. 1273/2014 pending before the Hon’ble High Court of Orissa, Cuttack.**

The decision of the District Judge, Khurda at Bhubaneswar as to the result of the Examination shall be final and in no case, shall liable to be challenged. The Authority reserves the right to cancel the recruitment process at any time without any prior notice.

CATEGORY WISE VACANCY POSITION											
Sl. No.	Name of the post.	U.R.	U.R. (W)	S.C.	S.C. (W)	S.T.	S.T. (W)	S.E.B.C.	S.E.B.C (W)	TOTAL	Physically Handicapped/ Ex-Serviceman/ Sports Person
1	Jr. Clerk-cum-Copyist	07	03 (W)	--	--	05	02 (W)	--	--	17	(The vacancy reserved for PwDs./Ex Service Man/ Sports Person is inclusive of vacancy of respective category to which they belong).
2	Jr. Typist	02	--	--	--	--	01 (W)	--	--	03	
3	Stenographer Grade-III	02	--	01	--	01	01 (W)	--	--	05	

‘W’ Post(s) reserved for woman candidate(s).

- In the event of non-availability or availability of insufficient number of eligible female candidates belong to any particular category, the vacancies or the remaining vacancies will be filled up by male candidates of that category.
- Post advertised in each cadre may vary. The number of above vacancies in different categories of post may increase or decrease.
- Reservation in respect of women, sports person, ex-servicemen, PwDs shall be made in accordance with the provisions made under relevant rules.

2. Eligibility Of Candidates

A candidate, in order to be eligible for the above posts must :-

- i. be a citizen of India;
- ii. have passed at least +2 Examination conducted by the Council constituted under Section 3 of the Orissa Higher Secondary Education Act, 1982 or equivalent examination from a recognized Council/ Board/ University, as the case may be;
- iii. have at least passed Diploma in Computer Application from a recognized institute;
- iv. be over 18 years and below 38 years as on 01.09.2022; Provided that, the upper age limit in respect of reserved categories of candidates shall be relaxed in accordance with the provisions of the Act, Rules, Orders or Instructions, for the time being in force, for the respective reserved categories;
- v. be able to speak, read and write Odia and have passed a test in Odia equivalent to the M.E. standard;
- vi. be of good character;
- vii. be of sound health, good physique and free from organic defects or bodily infirmity;
- viii. have not more than one spouse living, if married;
- ix. For the post of Jr. Typists the candidate shall possess a minimum speed of 40 words in typewriting per minute in English Language.
- x. For the post of Stenographer Gr.-III the candidate shall possess a minimum speed of 80 words in short-hand and 40 words in English typewriting per minute.

3. Fee for examination: -

The candidates are required to deposit examination fees of **Rs.100/- (Rupees one hundred) only** by Treasury Challan under the Head **“0070-Other Administrative Services-01-Administration of Justice-501---services and service fees --- 9904650-Law Department---9916730- Examination fees for Recruitment conducted by Orissa District and Subordinate Courts”** and to submit the original copy of challan along with their application forms. The candidates belonging to S.C. & S.T. Categories shall not be required to pay the fees for the recruitment examination.

The candidates are required to submit their applications being duly filled in and signed by their own hand-writing furnishing the required particulars as per the application format given below.

The candidates who are in Government employment are required to apply through **proper channel** informing their respective Heads of Office in writing regarding submission of their applications for this recruitment and obtain **“No Objection Certificate”**.

NOTE :- Non-compliance of any of the requirements mentioned in the advertisement by the candidate shall entail rejection of his / her application. The application, if found defective/ incomplete, in any respect shall be summarily rejected.

4. Scheme of Examination:-

There shall be an examination on the following subjects for different posts:

<u>For the post of Jr. Clerk-cum-Copyist :-</u>			
Examination	Subject	Marks	Duration of Tests
Part- I (a)	English	100	02 hrs.
(b)	Arithmetic	100	01 hr.
(c)	General Knowledge	100	01 hr.
Part-II	Computer Science Test (Practical)	100	01 hr
Part-III	Viva -Voce Test	45	--
<ul style="list-style-type: none"> Only Successful candidates of the written examination in Part-I shall be called for the test of Computer Science Test (Practical) and the candidates qualified in the said practical test shall be eligible for Viva-Voce for the post of Junior Clerk and Copyist. The detail syllabus for each subject of the written test shall be as follows: <ul style="list-style-type: none"> i. English <ul style="list-style-type: none"> (a) An essay to be written in English (b) A letter or application to be written in English (c) One Oriya passage to be translated into English (d) One English Passage to be translated into Oriya (e) Summary of one English Passage ii. Arithmetic – Vulgar fractions and decimals, HCF and LCM, simple and compound practice, percentage, profit and loss, mixtures, partnership, average, rates and taxes, insurance, square and cubic measures, problems on time, work and on time and distance. Note: Problems more easily solvable by algebraically methods need not be required to solve arithmetically. iii. General Knowledge – Knowledge of current events, and such other matters of everyday observations, and experience, as may be expected from an educated person. iv. Computer Science Test (Practical) – To test the proficiency of the candidate relating to matters like “text formatting of the paragraphs, insertion of table, skill to print and save, file transfer, website searching/ browsing and downloading E-mail, use of pen drive and other software etc. and programmes of accounting. v. Viva-voce – to test and assess the suitability of a candidate for the post with particular reference to the candidate’s alertness, general outlook, potential qualities. 			
<u>For the post of Jr. Typist :-</u>			
Examination	Subject	Marks	Duration of Tests
Part- I	English (qualifying in nature)	100	02 hrs.
Part-II	Type Writing Test	50	10 minutes
Part-III	Computer Science Test (Practical)	100	01 hr.
Part-IV	Viva Voce Test	35 Marks	--

- Only successful candidates in written qualifying examination shall be called for Typewriting Test for Junior Typist. Candidates selected in the type writing test shall be called for the test of Computer Science (Practical) and the candidates qualified in the said practical test shall be eligible for Viva-Voce.
- **Detail syllabus**
 - Written test** consisting of:
 - English** (qualifying in nature)- Syllabus is same as detailed above for the post of Junior Clerk and Copyist.
 - For the post of Typist, candidates shall be given a written passage containing 400 words in English Language, which he/she shall reproduce in type script in 10 minutes.
 - Computer Science Test (Practical)**- Syllabus is same as detailed above for the post of Junior Clerk-cum-Copyist.

For the post of Stenographer Grade-III :-

Examination	Subject	Marks	Duration of Tests
Part- I	English (qualifying in nature)	100	02 hrs.
Part-II	Shorthand & Type Test	50	15 minutes
Part-III	Computer Science Test (Practical)	100	01 hr.
Part-IV	Viva Voce Test	35 arks	--

- Only successful candidates in written qualifying examination shall be called for Short hand & Typewriting Test for the post of Stenographer G.-III. Candidates selected in the shorthand & type writing test shall be called for the test of Computer Science Test (Practical) and the candidates qualified in the said practical test shall be eligible for Viva-Voce.
- **Detail syllabus**
 - Written test** consisting of:
 - English** (qualifying in nature)- Syllabus is same as detailed above for the post of Junior Clerk and Copyist.
 - For the post of Stenographer G-III, candidates shall be dictated a passage containing 400 words in English Language for 05 minutes, which shall be written in shorthand form on shorthand note sheet supplied by the examiner. Candidates shall reproduce such shorthand text of 400 words in type script in 10 minutes.
 - Computer Science Test (Practical)**- Syllabus is same as detailed above for the post of Junior Clerk-cum-Copyist.

There will be a separate test in Shorthand and typewriting for the post of Stenographer G-III and type writing test for the post of Junior Typist and such test will be held after publication of the result of written test. The candidates to appear in the Shorthand and Type writing test for the post of Stenographer G-III/ Type Test for the Post of Jr. Typist shall bring their own typewriter machine with them. No Travelling allowance is admissible to the candidates. Date of Examination shall be intimated to the eligible candidates in due time.

5. Last date of Receipt of Application:-

Application along with required documents and Self-attested copies of certificates must reach to **THE OFFICE OF DISTRICT JUDGE, KHURDA AT BHUBANESWAR, LEWIS ROAD, BHUBANESWAR- 751014 on or before Dt:01.09.2022** either by registered post or speed post or in person during the office hour on each working day and application received in the office after the last date shall be summarily rejected.

6. The authority reserves the right to short list the candidates in accordance with the Rules contained in Orissa District & Subordinate Courts Non-Judicial staff services (Method of recruitment and condition of service) Rules, 2008 and Amendment Rules, 2010. The District Recruitment Committee is competent to adopt the method of processing the applications, scrutiny thereof and conducting the test. The decision of the Committee in this regard shall be final in every respect.

7. List of documents to be submitted:

- i. Application in prescribed format should be submitted for the above posts, mentioning the name of the post clearly in Capital Letters duly mentioned on the top of the envelope.
- ii. Treasury Challan in original showing deposit of examination fee of Rs.100/- under the proper head of account (except SC & ST Candidates).
- iii. Self attested copies of certificates from H.S.C. and +2 examination onwards and the candidates those have Oriya is not a subject in HSC level, have to submit copy of certificate of passing Oriya equivalent to the M.E. standard.
- iv. Self attested copies of mark Sheets from H.S.C. and +2 examination onwards.
- v. Self attested copy of Certificate of Diploma in Computer Application or equivalent thereto issued by a recognized Institute.
- vi. Self attested copy of certificate showing successful completion of Typewriting courses in English from a recognized Institution (For the post of Jr. Typist Only)
- vii. Self attested photocopy of certificate showing successful completion of Shorthand and Typewriting courses in English from a recognized Institution (For the post of Stenographer G-III only)
- viii. Self attested copy of Caste Certificate (where necessary/applicable) issued by competent authority duly attested by a Gazetted Officer in case of candidates belonging to SC/ST/SEBC Categories.
- ix. Self attested copy of medical certificate showing the percentage of Physical disability issued by the appropriate authority in case of PwDs. candidates.

- x. Self attested copy of valid Employment Exchange Registration Certificate, if any.
- xi. Two character certificates issued from the Gazetted Officers/ medical practitioners/ Sarapancha etc. (mention Name and Designation of the Issuing Authority)
- xii. Three self-signed recent passport size photographs of the applicant excluding that affixed on the application.
- xiii. Self attested copy of Sports Identity Card issued by competent authority in case of Sports Person.
- xiv. Self attested copy of document in support of previous service in case of Ex-Service Man.
- xv. One declaration regarding marital status showing to have one spouse living, if married.
- xvi. Two Self addressed envelope with adequate postal stamp of Rs.30/- each for despatch of call letters by Post.
- xvii. Self declaration to the effect that the candidate does not have more than one spouse living, if married.

N.B.:

- I. The candidates who have not been awarded percentage of marks, but only “Grade Marks” should along with their application, produce the conversion certificate from the concerned University/Councils/Boards as the case may be indicating the actual equivalent percentage of marks and conversion formula failing which, their applications are liable to be rejected (the conversion certificate can also be produced by availing the same on downloading process).
- II. The candidates desirous of applying for more than one post are required to submit separate applications along with relevant documents separately. Success in the examination confers no right to appointment unless the appointing authority is satisfied after such enquiry as may be considered necessary that a candidate is suitable in all respects for appointment to the public service.
- III. All copies of certificates/ testimonials shall be signed by the candidate certifying it to be true copy of document.

For details Please visit the website : <https://districts.ecourts.gov.in/khordha>

Sd/-

District Judge-cum-Chairman,
District Recruitment Committee,
Khurda at Bhubaneswar

FORM-A
FORMAT OF APPLICATION

(FOR THE POST OF JR. CLERK-CUM-COPYIST, JR. TYPIST AND STENOGRAPHER G-III)

POST APPLIED FOR:(in BLOCK letters) _____.

1. Name of the Candidate: (in BLOCK letters)

2. Father's/Husband's Name:

3. Sex (Male/Female):

4. Marital status (Married/Unmarried):

5. Permanent Address:

6. Present Address:

7. Date of Birth: _____, Age as on **01.09.2022**:

Days	Months	Years

8. Educational Qualification: (Attach self-attested copies of Certificates in support of Qualification).

Name of the examination passed	Name of the Board/ University	Year of passing	Aggregate of marks secured	Grade / Division	% of marks secured
H.S.C.					
+2Arts/ Science/ Commerce					
Diploma in Computer Science.					
Others (if any)					

9. Category: (SC/ST/SEBC/GEN/Sports Person/Ex-Servicemen):
(Strike out which is not applicable and attach the supporting documents issued by the competent authority)

10. Whether Physically/ Orthopedically handicapped:
(If yes, attach supporting medical certificates issued by the Competent Medical Authority/Board)

11. Religion:

12. Nationality:

13. Employment Exchange Registration No., if any :

14. Attach two Character Certificates issued by two Gazetted Officers / Medical Practitioners / Sarpanch etc. (Mention the name & designation of the officers):

15. Details of Treasury Challan with No. & Date:

16. (a) Mobile No.: _____ (b) Email Id.: _____
(Preferably having WhatsApp)

Signature of the Candidate

DECLARATION

I do hereby solemnly affirm and state that I am aware about the provisions of Orissa District and Subordinate Courts Non-Judicial Staff Services (Method of Recruitment and Conditions of Service) Rules, 2008 (amendment Rules 2010) and Odisha Group-C & Group-D Posts (Contractual appointment) Rules, 2013 and the statements made above are true and correct to the best of my knowledge and belief and based on record. Any information, if found incorrect shall entail summary rejection of my candidature.

Place:

Date:

(Signature of the Candidate).



RECRUITMENT OF ASSISTANTS & ASSISTANT MANAGERS

1. NOTIFICATION:

Online Applications are invited from eligible candidates who must be an Indian Citizen for selection and appointment as Assistant/Assistant Manager. The vacancies are as under:

Region	State/Union Territory covered under region	Assistant	Assistant Manager
Central	Chhattisgarh	6	30
	Madhya Pradesh		
East Central	Bihar	2	
	Jharkhand		
	Odisha		
Eastern	Assam	3	
	Sikkim		
	Tripura		
	West Bengal		
North Central	Uttar Pradesh	6	
	Uttarakhand		
Northern	Chandigarh	2	
	Delhi		
	Haryana		
	Himachal Pradesh		
	Jammu & Kashmir		
	Punjab		
	Rajasthan		
South Central	Karnataka	4	
South Eastern	Andhra Pradesh	10	
	Telangana		
Southern	Kerala	2	
	Puducherry		
	Tamil Nadu		
Western	Goa	15	
	Gujarat		
	Maharashtra		
TOTAL		50	30

Recruitment for the post of Assistant is based on region-wise merit and Recruitment for the post of Assistant Manager is based on All-India merit.

The total number of vacancies may increase or decrease depending upon the actual vacancies at the time of final selection and availability of successful candidates after the interview.

Recruitment for the post of Assistant Manager has two categories - DME and Others. DME category means an individual who has been appointed as Direct Marketing Executive by LIC Housing Finance Ltd.

Others category means the candidate from the open market.

Note: Candidates can apply for only one post. Not more than one application for a post should be submitted by any candidate.

For Assistant:

- Candidates are allowed to apply for vacancy from only one region.
- The centre of online examination for the post of Assistant will be restricted to the region opted by the candidate.
- Candidates applying for a particular region will be posted preferably in that region subject to the requirement and suitability.

For Assistant Manager:

- Posting may be anywhere in India based on the requirement of the Company.

TIME AND ACTIVITY SCHEDULE

No.	Activity	Date
1	Start of online registration and payment of fees	04.08.2022
2	End of online registration and payment of fees	25.08.2022
3	Downloading of Call letters for Online Examination	7 to 14 days before exam
4	Online Examination (Assistant) (tentative)	Sep-Oct 2022
	Online Examination (Assistant Manager) (tentative)	Sep-Oct 2022

Candidates are advised to regularly keep in touch with the authorized website of LIC Housing Finance Ltd. www.lichousing.com for details and update.

2. REMUNERATION:

Assistant:

The starting basic pay of Rs.22,730/- per month in the scale of **22730-1405(1)-24135-1540(2)-27215-1740(5)-35915-2020(2)-39955-2460(3)-47335-2570(2)-52475** and other admissible allowances as per rules shall be payable. Total emoluments per month will be approximately **Rs.33,960/-** (depends upon the place of posting) plus Lunch Allowance, Provident Fund, Mediclaim, Gratuity, LTC, Group Insurance Scheme, Housing Loan, Performance Linked Incentive and other benefits as per rules.

Assistant Manager:

The starting basic pay of Rs.53,620/- per month in the scale of **53620-2770(14)-92400-2880(3)-101040** and other admissible allowances as per rules shall be payable. Total emoluments per month will be approximately **Rs.80,110/-** (depends upon the place of posting) plus Lunch Allowance, Provident Fund, Mediclaim, Gratuity, LTC, Group Insurance Scheme, Housing Loan, Performance Linked Incentive and other benefits as per rules.

Probation Period:

Assistant: 6 months from the date of joining which may be extended for a maximum period of 6 months.

Assistant Manager: Before appointment as Assistant Manager, there will be a training period of 1 year as Management Trainee from the date of joining. A consolidated salary of Rs.25,000/- per month will be paid during this training period. The appointment to the post of Assistant Manager will be subject to successful and satisfactory completion of the training period. There will be a probation period of 1 year from the date of appointment as Assistant Manager which may be extended for a maximum period of 1 year.

3. ELIGIBILITY CRITERIA:

The eligibility criteria are as mentioned below:

Eligibility Criteria	Assistant	Assistant Manager	
		Others	DME
Nationality	Indian	Indian	Indian
Age (as on 01.01.2022)	21-28 years	21-28 years	21-40 years
Educational Qualification (as on 01.01.2022)	Graduate (minimum aggregate 55% marks) Course completed through correspondence/ distance/part- time are not eligible.	Graduate (minimum aggregate 60% marks) or Post-graduate in any discipline. Course completed through correspondence/ distance/part- time are not eligible.	Graduate in any discipline with 50% marks or Post- graduate in any discipline. MBA in marketing/finance will be given preference.
Work Experience	-	-	Completed 3 years as DME in LIC HFL as on 31.03.2022 and continuing as DME or marketing intermediary in LIC HFL. Achievement of minimum business targets (monthly/ quarterly/yearly) as decided by the Company during initial three years of appointment as DME. The achievement of business target will be verified by the Company and only eligible candidates will be allowed for the further process of recruitment. The decision of Company will be final in this regard.
Computer Skills	Yes	Yes	Yes

DMEs have to upload 'target achievement certificate' duly signed and approved by the Competent Authority of LIC HFL. Eligible DMEs shall be given only one chance for appearing for the online examination.

Age Limit (as on 01.01.2022): Example: 21-28 years means 'not below 21 years and not above 28 years' as on 01.01.2022 i.e. candidates must have been born **not earlier than 02.01.1994** and **not later than 01.01.2001 (both dates inclusive)**.

Note:

- All the educational qualifications mentioned should be from a University/Institute/Board recognised by Govt. of India/approved by Govt. Regulatory Bodies and the final result should have been declared on or before 01.01.2022.
- Proper document from Board/University for having declared the result on or before 01.01.2022 has to be submitted at the time of interview. The date of passing the eligibility examination will be the date appearing on the mark-sheet or provisional certificate issued by University/Institute. In case the result of a particular examination is posted on the website of the University/Institute and web based certificate is issued then proper document/certificate in original issued and signed by the appropriate authority of the University/Institute indicating the date of passing properly mentioned thereon will be reckoned for verification and further process.
- Candidate should indicate the percentage obtained in Graduation/Post-graduation calculated to the nearest two decimals in the online application. Where CGPA/OGPA is awarded, the same should be converted into percentage and indicated in online application. If called for interview, the candidate will have to produce a certificate issued by the appropriate authority inter alia stating the norms of the University regarding conversion of grade into percentage and the percentage of marks scored by the candidate in terms of norms.
- Calculation of Percentage: The percentage marks shall be arrived at by dividing the total marks obtained by the candidate in all the subjects in all semester(s)/year(s) by aggregate maximum marks (in all the subjects irrespective of honours/optional/additional optional subject, if any) multiplied by 100. This will be applicable for those Universities also where Class/Grade is decided on basis of Honours marks only.
The fraction of percentage so arrived will be ignored i.e. 59.99% will be treated as less than 60% and 54.99% will be treated as less than 55%.

4. SELECTION PROCEDURE:

Name	Selection Procedure
Assistant	Online Examination and Interview
Assistant Manager (Others category)	Online Examination and Interview
Assistant Manager (DME category)	Work Experience, Online Examination and Interview

A. Online Examination:

Online examination will be of objective type, multiple choice of total two hours duration comprising the following sections:

Sr. No.	Section	No. of questions	Maximum Marks	Duration
1	English Language	50	50	35 minutes
2	Logical Reasoning	50	50	35 minutes
3	General Awareness (with special emphasis on Housing Finance Industry)	50	50	15 minutes
4	Numerical Ability (For Assistant) Quantitative Aptitude (For Assistant Manager)	50	50	35 minutes
	Total	200	200	120 minutes

The online examination will be in English language only. There will be negative marking for wrong answers in the online examination. For every wrong answer to a question given by the candidate, one fourth or 0.25 of the marks assigned to that question will be deducted as penalty to arrive at corrected score. If a question is left blank, i.e. no answer is given by the candidate; there will be no penalty for that question.

Process for Arriving at Scores

The Scores of Online Examination are obtained by adopting the following procedure:

- (i) Number of questions answered correctly by a candidate in each objective test is considered for arriving at the Corrected Scores after applying penalty for wrong answers.
- (ii) The Corrected Scores so obtained by a candidate are made equivalent to take care of the minor difference in difficulty level, if any, in each of the objective tests held in different sessions (if held) to arrive at the Equated Scores*
*Scores obtained by candidates on any test are equated to the base form by considering the distribution of scores of all the forms.
- (iii) Testwise scores and scores on total is reported with decimal point upto two digits.

LIC HFL reserves the right to modify the structure of the examination which will be intimated through its website.

Commensurate to the number of vacancies, LIC HFL reserves the right to fix the minimum cut- off marks, section wise as well as on total in the online examination in order to finalize the number of candidates to be called for the Interview.

Decision of the Company in this regard shall be final and binding on the candidates. No correspondence will be entertained in this regard.

B. Interview:

Depending upon the number of vacancies, only those candidates who rank sufficiently high in the order of merit based on their respective Marks in Online Examination will be called for interview. Candidates who do not attend the Interview or who do not obtain the minimum qualifying marks in the Interview shall be disqualified from further selection.

Shortlisting of candidates for interview will be provisional without verification of documents. Candidature will be subject to verification of all details/documents with the original when a candidate reports for interview (if called). In case a candidate is called for interview and is found not satisfying the eligibility criteria (Age, Educational Qualification, Work Experience, etc.) he/she will not be allowed to appear for the interview.

C. Final Selection:

The final merit list and selection of candidates will be done on the basis of combined marks of Online Examination and Interview for Assistant and Assistant Manager (Others category) & will be done on the basis of combined marks of Work Experience in the Company as DME, Online Examination and Interview for Assistant Manager (DME category).

The final selection will be strictly according to the merit ranking, subject to minimum qualifying marks in the Interview. The Company reserves the right to change the selection procedure, if necessary.

D. Medical Examination:

Selected candidate will have to undergo Medical Examination and will be appointed as Assistant/Assistant Manager subject to him/her being found medically fit by the Medical Examiner authorized by LIC HFL for this purpose.

5. HOW TO APPLY:

Candidates can apply online only from 04.08.2022 to 25.08.2022 through LIC HFL's website (www.lichousing.com) under the heading "Careers" and no other mode of application will be accepted.

IMPORTANT POINTS TO BE NOTED BEFORE REGISTRATION

Before applying online, candidates should-

- (i) Scan their:
 - Photograph (4.5cm × 3.5cm)
 - Signature (with black ink)
 - Left thumb impression (on white paper with black or blue ink)
 - A hand written declaration (on a white paper with black ink) (text given below)

Candidates should ensure that all these scanned documents adhere to the required specifications as per the specifications given in “GUIDELINES FOR SCANNING AND UPLOAD OF DOCUMENTS” mentioned at the end.

- (ii) Signature in CAPITAL LETTERS will NOT be accepted.
- (iii) The left thumb impression should be properly scanned and not smudged. (If a candidate is not having left thumb, he/she may use his/ her right thumb for applying.)
- (iv) The text for the hand written declaration is as follows –
“I, _____ (Name of the candidate), hereby declare that all the information submitted by me in the application form is correct, true and valid. I will present the supporting documents as and when required.”
- (v) The above mentioned hand written declaration has to be in the candidate’s hand writing and in English only. If it is written and uploaded by anybody else or in any other language, the application will be considered as invalid.
- (vi) Keep the necessary details/documents ready to make Online Payment of the requisite application fee/ intimation charges
- (vii) Have a valid personal email ID and mobile no., which should be kept active till the completion of this Recruitment Process. All sort of communication/intimation will be sent to registered email id/mobile no. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID and mobile no. before applying online and must maintain that email account and mobile number.

APPLICATION FEE:

Post	Application Fee
Assistant	Rs. 800/-
Assistant Manager	Rs. 800/-

GST @ 18% will be charged on Application Fee.

The above fee is applicable to all candidates and non-refundable. Candidates should pay the requisite fee through the online mode only from **04.08.2022 to 25.08.2022**. Bank Transaction charges for Online Payment of application fees/intimation charges will have to be borne by the candidate.

A. APPLICATION REGISTRATION

1. Candidates satisfying the conditions of eligibility are required to log in to the LIC HFL’s website, click on “**Careers**” and go to “**Job Opportunities**” to open the page “**RECRUITMENT OF ASSISTANTS/ ASSISTANT MANAGERS**” and click on the option “**Apply Online**” which will open a new screen. Option is available on the page to view the Detailed Advertisement.
2. To register application, choose the tab “**Click here for New Registration**” and enter Name, Contact details and Email-id. A Provisional Registration Number and Password will be generated by the system and displayed on the screen. Candidate should note down the Provisional Registration Number and

Password. An Email & SMS indicating the Provisional Registration number and Password will also be sent.

3. In case the candidate is unable to complete the application form in one go, he / she can save the data already entered by choosing "SAVE AND NEXT" tab. Prior to submission of the online application candidates are advised to use the "SAVE AND NEXT" facility to verify the details in the online application form and modify the same if required.
4. Candidates are advised to carefully fill and verify the details filled in the online application themselves as no change will be possible/ entertained after clicking the COMPLETE REGISTRATION BUTTON.
5. The Name of the candidate should be spelt correctly in the application as it appears in the valid and acceptable photo identity and the candidate should bring the same identity proof at the time of online examination. The certificate/mark sheets should bear the same name of the candidate. The name of the candidate's father/husband etc. should be spelt correctly in the application as it appears in the certificate/mark sheets. Any change/alteration found in the name of candidate may disqualify the candidature. In case of candidates who have changed their name, they will be allowed only if they produce original Gazette notification / their original marriage certificate / affidavit in original.
6. Validate your details and Save your application by clicking the 'Validate your details' and 'Save & Next' button.
7. Candidates can proceed to upload Photo & Signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature.
8. Candidates can proceed to fill other details of the Application Form.
9. Click on the Preview Tab to preview and verify the entire application form before COMPLETE REGISTRATION.
10. Modify details, if required, and click on 'COMPLETE REGISTRATION' ONLY after verifying and ensuring that the photograph, signature uploaded and other details filled by you are correct.
11. Click on 'Payment' Tab and proceed for payment.
12. Click on 'Submit' button.

Please note that the above procedure is the only valid procedure for applying. No other mode of application or incomplete steps would be accepted and such applications would be rejected.

B. PAYMENT OF FEES

Payment of Application Fee via ONLINE MODE: Candidates have to pay the Application Fee through ONLINE MODE only.

1. The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
2. The payment can be made by using Debit Cards (RuPay/Visa/MasterCard/Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets.
3. After submitting your payment information in the online application form, PLEASE WAIT FOR THE INTIMATION FROM THE SERVER. DO NOT PRESS BACK OR REFRESH BUTTON IN ORDER TO AVOID DOUBLE CHARGE

4. On successful completion of the transaction, an e-Receipt will be generated.
5. Non-generation of 'E-Receipt' indicates PAYMENT FAILURE. On failure of payment, candidates are advised to login again using their Provisional Registration Number and Password and repeat the process of payment.
6. Candidates are required to take a **printout of the e-Receipt** and online Application Form containing fee details. **Please note that if the same cannot be generated, online transaction may not have been successful.**
7. For Credit Card users: All charges are listed in Indian Rupee. If you use a non-Indian credit card, your bank will convert to your local currency based on prevailing exchange rates.
8. To ensure the security of your data, please close the browser window once your transaction is completed.
9. **There is facility to print application form containing fee details after payment of fees.**

Candidates shall be solely responsible for filling up the online applications correctly. In case of invalid applications due to errors committed by the applicant, no claims for refund of application money so collected shall be entertained by the Company.

To avoid last minute rush, candidates are advised to pay the application fees and register online at the earliest.

Note: In case of any query while filling up the online application form, payment of fee/intimation charges, etc., the applicant may send the query at <http://cgrs.ibps.in/>. Kindly mention 'LICHFL – Recruitment' in the subject of the query.

6. CALL LETTER FOR ONLINE EXAMINATION:

The Centre, venue address, date and time for online examination shall be intimated in the respective Call Letter.

An eligible candidate should download his/her call letter from the LIC HFL's website **www.lichousing.com** by entering his/ her details i.e. Registration Number/Roll Number and Password/Date of Birth. No hard copy of the call letter/Information Handout etc. will be sent by post/courier.

Intimations will be sent by email/sms to the email ID and mobile number registered in the online application form. Company will not take responsibility for late receipt / non-receipt of any communication e-mailed/ sent via sms to the candidate due to change in the mobile number, email address, technical fault or otherwise beyond the control of Company. Candidates are hence advised to regularly keep in touch with the LIC HFL website (www.lichousing.com) for details, updates and any information which may be posted for further guidance as well as to check their registered e-mail account from time to time during the recruitment process.

Candidate should affix recent recognizable photograph on the call letter preferably the same as provided (uploaded) during registration. Candidate should ensure that copies of the same are retained for use at various stages of the process. Candidates are also advised not to change their appearance till the process is completed. Failure

to produce the same photograph at various stages of the process/doubt about identity at any stage could lead to disqualification. Candidate must appear at the online examination centre with **(i) Call Letter (ii) Photo Identity Proof as stipulated in the call letter and photocopy of the same Photo Identity Proof as brought in original.** In case identity is in doubt, candidates will not be allowed to appear for the online examination.

CANDIDATES REPORTING LATE i.e. after the reporting time specified on the call letter for examination will not be permitted to take the examination. The reporting time mentioned on the call letter is prior to the start time of the test. Though the duration of the examination is 2 hours, candidates may be required to be at the venue for about 4 hours including the time required for completion of various formalities such as verification and collection of various requisite documents, logging in, giving of instructions.

7. IDENTITY VERIFICATION:

In the examination hall as well as at the time of interview, the call letter along with original and a photocopy of the candidate's currently valid photo identity (bearing exactly the same name as it appears on the call letter) such as PAN Card/ Aadhaar card/ E-Aadhaar Card with a photograph/ Passport/ Permanent Driving Licence/ Voter's Card/ Photo identity proof issued by a Gazetted Officer on official letterhead along with photograph / Photo identity proof issued by a People's Representative on official letterhead along with photograph / valid recent Identity Card issued by a recognized College/ University/ Employee ID/ Bar Council Identity Card with photograph should be submitted to the invigilator for verification. The candidate's identity will be verified with respect to his/her details on the call letter, in the Attendance List and requisite documents submitted. If identity of the candidate is in doubt, the candidate may not be allowed to appear for the online examination.

Ration Card and Learner's driving licence are **not** valid id proof for this recruitment.

Note: Candidates have to produce in original the photo identity proof and submit photocopy of the photo identity proof along with Online Examination Call Letter/ Interview Call Letter while attending the online examination/ interview respectively, without which they will not be allowed to take up the online examination/ interview. Candidates must note that the name as appearing on the call letter (provided during the process of registration) should exactly match the name as appearing on the photo identity proof. Female candidates who have changed first/last/middle name post marriage must take special note of this. If there is any mismatch between the names indicated in the Call Letter and Photo Identity Proof, the candidate will not be allowed to appear for the online examination. In case of candidates who have changed their name, they will be allowed only if they produce original Gazette notification / their original marriage certificate / affidavit in original.

8. BIOMETRIC DATA / IRIS Scan – Capturing and Verification:

It has been decided to capture Biometric data or Iris scan on the day of the Online Examination.

Biometric data

It has been decided to capture the biometric data (thumb impression) and the photograph of the candidates on the day of the Online Examination for the candidates who appear for the online examination. The biometric data and photograph will be verified subsequently. Decision of the Biometric data verification Authority with regard to its status (matched or mismatched) shall be final and binding upon the candidates. Candidates are requested to take care of the following points in order to ensure a smooth process.

- If fingers are coated (stamped ink / mehndi / coloured etc.), ensure to thoroughly wash them so that coating is completely removed before the examination / interview / joining day.
- If fingers are dirty or dusty, ensure to wash them and dry them before the finger print (biometric) is captured.
- Ensure fingers of both hands are dry. If fingers are moist, wipe each finger to dry them.
- If the primary finger (thumb) to be captured is injured/damaged, immediately notify the concerned authority in the test centre. In such cases impression of other fingers, etc. may be captured.

Iris scan

Photograph and Iris will be captured at the examination venue. The photo captured will be matched with the photo uploaded by the candidate in the application. The appearance of the candidate must NOT change from the photo uploaded by the candidate.

Decision of the IRIS data verification authority with regard to its status (matched or mismatched) shall be final and binding upon the candidates. Refusal to participate in the process of IRIS scanning / verification on any occasion may lead to cancellation of candidature. Please note the following:

- 'LEFT EYE (IRIS)' will be captured for all the candidates.
- Candidates should remove Contact Lenses and Spectacles while capturing IRIS. Candidates are advised to avoid wearing contact lenses and prefer spectacles.
- There is no touch involved in IRIS scanning. Half feet distance between scanner and eye will be maintained.

Any failure to observe these points will result in non-admittance for the examination.

9. ONLINE EXAMINATION CENTRE:

- The examination will be conducted online in venues given in the respective call letters.
- No request for change of centre/venue/date/session for examination shall be entertained.
- LIC HFL, however, reserves the right to cancel any of the examination centres and/or add some other centres, at its discretion, depending upon the response, administrative feasibility, etc.

- LIC HFL also reserves the right to allot the candidate to any centre other than the one he/she has opted for.
- Candidate will appear for the examination at an examination centre at his/her own risks and expenses and LIC HFL will not be responsible for any injury or losses etc. of any nature.
- Choice of centre once exercised by the candidate will be final.

If sufficient number of candidates do not opt for a particular centre for "Online" examination, LIC HFL reserves the right to allot any other adjunct centre to those candidates OR if the number of candidates is more than the capacity available for online exam for a centre, LIC HFL reserves the right to allot any other centre to the candidate.

Region	State/Union Territory covered under region	Online Examination Centre
Central	Chhattisgarh	Raipur
	Madhya Pradesh	Bhopal, Indore
East Central	Bihar	Patna, Muzaffarpur
	Jharkhand	Ranchi
	Odisha	Bhubaneswar, Rourkela
Eastern	Assam	Guwahati
	Sikkim	Gangtok
	Tripura	Agartala
	West Bengal	Kolkata, Siliguri
North Central	Uttar Pradesh	Lucknow, Meerut, Allahabad, Gorakhpur
	Uttarakhand	Dehradun
Northern	Chandigarh	Chandigarh-Mohali
	Delhi	Delhi NCR
	Haryana	Ambala, Chandigarh-Mohali
	Himachal Pradesh	Baddi, Bilaspur
	Jammu & Kashmir	Jammu
	Punjab	Amritsar, Chandigarh-Mohali
	Rajasthan	Jaipur, Jodhpur
South Central	Karnataka	Bangalore, Mysore
South Eastern	Andhra Pradesh	Hyderabad, Vijayawada, Visakhapatnam
	Telangana	Hyderabad
Southern	Kerala	Kochi, Trivandrum
	Puducherry	Puducherry
	Tamil Nadu	Chennai, Madurai, Coimbatore
Western	Goa	Panaji
	Gujarat	Ahmedabad-Gandhinagar, Rajkot
	Maharashtra	Mumbai/Navi Mumbai/Greater Mumbai/Thane, Nagpur, Pune, Aurangabad

Note: Candidates applying for the post of Assistant are allowed to apply for vacancy from only one region. The centre of online examination for the post of Assistant will be restricted to the region opted by the candidate. For example, a candidate who will apply for the post of Assistant from Western region will have to choose the centre of online examination from Western region only.

10. INTERVIEW CENTRE:

The interview centres will be intimated to the shortlisted candidates called for interview at a later stage. No request for change of centre/venue/date/time for interview shall be entertained. Expenses incurred for attending the interview will not be reimbursed by the Company.

11. CALL LETTER FOR INTERVIEW:

Call letters for interview will be made available to shortlisted candidates on LIC HFL's website (www.lichousing.com). Candidates will be required to download the same. An intimation regarding availability of call letters on LIC HFL's website will be sent by email/sms. Intimations will be sent to the email ID and mobile number registered in the online application form. Call letters will not be sent to the applicant by Post/ courier. Company will not take responsibility for late receipt / non-receipt of any communication e-mailed/ sent via sms to the candidate due to change in the mobile number, email address, technical fault or otherwise. Candidates are hence advised to regularly keep in touch with the authorised LIC HFL website (www.lichousing.com) for details, updates and any information which may be posted for further guidance as well as to check their registered e-mail account from time to time during the recruitment process.

12. GENERAL TERMS AND CONDITIONS:

- a. Candidates will have to submit the online examination call letter and a photocopy of photo-identity proof at the time of online examination. Candidate has to bring original photo-identity proof for verification.
- b. Before applying, candidates are advised to check and satisfy themselves that they fulfil all the eligibility conditions as stipulated in the notification. Candidates who do not satisfy the eligibility conditions are liable to be disqualified at any stage of recruitment. The fees paid by ineligible candidates shall be forfeited. Decision of the Company in all matters regarding eligibility of the candidate, selection and any other matters relating to recruitment will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by the Company in this regard.
- c. Candidates are required to have a valid personal email-ID. It should be kept active during the currency of this recruitment process. The recruiting agency may send intimation about the call letters for online examination, interview etc. through the registered email ID. Under no circumstances he/she should share/mention email ID to/of any other person. In case a candidate does not have

a personal email ID, he/she should create his/her new email ID before applying Online. Candidates are required to keep particulars of date of birth, educational qualifications, payment details, other personal details etc. ready as these are required to be entered in the online application.

- d. After applying online, the candidates should obtain a system generated print-out of the application on A-4 Size Paper and retain it after signing the same. Please do not send this print-out to LIC HFL.
- e. Candidates who are called for Interview will have to submit the duly signed System Generated Print-Out of the online application form and also produce original and attested Photostat copies of all relevant certificates/documents failing which their candidature shall be liable to be cancelled.
- f. Withdrawal of candidature on account of non-furnishing of any information will not confer any right to carry forward or retain the candidature for future recruitment.
- g. **Candidates can apply for only one post.** If a candidate applies for more than one post, only the latest valid (completed) application/registration (higher registration number) will be retained and the application fee/intimation charges paid for the other multiple registration(s) will stand forfeited.
- h. **Not more than one application for a post should be submitted by any candidate.** In case of multiple applications/registrations, only the latest valid (completed) application/registration (higher registration number) will be retained and the application fee/intimation charges paid for the other multiple registration(s) will stand forfeited.
- i. Application once submitted will not be allowed to be withdrawn and the application fee once paid will not be refunded under any circumstances nor will it be held in reserve for future recruitment. The eligible candidates will be intimated separately about the exact date & venue of the online examination.
- j. Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement including the recruitment process and/or an application in response thereto can be instituted only in **Mumbai** and courts/tribunals/forums at **Mumbai** only shall have sole and exclusive jurisdiction to try any cause/dispute.
- k. Any request for change of data provided during registration process will not be entertained.
- l. Candidates currently serving under any employment should produce “No Objection Certificate” from their employer at the time of interview, failing which, their candidature may not be considered.
- m. Admission to online examination is only provisional without verification of age/qualification of candidate with reference to documents. Candidates should not furnish any particulars that are false, tampered fabricated and/or suppresses any material information while filling up the online application form. If any of

these shortcomings is/are detected after appointment in the Company, his/her services are liable to be summarily terminated.

- n. A candidate's admission to the online examination is strictly provisional. The mere fact that the call letter has been issued to the candidate does not imply that his/her candidature has been finally accepted by LIC HFL.
- o. A candidate should ensure that the signatures appended by him/her in all places viz. in his/her application form, call letter, attendance sheet etc. and in all correspondences with the Company in future should be identical and there should be no variation of any kind.
- p. The candidates will appear for the online examination and/or interview at the allotted centres at their expense and risk and LIC HFL will not be responsible for any injury/losses etc. of any nature.
- q. Mobile phones, pagers or any other communication devices are not allowed inside the exam hall where the examination is being conducted. After 'Aarogya Setu' status display at the entry gate, candidates will be required to switch off their mobile phones, and deposit it at the designated location, to be collected while exiting.
- r. Candidates are advised in their own interest not to bring any of the banned items including mobile phones/ pagers to the venue of the examination, as arrangement for safekeeping cannot be assured.
- s. Candidates are not permitted to use or have in possession calculators in examination premises.
- t. If the online examination is held in more than one session, the scores across various sessions will be equated to adjust for slight differences in difficulty level of different test batteries used across sessions. More than one session is required if the nodes capacity is less or some technical disruption takes place at any centre or for any candidate.
- u. The possibility of occurrence of some problem in the administration of the examination cannot be ruled out completely which may impact examination delivery and/or result from being generated. In that event, every effort will be made to rectify such problem, which may include movement of candidates, delay in examination. Conduct of a re-examination is at the absolute discretion of examination conducting body. Candidates will not have any claim for a re-examination. Candidates not willing to move or not willing to participate in the delayed process of examination delivery shall be summarily rejected from the process.
- v. Detailed advertisement can be viewed at our website – (www.lichousing.com). Decision of the Company in all matters pertaining to this recruitment would be final and binding on all candidates Company reserves the right to change the selection procedure, if necessary. The change, if any, shall be communicated through Company's website (www.lichousing.com).

- w. LIC HFL would be analyzing the responses (answers) of individual candidates with those of other candidates to detect patterns of similarity of right and wrong answers. If in the analytical procedure adopted by LIC HFL in this regard, it is inferred/ concluded that the responses have been shared and scores obtained are not genuine/ valid, LIC HFL reserves right to cancel the candidature of the concerned candidates and the result of such candidates (disqualified) will be withheld.
- x. Instances for providing incorrect information and/or process violation by a candidate detected at any stage of the selection process will lead to disqualification of the candidate from the selection process and he/she will not be allowed to appear in any LIC HFL recruitment process in the future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective affect.
- y. Canvassing in any form will lead to disqualification of candidature.

LIC Housing Finance Ltd. reserves the right to alter/modify/change or even cancel the whole or part of the recruitment/selection process at any stage of the process without any notice and without assigning any reason.

The candidates are advised to visit LIC Housing Finance Ltd website regularly. Notice/information, corrigendum, etc., if any, shall be published on our website www.lichousing.com only.

Date: 04.08.2022

General Manager (HR)

ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT/ USE OF UNFAIR MEANS

Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered with or fabricated and should not suppress any material information while submitting online application.

At the time of online examination, interview or in a subsequent selection procedure, if a candidate is (or has been) found guilty of –

- i. using unfair means or
- ii. impersonating or procuring impersonation by any person or
- iii. misbehaving in the online examination/ interview hall or disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of contents of the test(s) or any information therein in whole or part thereof in any form or by any means, verbal or written, electronically or mechanically for any purpose or
- iv. resorting to any irregular or improper means in connection with his/ her candidature or
- v. obtaining support for his/ her candidature by unfair means, or
- vi. carrying mobile phones or similar electronic devices of communication in the examination/interview hall, such a candidate may, in addition to rendering himself/ herself liable to criminal prosecution, be liable:
 - to be disqualified from the examination for which he/she is a candidate.
 - to be debarred either permanently or for a specified period from any recruitment conducted by the Company.
 - for termination of service, if he/ she has already joined the Company.

Important:

Company would be analysing the responses (answers) of individual candidates with other candidates to detect patterns of similarity of right and wrong answers. If in the analytical procedure adopted by the Company in this regard, it is inferred/ concluded that the responses have been shared and scores obtained are not genuine/ valid, Company reserves right to cancel the candidature of the concerned candidates and the result of such candidates (disqualified) will be withheld.

GUIDELINES FOR SCANNING AND UPLOAD OF DOCUMENTS

(i) Photograph Image: (4.5cm × 3.5cm)

- Photograph must be a recent passport style colour picture.
- Make sure that the picture is in colour, taken against a light-coloured, preferably white, background.
- Look straight at the camera with a relaxed face
- If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows
- If you have to use flash, ensure there's no "red-eye"
- If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- Dimensions 200 x 230 pixels (preferred)
- Size of file should be between 20kb–50 kb
- Ensure that the size of the scanned image is not more than 50kb. If the size of the file is more than 50 kb, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.

(ii) Signature, left thumb impression and hand-written declaration Image:

- The applicant has to sign on white paper with Black Ink pen.
 - Dimensions 140 x 60 pixels (preferred)
 - Size of file should be between 10kb – 20kb. Ensure that the size of the scanned image is not more than 20kb
- The applicant has to put his left thumb impression on a white paper with black or blue ink.
 - File type: jpg / jpeg
 - Dimensions: 240 x 240 pixels in 200 DPI (Preferred for required quality) i.e 3 cm * 3 cm (Width * Height)
 - File Size: 20 KB – 50 KB
- The applicant has to write the declaration in English clearly on a white paper with black ink.
 - File type: jpg / jpeg
 - Dimensions: 800 x 400 pixels in 200 DPI (Preferred for required quality) i.e 10 cm * 5 cm (Width * Height)
 - File Size: 50 KB – 100 KB
- The signature, left thumb impression and the hand written declaration should be of the applicant and not by any other person.
- If the Applicant's signature on the attendance sheet or Call letter, signed at the time of the examination, does not match the signature uploaded, the applicant will be disqualified.

- Signature / Hand written declaration in CAPITAL LETTERS shall NOT be accepted.

(iii) Scanning the documents:

- Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- Set Colour to True Colour
- File Size as specified above
- Crop the image in the scanner to the edge of the photograph/signature/ left thumb impression / hand written declaration, then use the upload editor to crop the image to the final size (as specified above).
- The image file should be JPG or JPEG format. An example file name is: image01.jpg or image01.jpeg. Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon.
- Candidates using MS Windows/MsOffice can easily obtain documents in .jpeg format by using MS Paint or MsOffice Picture Manager. Scanned documents in any format can be saved in .jpg / .jpeg format by using 'Save As' option in the File menu. Size can be adjusted by using crop and then resize option.

(iv) Procedure for Uploading the documents:

- While filling in the Online Application Form the candidate will be provided with separate links for uploading Photograph, signature, left thumb impression and hand written declaration .
- Click on the respective link "Upload Photograph / signature / Upload left thumb impression / hand written declaration".
- Browse and Select the location where the Scanned Photograph / signature / left thumb impression / hand written declaration file has been saved.
- Select the file by clicking on it.
- Click the 'Open/Upload'.
- If the file size and format are not as prescribed, an error message will be displayed.
- Preview of the uploaded image will help to see the quality of the image. In case of unclear / smudged, the same may be re-uploaded to the expected clarity /quality.

Your Online Application will not be registered unless you upload your Photograph, signature, left thumb impression and hand written declaration as specified.

Note:

1. In case the face in the photograph or signature or left thumb impression or the hand written declaration is unclear / smudged the candidate's application may be rejected.

2. After uploading the Photograph / signature / left thumb impression / hand written declaration in the online application form candidates should check that the images are clear and have been uploaded correctly. In case the photograph or signature or left thumb impression or the hand written declaration is not prominently visible, the candidate may edit his/ her application and re-upload his/ her photograph or signature or left thumb impression or the hand written declaration, prior to submitting the form.
3. Candidate should also ensure that photo is uploaded at the place of photo and signature at the place of signature. If photo in place of photo and signature in place of signature is not uploaded properly, candidate will not be allowed to appear for the exam.
4. Candidate must ensure that Photo to be uploaded is of required size and the face should be clearly visible.
5. If the photo is not uploaded at the place of Photo Admission for Examination will be rejected/denied. Candidate himself/herself will be responsible for the same.
6. Candidates should ensure that the signature uploaded is clearly visible.
7. After registering online candidates are advised to take a printout of their system generated online application form.

OFFICE OF THE DISTRICT JUDGE, MAYURBHANJ, BARIPADA

Dated, Baripada this the 27th day of July, 2022

ADVERTISEMENT NO – 01/2022

Applications in plain paper in the Form-A given below are invited for filling up the following posts of Junior Clerk-cum-Copyist/ Grade-III Stenographer/ Junior Typist in the Judgeship of Mayurbhanj in the Scale of Pay as per First Schedule of Pay Matrix of ORSP Rules, 2017 of Rs.19900-63200/- (Rs.19900, Level-4, Cell-1), Rs.25500-81100/- (Rs.25500, Level-7, Cell-1) and Rs.19900-63200/- (Rs.19900, Level-4, Cell-1) per month respectively with usual D.A and other allowances as admissible by the Government from time to time, **subject to the result of W.P.(C) No. 1273 of 2014.**

Sl	Category/ Posts	Scale of Pay	UR	ST	SC	SEBC	Total	PH/Ex-Serviceman/ Sports Person
1	Junior Clerk-cum-Copyist	Rs.19,900 to 63,200/-	11	6	4	3	24	The vacancy reserved for Woman/ P.H./ Ex-Serviceman/ Sports Person is inclusive of vacancy of respective category to which they belong
2	Grade-III Stenographer	Rs.25,500 to 81,100/-	4	2	1	-	7	
3	Junior Typist	Rs.19,900 to 63,200/-	4	-	1	-	5	

The number of above vacancies in different categories of posts may increase or decrease. Reservation in respect of Woman, Sports Persons, Ex-Serviceman and Physically Handicapped Persons shall be made in accordance with the provisions made under relevant Rules, Orders or Instructions issued in that behalf by the Government from time to time.

As per Resolution No. 18442-SC.2R/1-31/96 of G.A. Department, Government of Odisha dated 26.06.1996, in the event of non-availability or availability of insufficient number of eligible women candidates belonging to a particular category, the remaining vacancies shall be filled by the male candidates of that category.

1. Eligibility of Candidates :

- The candidate must be a citizen of India.
- The candidate shall be over 18 years and below 38 years of age on the last date fixed for receipt of applications by the District Recruitment Committee. Provided that, the upper age limit in respect of reserved categories of candidates shall be relaxed in accordance with the provisions of the relevant Acts, Rules, Orders or instructions for the time being in force, for the respective reserved categories.
- The candidate shall be able to speak, read and write Oriya and have passed a test in Oriya equivalent to the M.E. standard.
- The candidate shall be of good character, be of sound health, good physique and free from organic defects or bodily infirmity, and have not more than one spouse living, if married.

2. Required Qualification :

(a) Junior Clerk-cum-Copyist :

- i. The candidate shall have passed at least +2 Examination conducted by the council constituted under Section 3 of the Orissa Higher Secondary Education Act 1982 or equivalent examination of a recognized Council, Board or University, as the case may be;
- ii. The candidate shall have passed at least Diploma in Computer Application from a recognized Institute.

(b) Grade-III Stenographer :

- i. The candidate shall have passed at least +2 Examination conducted by the council constituted under Section 3 of the Orissa Higher Secondary Education Act 1982 or equivalent examination of a recognized Council, Board or University, as the case may be;
- ii. The candidate shall have passed at least Diploma in Computer Application from a recognized Institute.
- iii. The candidate shall possess minimum speed of 80 words in short hand and 40 words in type writing per minute.

(c) Junior Typist :

- i. The candidate shall have passed at least +2 Examination conducted by the council constituted under Section 3 of the Orissa Higher Secondary Education Act 1982 or equivalent examination of a recognized Council, Board or University, as the case may be;
- ii. The candidate shall have passed at least Diploma in Computer Application from a recognized Institute.
- iii. The candidate shall possess minimum speed of 40 words in type writing per minute.

3. Fee for examination:

The candidates are required to deposit fees of Rs. 100/- (Rupees One Hundred) only in shape of Treasury Challan under the head **“0070-Other Administrative Services-01-Administration of Justice-501-Services and Service Fees-9904650-Law Department-9916730-Examination Fees for Recruitment conducted by Orissa District & Sub-Ordinate Courts”** along with their application forms.

The candidates under S.C./S.T. categories and the person with disability not less than 40% are exempted from payment of examination fees.

4. Scheme of Examination:

(a). Scheme of Examination for Junior Clerk-cum-Copyist:

(i)	Written Test consisting of :		
(a)	English	100 Marks	2 hours
(b)	Arithmetic	100 Marks	1 hour
(c)	General Knowledge	100 Marks	1 hour
(ii)	Computer Science (Practical Test)	100 Marks	1 hour
(iii)	Viva Voce Test	45 Marks	--

(b). Scheme of Examination for Grade-III Stenographer:

(i)	English (Written Test, Qualifying in nature)	100 Marks	2 hours
(ii)	Shorthand & Type Writing Test	50 Marks	15 Mins
(iii)	Computer Science (Practical Test)	100 Marks	1 hour
(iv)	Viva Voce Test	35 Marks	--

(c). Scheme of Examination for Junior Typist:

(i)	English (Written Test, Qualifying in nature)	100 Marks	2 hours
(ii)	Type Writing Test	50 Marks	10 Mins
(iii)	Computer Science (Practical Test)	100 Marks	1 hour
(iv)	Viva Voce Test	35 Marks	--

The date of examination for the Shorthand and Type Writing Test, Computer Science Practical Tests and Viva- Voce Test for the qualifying candidates of all categories of posts will be intimated later.

The candidates qualified in the written test shall be called for shorthand and type writing test. The candidates qualified in shorthand and type writing test shall be called for Computer Science Practical Test and the candidates qualified in Computer Science Practical Test shall be called for Viva-Voce Test, as per the rule.

The qualified candidates are required to bring their own Typewriter machine for Shorthand & Typewriting Test (for Grade-III Stenographer and Junior Typist candidates).

The date of written tests for the post of Junior Clerk-cum-Copyist/ Grade-III Stenographer/ Junior Typist will be intimated later.

As per the proviso of Rule-7, Clause-6 of Orissa District and Subordinate Courts Non-Judicial Staff Services (Method of Recruitment and conditions of Service) Rules, 2008 and as amended in Amendment Rules 2010, the Select List in respect of posts advertised

shall remain valid for a period of one year from the date of first appointment from such list or till the date notified for next recruitment, whichever is earlier (as amended in 2010).

5. Last date of receipt of Application:

Applications along with required documents and self attested copies of certificates must reach by **5.00 P.M. on 26.08.2022 (Friday)** to the undersigned. Applications received in office after the mentioned last date & time shall be summarily rejected. In case of receipt of large number of applications for all the posts, the authority reserves right to shortlist the candidates in accordance with the rules contained in the Orissa District & Sub-ordinates Courts Non-Judicial Staff Services (Method of Recruitment and condition of service) Rules, 2008 and as amended in Amendment Rules 2010, subject to the result of W.P.(C) No. 1273/2014.

6. List of documents to be submitted by the Candidates:

- a. Self attested copies of Certificate of H.S.C. or equivalent examination from a recognized Board or University with Mark Sheet.
- b. Self attested copies of certificates of +2 Examination or equivalent Examination of a recognized council, Board or University with Mark Sheet.
- c. Self attested copy of Certificate of Diploma in Computer Application from a registered institute.
- d. Self attested copies of Short Hand Certificate (in case of the candidates applying for Grade-III Stenographer only).
- e. Self attested copies of Typewriting Certificate (in case of the candidates applying for Grade-III Stenographer/ Junior Typist).
- f. Original Treasury Challan showing deposit of fee for recruitment examination, other than the candidates belong S.C./S.T. category and Physically Disable with not less than 40% disability.
- g. Self attested copy of Caste Certificate if belongs to S.C./S.T./S.E.B.C.
- h. Self attested copy of Medical Certificate issued by the Competent Medical Authority/ Board in case Physically/ Orthopedically Handicapped.
- i. Self attested copy of Certificates/ Identity Cards in case of Ex-Serviceman/ Sports persons.
- j. Two Self addressed envelopes, each affixed with adequate postage stamps.
- k. Two Character Certificates issued by two different gazetted officers/medical practitioner/Sarpanch etc.

- l. One self attested recent passport size photograph should be pasted on the Application form in the appropriate box and another two self attested passport size photographs should be submitted with the Form.
- m. Separate applications for more than one post are to be filed by the candidates.
- n. Self attested copy of Certificate showing passing of Odia as a subject equivalent to M.E. Standard.

7. Submission of the Application Form :

The candidates are required to submit their applications being **DULY FILLED IN AND SIGNED BY THEIR OWN HANDS** furnishing the required particulars as per the Form-A given below.

The candidates are required to mention the Post Name and Category in **CAPITAL LETTERS** on the top of the envelopes containing their applications.

The candidates who are in Government service are required to apply **THROUGH PROPER CHANNEL**.

NOTE: Non compliance of any of the requirements mentioned in the advertisement shall entail rejection of his/her application. The applications, if found defective/ incomplete in any respect shall be summarily rejected.

The Application should be sent to the **DISTRICT JUDGE, MAYURBHANJ, AT/PO- BARIPADA, DIST- MAYURBHANJ, ODISHA, PIN- 757001** through Post/Private Courier. The candidates may also drop their Application form in the **Application Drop Box** kept in the Office of the District & Sessions Judge, Mayurbhanj on or before the **Last Date** as mentioned above.

Sd/-
District Judge-cum- Chairman,
District Recruitment Committee,
Mayurbhanj, Baripada.

FORM – A
FORMAT OF APPLICATION
[See Para 2A of Appendix A]

POST APPLIED FOR : _____

Self Attested
Passport size
Photograph

1. Name of the Candidate (Capital Letters) : _____
2. Father's/ Husband's Name : _____
3. Sex (Male/Female) : _____
4. Marital Status (Married/Un-married) : _____
5. Permanent Address : _____

6. Present Address : _____

7. (a) Date of Birth : _____
(b) Age as on **26.08.2022** : _____
8. Email ID : _____
9. Mobile Number : _____

10. Educational Qualification: (Attach attested copies):.

Name of the Examination passed	Name of the Board/ University	Year of Passing	Aggregate of Marks Secured	Grade/ Division	Percentage of Marks Secured
H.S.C.					
+2 Arts/ Commerce/ Science					
Diploma in Computer Science					
Others					

11. Category (SC/ ST/ SEBC/ Gen/ Sports Person/ Ex-Serviceman). (Attach supporting documents issued by the competent authority.) : _____
12. Whether Physically/ Orthopedically handicapped. (If yes, attach supporting Medical Certificate issued by the Competent Medical Authority/ Board.) : _____

13. Religion : _____
14. Nationality : _____
15. Employment Exchange Registration Number. : _____
16. Attach two Character Certificate issued by : i. _____
two different Gazetted Officers/ Medical _____
Practitioner/ Sarpanch etc. (Mention _____
Name, Designation of the officers) _____
ii. _____

17. Details of Treasury Challan with Number & Date : _____

DECLARATION

I do hereby solemnly affirm and state that I am aware about the provisions of Orissa District and Subordinate Courts Non-Judicial Staff Services (Method of Recruitment and conditions of Service) Rules, 2008 and as amended in Amendment Rules 2010, subject to the result of W.P.(C) No. 1273/2014, and the statements made above are true and correct to the best of my knowledge and belief and based on record.

Date :

Place :

Signature of the Candidate



**NATIONAL BANK FOR AGRICULTURE
AND RURAL DEVELOPMENT
(Fully owned by Govt. of India)**

Advertisement No 2/Grade A/2022-23

**Recruitment to the post of Assistant Manager in Grade 'A'
(RDBS/Rajbhasha)**

Applications are invited from Indian citizens for the post of **Assistant Manager** in Grade 'A' in the Rural Development Banking Service (RDBS) /Rajbhasha Service in National Bank for Agriculture and Rural Development (NABARD). Candidates can apply only **ON-LINE** on NABARD website www.nabard.org **between 18 July 2022 and 07 August 2022**. NABARD is an all India Apex Organization, wholly owned by Government of India and is an equal opportunity employer.

Before applying, candidates should read all the instructions carefully and ensure that they fulfil all the eligibility criteria for the post. NABARD would admit candidates on the basis of the information furnished in the ON-LINE application along with applicable requisite fee and shall verify their eligibility at the stage of interview / joining. If, at any stage, it is found that any information furnished in the ON-LINE application is false/ incorrect or if according to the Bank, the candidate does not satisfy the eligibility criteria for the post, his/ her candidature will be cancelled and he/she will not be allowed to appear for the interview / joining.

Candidates are requested to apply only ON-LINE through Bank's website www.nabard.org. No other mode of submission of application will be accepted by NABARD.

Help Facility: In case of any problem in filling up the form, payment of fee/intimation charges, or in downloading of Call Letter, complaints may be made at "Candidate Grievance Lodging and Redressal Mechanism" at <http://cgrs.ibps.in/>. Do not forget to mention "NABARD Officer – Grade 'A' (RDBS) – DR" in the subject of the email.

Important Dates / Timelines

Online Application Registration and Payment of Online Fees/Intimation Charges	18 July 2022 to 07 August 2022
Phase I (Preliminary) – Online Examination	07 September 2022 (Tentatively)@
@ NABARD reserves the right to make change in the dates of the examinations	

(The date of Main Exam would be announced separately on our website viz. www.nabard.org)

Table - I**I. NUMBER OF VACANCIES AND RESERVATION**

S.NO.	POST / DISCIPLINE	UR	SC	ST	OBC	EWS	Total	PWBD
I	AM (RDBS)							
i)	General	33	12	6	21	8	80	7@
ii)	Agriculture Engineering	1	-	1	2	1	5	
iii)	Fisheries	1	-	1	-	-	2	
iv)	Forestry	1	-	-	1	-	2	
v)	Land Development/Soil Science	1	1	-	-	1	3	
vi)	Plantation/Horticulture	1	1	-	-	-	2	
vii)	Civil Engineering	1	-	-	1	1	3	
viii)	Environmental Engg/Science	1	1	-	2#	-	4	
ix)	Finance	11	5	-	11	3	30	
x)	Computer/Information Technology	10	4	-	9	2	25	
xi)	Agri Marketing/Agri Business Management	1	1	-	-	-	2	
xii)	Development Management	1	1	-	-	1	3	
	Total	63	26	8	47	17	161	
II	AM(Rajbahsha)	4	1	1#	1	-	7	1\$

@PWBD – Cat(a)- 2 (includes 01 backlog), Cat(b)-1, Cat(c)-1, Cat (d & e) –3 (includes 02 backlog)

#Includes 01 Backlog vacancy**\$ 01 LD Backlog vacancy**

Reservation for PWBD candidates shall be applied horizontally within the overall vacancies earmarked for various categories viz., UR, SC, ST, OBC & EWS for Grade A (RDBS)/Rajbahsha posts.

- The reservation will be provided for candidates belonging to SC/ST/OBC/EWS/PWBD category as per extant Government of India instructions.
- The Bank reserves the right to increase / decrease the number of vacancies in any of the disciplines or not to fill up any of the vacancies or cancel the recruitment process, as per its requirement.
- Candidates belonging to OBC category but coming in the 'Creamy Layer' are not entitled to OBC reservation. They should indicate the category as 'General' (Gen).
- Reserved category candidates desirous of applying for the posts where the vacancies are not reserved, should apply under UR category.
- Out of 161 vacancies of Asst. Manager (RDBS) and 07 Asst. Manager (Rajbahsha), 08 vacancies are reserved for PWBD candidates under RPWD Act 2016 as per the details given in Table below. The overall PWBD vacancies include 01 LD, 02 (Category d+e) and 01 VI Backlog vacancies.

All 07 PWBD vacancies reserved for Asst. Manager (RDBS) are open to General & Specialised disciplines.

Table II

Grade A (RDBS)- Reservation for PWBD

No.	Disability	Eligible Benchmark Disability	Vacancies
A	Category (a)	Blind (B), Low Vision (LV)	02
B	Category (b)	Hard of Hearing (HH)	01
C	Category (c)	One Arm Affected (OA), Both Arms affected (BA), One Leg Affected (OL), Both legs affected (BL), One Arm and One Leg affected (OAL), Both Legs Arms affected (BLA), Both Legs and One Arm affected (BLOA), Cerebral Palsy (CP), Leprosy cured (LC), Dwarfism (Dw), Acid Attack Victim (AAV), Muscular Dystrophy (MDy)	01
D	Category (d)	Autism Spectrum Disorder (Mild) (ASD)(M), Mental Illness (MI)	03
E	Category (e)	Multiple disabilities from amongst persons under category (a) to (d)	

Table III

Grade A (Rajbhasha)- Reservation for PWBD

No.	Disability	Eligible Benchmark Disability	Vacancies
A	Category (a)	Blind (B), Low Vision (LV)	-
B	Category (b)	Deaf (D), Hard of Hearing (HH)	-
C	Category (c)	One Arm Affected (OA), Both Arms affected (BA), One Leg Affected (OL), Both legs affected (BL), One Arm and One Leg affected (OAL), Cerebral Palsy (CP), Leprosy cured (LC), Dwarfism (Dw), Acid Attack Victim (AAV), Muscular Dystrophy (MDy)	01
D	Category (d)	Autism Spectrum Disorder (ASD), Specific Learning Disability (SLD), Mental Illness (MI)	-
E	Category (e)	Multiple disabilities from amongst persons under category (a) to (d)	

(vii) The candidates from PWBD category will be eligible for age relaxation and exemption from payment of application fee. However, they will have to pay the intimation charges.

Note for PWBD:

1. **Visually Challenged (VC):** Only those Visually Challenged persons who suffer from any one of the following conditions are eligible to apply.
 - i. Total absence of sight.
 - ii. Visual acuity not exceeding 6/60 or 20/200 (Snellen) in the better eye with correcting lenses.
 - iii. Limitation of the field of vision subtending an angle of 20 degrees or worse

Applicants having low vision as defined under the Schedule - Specified Disability of RPWD Act 2016.

2. **Hearing Impaired (HI):**

Grade A – RDBS - Only those Hearing Impaired (HI) candidates who are Partially Deaf (i.e. Hard of Hearing) are eligible to apply

Grade A – Rajbhasha - Only those Hearing Impaired (HI) candidates who are Partially Deaf (i.e. Hard of Hearing) or Deaf (D) are eligible to apply

3. **Locomotor Disability (LD)** : Only those Orthopedically Challenged (OC) applicants who have locomotor disability as mentioned in Table II & III are eligible to apply.

PWBD candidates may belong to any category (UR/SC/ST/OBC/EWS). Reservation for PWBD is horizontal and within the overall vacancies for the post.

4. **I Guidelines for Persons with Benchmark Disabilities using a Scribe**

The visually impaired candidates and candidates whose writing speed is adversely affected permanently for any reason can use their own scribe at their cost during the online examination, subject to limits as in (ii) and (iii) below. In all such cases where a scribe is used, the following rules will apply:

- i. The candidate will have to arrange his/her own scribe at his/her own cost.
- ii. The scribe arranged by the candidate should not be a candidate for the same examination. If violation of the above is detected at any stage of the process, candidature of both the candidate and the scribe will be cancelled. Candidates eligible for and who wish to use the services of a scribe in the examination should invariably carefully indicate the same in the online application form. Any subsequent request will not be entertained.
- iii. A person acting as a scribe for one candidate cannot be a scribe for another candidate.
- iv. The scribe may be from any academic stream. However for posts in disciplines other than "General", the scribe should be from an academic stream different from that prescribed for the post.
- v. Both the candidate as well as scribe will have to give a suitable undertaking confirming that the scribe fulfils all the stipulated eligibility criteria for a scribe mentioned above. Further in case it later transpires that he/she did not fulfil any laid down eligibility criteria or suppressed material facts the candidature of the applicant will stand cancelled, irrespective of the result of the online examination and interview / final result.
- vi. Those candidates who use a scribe shall be eligible for compensatory time of 20 minutes for every hour of the examination or as otherwise advised.
- vii. Only candidates registered for compensatory time will be allowed such concessions since compensatory time given to candidates shall be system based, it shall not be possible for the test conducting agency to allow such time if he / she is not registered for the same. Candidates not registered for compensatory time shall not be allowed such concessions.
- viii. The candidate should opt for using scribe/ compensatory time only if they are eligible for availing these services/concessions as per the rules and guidelines of Government of India under RPWD Act, 2016 in this regard.
- ix. The scribe will be allowed to be used as per the guidelines issued vide Office Memorandum F.No.16-110/2003-DDIII dated February 26, 2013 of Government of India, Ministry of Social Justice and Empowerment, Department of Disability Affairs, New Delhi.
- x. During the exam, at any stage, if it is found that scribe is independently answering the questions, the exam session will be terminated and candidate's candidature will be cancelled. The candidature of such candidates using the services of a scribe will also be cancelled if it is reported after the examination by the test administrator personnel that the scribe independently answered the questions.

(ii) **Guidelines for Candidates with Locomotor Disability and Cerebral Palsy**

A compensatory time of twenty minutes per hour or otherwise advised shall be permitted for the candidates with locomotor disability and cerebral palsy where dominant (writing) extremity is affected to the extent of slowing the performance of function (minimum of 40% impairment).

(iii) **Guidelines for Visually Impaired Candidates**

Visually Impaired candidates (who suffer from not less than 40% of disability) may opt to view the contents of the test in magnified font and all such candidates will be eligible for compensatory time of 20 minutes for every hour of examination.

II.B Reservation for Economically Weaker Section (EWS)

Persons who are not covered under the scheme of reservations for SCs, STs and OBCs and whose family has gross annual income below Rs.8.00 lakh (Rupees eight lakh) and fulfilling Government of India criteria for EWSs, are to be identified as EWSs for benefit of reservation. Income shall also include income from all sources, i.e. salary, agriculture, business, profession, etc. for the financial year prior to the year of application.

Also persons whose family owns or possesses any of the following assets shall be excluded from being identified as EWS, irrespective of the family income:

- i. 5 acres of agricultural land and above;
- ii. Residential flat of 1000 sq. ft. and above
- iii. Residential plot of 100 sq. yards and above in notified municipalities;
- iv. Residential plot of 200 sq. yards and above in areas other than the notified municipalities

Note: Only those persons with benchmark disabilities would be eligible for reservation. "Benchmark disability" means a person with not less than 40% of a specified disability where specified disability has not been defined in measurable terms and includes the persons with disability, where disability has been defined in a measurable terms, as certified by the certifying authority. A person who wants to avail benefit of reservation will have to submit a disability certificate issued by a Competent Authority as per Government of India guidelines. Such certificate will be subject to verification/ re-verification as may be decided by the competent authority.

The guidelines for PWBD/EXS/EWS applicants are subject to change in terms of GoI guidelines/ clarifications, if any, from time to time.

III. ELIGIBILITY CRITERIA: Educational Qualification (as on 01-07-2022)

a) A candidate can apply for Assistant Manager (RDBS/Rajbhasha) from among the options given in **Table-I (only one option)**. It is clarified that candidate applying for Asst. Manager (RDBS) - General cannot apply for another discipline and vice versa. Similarly, candidates applying for Asst. Manager (Rajbhasha) cannot apply for Asst. Manager (RDBS) and vice versa.

b) The candidate can apply only for ONE Post/Discipline of his / her choice. In case of multiple applications across or within disciplines for Grade A (RDBS), only the last application submitted will be considered valid and fee against all other applications will be forfeited.

c) PWBD candidates applying against Unreserved (UR) posts will not be eligible for relaxation in percentage in Educational Qualification. They may, however, be eligible for relaxation in Age and Fee.

d) The candidate must possess the required educational qualification as on 01-07-2022. The result of final term / semester/ year examination of the required educational qualification must have been declared on or before 01-07-2022. In other words, candidates whose final year/semester results have been declared after 01-07-2022 are not eligible to apply.

Bachelor's Degree in a particular discipline means that the candidate must have studied that discipline as main subject in respective degree course and it must be mentioned in the Degree Certificate issued by the University/Institute.

(A) Assistant Manager in Grade 'A' (RURAL DEVELOPMENT BANKING SERVICE) (RDBS)

I. Academic Qualifications:

Grade 'A' (RDBS)

(i) General

Bachelor's Degree in any subject from a recognized University with a minimum of 60% marks (SC/ST/PWBD applicants - 55%) in aggregate OR Post Graduate degree, MBA/PGDM with a minimum of 55% marks (SC/ST/PWBD applicants - 50%) in aggregate OR CA/CS/ICWA OR Ph.D from Institutions recognized by GOI/UGC .

(ii) Agriculture Engineering:

Bachelor's Degree in Agriculture Engineering with 60% marks (ST/PWBD applicants - 55%) in aggregate **OR** Post graduate degree in Agriculture Engineering with a minimum of 55% marks (ST/PWBD applicants - 50%) in aggregate from a recognised University / Institution.

(iii) Fisheries

Bachelor's degree in Fisheries Science from a recognized University/Institution with 60% marks (ST/PWBD applicants 55%) in aggregate **OR** Post graduate degree in Fisheries with 55% marks (ST/PWBD applicants 50%) in aggregate.

(iv) Forestry

Bachelor's degree in Forestry from a recognized University/Institution with 60% marks (PWBD applicants - 55%) in aggregate **OR** Post graduate degree in Forestry with 55% marks (PWBD applicants - 50%) in aggregate.

(v) Land Development-Soil Science:

Bachelor's Degree in Agriculture / Agriculture (Soil Science/Agronomy) with 60% marks (SC/PWBD applicants - 55%) in aggregate **OR** Post Graduate degree in Agriculture / Agriculture (Soil Science/Agronomy) with a minimum of 55% marks (SC/PWBD applicants - 50%) in aggregate from a recognised University / Institution.

(vi) Plantation/Horticulture

Bachelor's Degree in Horticulture from any recognized University with a minimum of 60% marks (SC/PWBD applicants - 55%) in aggregate **OR** Post Graduate degree in Horticulture with a minimum of 55% marks (SC/PWBD applicants - 50%) in aggregate.

(vii) Civil Engineering

Bachelor's Degree in Civil Engineering from any recognized University with a minimum of 60% marks (PWBD applicants - 55%) in aggregate **OR** Post Graduate degree in Civil Engineering with a minimum of 55% marks (PWBD applicants - 50%) in aggregate.

(viii) Environmental Engineering/Sciences

Bachelor's degree with Environmental Science / Environmental Engineering with 60% marks (SC/PWBD applicants - 55%) in aggregate or Post graduate degree in Environmental Engineering or Environmental Science with 55% marks (SC/PWBD applicants - 50%) in aggregate from a recognized University/Institution

(ix) Finance:

BBA (Finance/Banking) / BMS (Finance/Banking) with 60% marks (SC/PWBD applicants - 55%) OR Two years full time P.G. Diploma in Management (Finance) / Full time MBA (Finance) degree with 55% (SC/PWBD applicants - 50%) from Institutions / Universities recognized by GoI /UGC with Bachelor's Degree in any discipline. Candidates will be required to submit a certificate from Institution/University regarding specialization in finance

OR

Bachelor of Financial and Investment Analysis with 60% marks (SC/PWBD applicants - 55%) OR

Bachelor's degree in any discipline from a recognized University/Institution with Membership of Institute of Chartered Accountants of India (ICAI) OR CFA. The Membership of ICAI must have been obtained on or before 01-07-2022

OR

Bachelor's degree in any discipline from a recognized University with Membership of Institute of Cost Accountants of India (ACMA/FCMA) & ICWA. The Membership of Institute of Cost Accountants of India (ICAI) must have been obtained on or before 01-07-2022.

(x) Computer/Information Technology:

Bachelor's Degree in Computer Science/ Computer Technology/ Computer Applications/Information Technology with 60% marks (SC/PWBD applicants 55%) in aggregate **OR** a post graduate degree Computer Science/ Computer Technology/ Computer Applications/Information Technology with 55% marks (SC/PWBD applicants 50%) in aggregate from a recognized university.

(xi) Agriculture Marketing/Agri.Business Management:

Bachelor's Degree in Agriculture Marketing/ Agriculture Business Management with 60% marks (SC/PWBD applicants - 55%) in aggregate or Two years full time Post Graduate Degree/ Post Graduate Diploma/MBA in Agriculture Marketing/ Agriculture Business Management with a minimum of 55% marks (SC/PWBD applicants - 50%) in aggregate from a recognised University / Institution

(xii) Developmental Management

Bachelor's degree in Social Work/Development Management/Development Studies with 60% marks (SC/PWD applicants 55%) in aggregate or Post Graduate degree in Social Work/Development Management/Development Studies with 55% marks (SC/PWD

applicants 50%) in aggregate from a recognized University

OR

Post Graduate Diploma in Rural Development/ Rural Management/Development Management/Development Studies for a minimum of 02 years

(B) Assistant Manager in Grade 'A' (RAJBHASHA)

- (i) Bachelor's Degree from a recognized university in English or Hindi medium with Hindi and English as a compulsory or elective subject with a minimum of 60% marks (SC/ST/PWBD applicants – 55%) or equivalent in aggregate **and**
- (ii) PG Diploma in Translation (minimum one year) in Hindi to English and vice-versa from any recognized University.
Candidates must have studied English and Hindi as subjects in at least 02 years of bachelor's degree course.

OR

Master's Degree in HINDI with a minimum of 60% marks in aggregate (SC/ST/PWBD applicants – 55%). Candidates must have studied English as main/ elective subject in at least 02 years of bachelor's degree course.

OR

Master's Degree in ENGLISH with a minimum of 60% marks in aggregate (SC/ST/PWBD applicants – 55%). Candidates must have studied Hindi as main/elective subject in at least 02 years of bachelor's degree course.

Candidates must be able to translate from English to Hindi and vice-versa.

NOTE: All educational qualifications should have been obtained from Universities / Institutions incorporated by an Act of Central or State Legislature in India or other educational institutions established by an Act of Parliament or declared to be deemed as a University under Section – 3 of UGC Act 1956.

- i. Some Universities/Institutes do not award Class or percentage of marks and allot Aggregate Grade Points (e.g. CGPA/OGPA/CPI, etc.). In case University/Institute defines criteria for conversion of Aggregate Grade Point into Class and/or percentage of marks, the same will be accepted. However, where the University/Institute does not define criteria for conversion of Aggregate Grade Point into Class and/or percentage of marks, the undefined parameter(s) would be worked out as under:

Equivalent CGPA/ OGPA/ CPI or similar terminologies allotted on a 10-point scale	Class / Division	Aggregate % of Marks
6.75	I (First)	60%
6.25	II (Second)	55%
5.75	II (Second)	50%
5.25	II (Second)	45%

Aggregate Grade Point or percentage of marks where awarded would mean aggregate over the entire duration of the course.

- ii. Where the Aggregate Grade Point (CGPA/OGPA/CPI, etc.) is awarded out of a number other than 10, it will be normalized out of 10 and computed as per item (i) above.

Indicative roles and responsibility/nature of work for technical disciplines:

Sr. no.	Technical Disciplines	Skill – sets /Nature of Work
1	Computer and Information Technology	Security /Analytics /Database Administration /Application Development/ Networking /Server Management and related fields/ Database Analysis (MySQL, Oracle, MSSQL).
2	Finance	Treasury Management /Risk management/Handling of regulatory and/or statutory compliances for public issues, retail bonds, etc.
3	<ul style="list-style-type: none"> • Agriculture Engineering • Fisheries • Forestry • LD - Soil Sci. • Plantation/Horticulture • Civil engineering • Environmental Engg/Science • Finance • Computer/Information Technology • Agri Marketing/Agri Business management • Development Management 	<ul style="list-style-type: none"> i. Identifying and mapping of resource potential under related sectors and sub sectors of rural economy and SWOT analysis thereof, credit-linked planning, preparation of sectoral papers , State Focus Papers, etc. ii. Meeting requests from client institutions, especially Banks and Government Departments, for periodic updating of techno-financial parameters and unit costs of various developmental activities. iii. Provision of expert views, advisory services, consultancy, etc. to individual entrepreneurs, Corporates, institutions, Government Departments etc. seeking such advice. This may be in contexts of preparation of DPRs, standardisation of techno-financial norms with specific reference to new agri-business ventures such as high value agriculture, value chain financing, processing and value addition, organic farming, etc. iv. Liaison with National / Regional Research Institutes to support their R&D interventions to develop solutions to field level technical /operational problems and innovative technologies. v. Liaison with Line Departments of Central as well as State Governments, ICAR, and State Universities of related disciplines. vi. Advisory services at District/State/National level in operationalization of several Government sponsored schemes pertaining to related disciplines. vii. Representation on various technical committees/ sub-groups constituted by State / National Level institutions etc. towards policy advocacy. viii. Provision, and simultaneous internal capacity building, in the emerging areas of NABARD's interest and projects being implemented by NABARD requiring specialisations / expertise from related discipline. ix. Miscellaneous areas – suggestions / advice for effective policy formulations and business plans, Appraisal & Monitoring of proposals having NABARD's interest and/or involvement. Documentation of Success stories and dissemination technology for replication. Any support related to technical discipline sought from time to time.

NB: Specialized Discipline officers can be assigned other work as per administrative convenience of the Bank.

IV. AGE (as on 01-07-2022)

The candidate must be between 21 and 30 years of age as on **01-07-2022**, i.e., the candidate must have been born **not earlier than 02-07-1992** and **not later than 01-07-2001**

Relaxation in Upper Age Limit: Upper age limit may be relaxed by -

- a. 03 years in case of eligible OBC applicants,
- b. a maximum of 05 years in case of : (i) Applicants belonging to SC/ST , if the posts are reserved for them (ii) Ex-servicemen (including Emergency Commissioned Officers/Short Service Commissioned Officers) provided that the applicants have rendered at least five years continuous Military Service and have been released on completion of assignment (including those whose assignment is due to be completed within one year) otherwise than by way of dismissal or discharge on account of misconduct or inefficiency or on account of physical disability or have been released on account of physical disability attributable to Military Service or on invalidation (iii) Emergency Commissioned Officers/Short Service Commissioned Officers who have completed their initial period of assignment of five years of Military Service but whose assignment has been extended beyond five years and in whose case, on selection, the Ministry of Defence issues certificates that they would be released within 03 months from the date of receipt of offer of appointment, (iv) Children/family members of victims died in the 1984 riots.
- c. 10 years for PWBD (General); 13 years for PWBD (OBC) and 15 years for PWBD (SC/ST) applicants.

NOTE: NO CUMULATIVE AGE RELAXATION WILL BE AVAILABLE TO ANY APPLICANT, SAVE AS PROVIDED ABOVE.

V. SELECTION PROCEDURE

- A. The selection will be in three Phases as furnished below:

Preliminary Examination Structure for Grade A (RDBS/Rajbhasha) :

Sr. No.	Name of the Test	No. of Qs.	Max Marks	Version	Time
1	Test of Reasoning	20	20	Bilingual – Hindi and English except test of English language	Composite time of 120 Minutes for all the tests together
2	English Language	30	30		
3	Computer Knowledge	20	20		
4	Quantitative Aptitude	20	20		
5	Decision Making	10	10		
6	General Awareness	20	20		
7	Eco & Soc. Issues (with focus on Rural India)	40	40		
8	Agriculture & Rural Development with Emphasis on Rural India	40	40		
	Total	200	200		120 Minutes

i) Qualifying Section - Test of Reasoning, English Language, Computer Knowledge, Quantitative Aptitude, Decision Making

ii) Merit Section - General Awareness, Eco & Soc. Issues (with focus on Rural India), Agriculture & Rural Development with Emphasis on Rural India.

iii) Shortlisting of the candidates for the Main exam will be based on **marks scored in the Merit section only.**

Mains Exam Test Structure for Grade A

Main Examination for the post of Generalist

Paper	Grade A	Type of Paper	No. of Questions	Marks	Duration	Remarks
Paper I	General English	Online Descriptive	3	100	90 Minutes	Descriptive Answers to be typed using keyboard
Paper II	ESI & ARD	Objective	30	50	30 Minutes	
		Descriptive Type	6 questions will be asked, of which candidates will be required to attempt 4 questions [2 of 15 marks each (with difficulty level) and 2 of 10 marks each]	50	90 Minutes	Descriptive Answers to be typed using keyboard either in English or Hindi (Remington and Inscript keyboards)

Main Examination for the post of Specialist

Paper	Grade A	Type of Paper	No. of Questions	Marks	Duration	Remarks
Paper I	General English	Online Descriptive	3	100	90 Minutes	Descriptive Answers to be typed using keyboard
Paper II	Stream Specific Paper	Objective	30	50	30 Minutes	
		Descriptive Type	6 questions will be asked, of which candidates will be required to attempt 4 questions [2 of 15 marks each (with difficulty level) and 2 of 10 marks each]	50	90 Minutes	Descriptive Answers to be typed using keyboard either in English or Hindi (Remington and Inscript keyboards)

Main Examination for the post of Rajbhasha

Paper	Grade A	Type of Paper	No. of Questions	Marks	Duration	Remarks
Paper I	General English	Online Descriptive	3	100	90 Minutes	Descriptive Answers to be typed using keyboard
Paper II	Stream Specific Paper	Objective	30	50	30 Minutes	
		Descriptive Type	6 questions will be asked, of which candidates will be required to attempt 4 questions [2 of 15 marks each (with difficulty level) and 2 of 10 marks each]	50	90 Minutes	Descriptive Answers to be typed using keyboard in Hindi (with Remington /Inscript keyboard)

Interview (RDBS/Rajbhasha) : 50 Marks

The calling Ratio to qualify for the main examination and interview would be a maximum of 1:25 and 1:3, respectively. The ratio may be suitably reduced at the discretion of the bank. Candidates who qualify and rank sufficiently high as decided by NABARD, shall be called for appearing at the Main Examination and Interview. There will be penalty for wrong answers marked by the candidate. ***For every wrong answer marked, 1/4th of the marks assigned to that question will be deducted as penalty in Phase-I and Phase-II, both. Cut-offs in Phase-I and Phase-II may be applied in two stages: (i) On scores in individual tests, (ii) On Total Score***

Since the vacancies are earmarked discipline-wise, merit list of candidates for each stage will be prepared discipline-wise.

- B. Only such candidates who score the minimum cut off marks or above in the Main Examination will be shortlisted for interview. The final selection and ranking of the applicants for the post of Assistant Manager in Grade 'A' (RDBS/Rajbhasha) will be based on their performance in the Phase-II Main Examination and Interview, taken together. In case of candidates securing same marks, their ranking will be decided as under:
- I. Amongst the candidates having equal marks in total (Main examination + interview taken together), the candidate with higher marks in Main Examination will be ranked higher.
 - II. In case of having equal marks in Main Examination, candidate with higher qualification or in case of similar qualification, candidate with higher marks in

graduation will be ranked higher. In case of further tie-up, the candidate senior in age will be ranked higher.

NOTE: With a view to overcoming the possibility of applicants seeking help of other applicants during the online / main exam, the Bank would be analysing the responses of applicants in the main examination with other appeared applicants to detect patterns of similarity of right and wrong answers. On the basis of such an analysis, if it is suspected that the responses have been shared and scores obtained are not genuine/ valid, the Bank reserves the right to cancel the candidature of the suspected applicants. Hence the applicants are advised in their own interest not to indulge in any unfair practice in the exams.

VI. SYLLABUS

The syllabus for all subjects is indicative and not exhaustive. The syllabus should not be considered as the only source of information while preparing for the examination. Keeping in view the nature of examination, all matters falling within the realm of the subject concerned will have to be studied by the candidate as questions can be asked on all relevant matters under the subject. Candidates appearing for the examination should also prepare themselves for answering questions that may be asked on the current/latest developments/Acts taking place under the subject(s) although those topics may not have been specifically included in the syllabus.

Illustrative syllabus for Phase II (Main Examination) may be as furnished below:

For Grade A (RDBS) (All Disciplines from (i) to (xi) in Table 1 and Grade A (Rajbhasha)

- 1) Paper I – English:** Essay, Précis writing, Comprehension and Business/Office Correspondence. The paper on English shall be framed in a manner to assess the writing skills including expressions and understanding the topic.

For Grade A (RDBS) (General Discipline) as at (i) in Table 1

- 2) Paper II – Economic & Social Issues and Agriculture & Rural Development (ESI & ARD)**

Economic & Social Issues: Nature of Indian Economy - Structural and Institutional features - Economic underdevelopment - Opening up the Indian Economy - Globalization - Economic Reforms in India - Privatisation. Inflation - Trends in Inflation & their Impact on National Economy and Individual Income. Poverty Alleviation and Employment Generation in India - Rural and Urban - Measurement of Poverty - Poverty Alleviation Programmes of the Government. Population Trends - Population Growth and Economic Development - Population Policy in India. Agriculture - Characteristics / Status - Technical and Institutional changes in Indian Agriculture - Agricultural performance - Issues in Food Security in India - Non Institutional and Institutional Agencies in rural credit. Industry - Industrial and Labour Policy - Industrial performance - Regional Imbalance in India's Industrial Development - Public Sector Enterprises. Rural banking and financial institutions in India - Reforms in Banking/ Financial sector. Globalization of Economy - Role of International Funding Institutions - IMF & World Bank - WTO - Regional Economic Co-operation. Social Structure in India - Multiculturalism - Demographic trends - Urbanisation and Migration - Gender Issues Joint family system - Social Infrastructure - Education - Health and Environment. Education - Status & System of Education - Socio -Economic Problems associated with Illiteracy - Educational relevance and educational wastage - Educational Policy for India. Social Justice: Problems of scheduled castes and scheduled tribes - socio-economic programmes for scheduled castes and scheduled tribes and other backward classes. Positive Discrimination in favour of the under privileged - Social Movements - Indian Political Systems - Human Development. Current Economic & Social Issues.

Agriculture & Rural Development:

Agriculture: definition, meaning and its branches, Agronomy: definition, meaning and scope of agronomy. Classification of field crops. Factors affecting crop production, Agro Climatic Zones; Cropping Systems: Definition and types of cropping systems. Problems of dry land agriculture; Seed production, seed processing, seed village; Meteorology: weather parameters, crop-weather advisory; Precision Farming, System of Crop Intensification, organic farming;

- a) *Soil and Water Conservation* : Major soil types, soil fertility, fertilisers, soil erosion, soil conservation, watershed management;
- b) *Water Resource*: Irrigation Management: types of irrigation, sources of irrigation, crop-water requirement, command area development, water conservation techniques, micro-irrigation, irrigation pumps, major, medium and minor irrigation.
- c) *Farm and Agri Engineering* : Farm Machinery and Power, Sources of power on the farm- human, animal, mechanical, electrical, wind, solar and biomass, bio fuels, water harvesting structures, farm ponds, watershed management, Agro Processing, Controlled and modified storage, perishable food storage, godowns, bins and grain silos.
- d) *Plantation & Horticulture*: Definition, meaning and its branches. Agronomic practices and production technology of various plantation and horticulture crops. Post-harvest management, value and supply chain management of Plantation and Horticulture crops.
- e) *Animal Husbandry*: Farm animals and their role in Indian economy, Animal husbandry methods in India, common terms pertaining to different species of livestock, Utility classification of breeds of cattle. Introduction to common feeds and fodders, their classification and utility.

Introduction to poultry industry in India (past, present and future status), Common terms pertaining to poultry production and management. Concept of mixed farming and its relevance to socio-economic conditions of farmers in India. Complimentary and obligatory nature of livestock and poultry production with that of agricultural farming.

- f) *Fisheries*: Fisheries resources, management and exploitation - freshwater, brackish water and marine; Aquaculture- Inland and marine; biotechnology; post-harvest technology. Importance of fisheries in India. Common terms pertaining to fish production.
- g) *Forestry*: Basic concepts of Forest and Forestry. Principles of silviculture, forest mensuration, forest management and forest economics. Concepts of social forestry, agroforestry, joint forest management. Forest policy and legislation in India, India State of Forest Report 2015. Recent developments under Ministry of Environment, Forest and Climate Change.
- h) *Agriculture Extensions*: Its importance and role, methods of evaluation of extension programmes, Role of Krishi Vigyan Kendra's (KVK) in dissemination of Agricultural technologies.
- i) *Ecology and Climate Change*: Ecology and its relevance to man, natural resources, their sustainable management and conservation. Causes of climate change, Green House Gases (GHG), major GHG emitting countries, climate analysis, distinguish between adaptation and mitigation, climate change impact to agriculture and rural livelihood, carbon credit, IPCC, UNFCCC, CoP meetings, funding mechanisms for climate change projects, initiatives by Govt of India, NAPCC, SAPCC, INDC.
- j) Present Scenario of Indian Agriculture and Allied activities; recent trends, major challenges in agriculture measures to enhance viability of agriculture. Factors of Production in agriculture; Agricultural Finance and Marketing; Impact of

Globalization on Indian Agriculture and issues of Food Security; Concept and Types of Farm Management.

Rural Development: Concept of Rural Area, Structure of the Indian Rural Economy- Importance and role of the rural sector in India- Economic, Social and Demographic Characteristics of the Indian rural economy, causes of Rural Backwardness.

Rural population in India; Occupational structure, Farmers, Agricultural Labourers, Artisans, Handicrafts, Traders, Forest dwellers/tribes and others in rural India- Trends of change in rural population and rural work force; problems and conditions of rural labour; Issues and challenges in Handlooms

Panchayati Raj Institutions – Functions and Working. MGNREGA, NRLM – Aajeevika, Rural Drinking water Programmes, Swachh Bharat, Rural Housing, PURA and other rural development programmes.

Note: *The illustrative syllabus for Main Examination - Paper II for Grade A (RDBS)- Specialised Disciplines at Sr. No. (ii) to (xii) in Table-I and Grade A (Rajbhasha) will be uploaded on website.*

VII. PRE-RECRUITMENT TRAINING (PRT) FOR SC/ST/OBC/PWBD CANDIDATES

The Bank arranges pre examination training to SC/ST/OBC/PWBD candidates, free of cost. Candidates who desire to avail of the training may apply in the format furnished below so as to reach before **09 August 2022 by way of email to prerecruitment@nabard.org** by providing subject line as: "APPLICATION FOR PRE-EXAMINATION TRAINING FOR SC/ST/OBC/PWBD CANDIDATES FOR ASST. MANAGER IN RDBS/RAJBHASHA-2022."

The pre-examination training would be held prior to Preliminary Examination. The exact date, time, etc., would be informed to the candidates in advance on their email given in the application. **The training will be held subject to receipt of adequate number of requests.**

Candidates may send a scanned copy of the form duly filled alongwith a self-attested copy of the caste/PWBD certificate to the email id mentioned above.

FORM OF APPLICATION FOR TRAINING

The Chief General Manager
National Bank for Agriculture and Rural Development
Human Resources Management Department
Head Office
Mumbai

Place:

Date:

Dear Sir,

Pre-examination Training – Asst. Manager (RDBS/Rajbhasha) in Grade ‘A’

I have applied for the above post. My Registration No. / Roll Number is
You are requested to register my name for training in **English / Hindi** medium. I enclose an attested copy of the caste / physically challenged certificate and copy of fee receipt in respect of payment made by me. I note that I will have to make my own arrangement for stay and meet all my expenses. I also note that undergoing the training will not confer on me any right to be called for the examination or for recruitment in the Bank's service.

Yours faithfully,

(Signature)

Name :

Full Address :

Caste :

Email ID :

Mobile No. :

Encl: Attested Copy of Caste/Physically Challenged certificate/fee receipt

\$ Delete inapplicable.

(Note: Training in Hindi will be held only if there are sufficient number of requests).

VIII. EXAMINATION CENTRES

A. Phase – I (Preliminary Examination) : The ON-LINE Examination for Phase-I will be held at the following Centres:

1	Andaman & Nicobar	Port Blair.
2	Andhra Pradesh	Chirala, Srikakulam, Guntur, Kadapa, Kurnool, Nellore, Rajahmundry, Vijayawada, Vishakhapatnam, Tirupati, Kakinada, Vizianagaram.
3	Arunachal Pradesh	Naharlagun.
4	Assam	Guwahati, Dibrugarh, Jorhat, Silchar, Tezpur.
5	Bihar	Arrah, Bhagalpur, Darbhanga, Gaya, Muzaffarpur, Patna, Purnea.
6	Chandigarh	Chandigarh-Mohali.
7	Chattisgarh	Bilaspur, Durg-Bhilai, Raipur.
8	Goa	Panaji
9	Gujarat	Ahmedabad / Gandhinagar, Anand, Mehsana, Rajkot, Surat, Vadodara.
10	Haryana	Faridabad, Gurgaon, Ambala.
11	Himachal Pradesh	Hamirpur, Mandi, Baddi, Bilaspur
12	Jammu & Kashmir	Samba, Jammu, Srinagar.
13	Jharkhand	Dhanbad, Hazaribagh, Jamshedpur, Ranchi.
14	Karnataka	Bengaluru, Belgaum, Hubli-Dharwad, Hassan, Gulbarga, Mangalore, Mysore, Shimoga, Udupi.
15	Kerala	Alappuzha, Ernakulam/Kochi, Kannur, Kottayam, Kozhikode, Pallakad, Thrichur, Thiruvananthapuram, Kollam.
16	Madhya Pradesh	Ujjain, Bhopal, Gwalior, Indore, Jabalpur, Satna.
17	Maharashtra	Ahmednagar, Aurangabad, Amravati, Jalgaon, Kolhapur, Mumbai/ Navi Mumbai/Thane/Greater Mumbai, Nagpur, Nanded, Pune, Solapur, Dhule, Ratnagiri.
18	Manipur	Imphal.
19	Meghalaya	Shillong.
20	Mizoram	Aizawl.
21	Nagaland	Kohima.
22	New Delhi	Delhi – NCR.
23	Odisha	Balasore, Berhampur(Ganjam), Bhubaneswar, Cuttack, Sambalpur, Rourkela.
24	Puducherry	Puducherry.
25	Punjab	Amritsar, Bhatinda, Jalandhar, Mohali, Patiala.
26	Rajasthan	Ajmer, Bikaner, Jaipur, Jodhpur, Kota, Sikar, Udaipur.
27	Sikkim	Gangtok-Bardang.
28	Tamilnadu	Chennai, Coimbatore, Madurai, Salem, Thiruchirapalli, Tirunelveli, Vellore, Erode, Virudhunagar.
29	Telangana	Hyderabad/Rangareddy, Karimnagar, Warangal, Khammam.

30	Tripura	Agartala.
31	Uttar Pradesh	Agra, Aligarh, Prayagraj, Bareilly, Faizabad, Ghaziabad, Gorakhpur, Kanpur, Lucknow, Meerut, Moradabad, Muzaffarnagar, Noida, Varanasi.
32	Uttarakhand	Roorkee, Dehradun, Haldwani.
33	West Bengal	Asansol, Durgapur, Hooghly, Kalyani, Kolkata/Greater Kolkata, Siliguri.

Note:

1. The examination will be conducted online at the venues given in the respective call letters. Kindly check your centre for the examination as the same may have been changed due to official convenience.
2. No request for change of centre/venue/date/session for Examination shall be entertained.
3. NABARD, however, reserves the right to cancel any of the Examination Centres and/or add some other Centres, at its discretion, depending upon the response, administrative feasibility, etc.
4. NABARD also reserves the right to allot the candidate to any centre other than the one he/she has opted for.
5. Candidate will appear for the examination at the Examination Centre at his/her own risk and expenses and NABARD will not be responsible for any injury or losses etc. of any nature.
6. Choice of centre once exercised by the candidate will be final.

If sufficient number of candidates do not opt for a particular centre for "Online" examination, NABARD reserves the right to allot any other adjacent centre to those candidates OR if the number of candidates is more than the capacity available for online exam for a centre, NABARD reserves the right to allot any other centre to the candidates.

If the examination is held in more than one session, the scores across various sessions will be equated to adjust for slight differences in difficulty level of different test batteries used across sessions. More than one session are required if the nodes capacity is less or some technical disruption takes place at any centre or for any candidate.

B. Phase-II (Main Examination)

The online examination for Phase-II will be held at the following centres:

Name of the Centres	
Ahmedabad / Gandhinagar	Kolkata
Bangalore	Lucknow
Bhopal	Mumbai / Navi Mumbai / Thane
Bhubaneshwar	Delhi - NCR
Chandigarh - Mohali	Patna
Chennai	Pune
Guwahati	Raipur
Hyderabad	Ranchi
Jaipur	Shillong
Jammu	Thiruvananthapuram
Srinagar	-

Separate call letters will be issued for each shift of Phase-II examination.

C. The Interview may be held at a few of the above Centres which will be communicated in the interview call letter.

Note: Candidates can select only one centre for Phase-I and one centre for Phase-II separately and must indicate the choice of centres in the online application. Choice of Centre by candidates for Phase-I and Phase-II Examinations can be different and must be indicated in the online application. A final decision on the number of centres for Main Examination will be taken by NABARD, based on the availability of adequate number of candidates. In the event of cancellation of Examination at any centre, NABARD may at its discretion allot an alternative centre to the candidates concerned.

Call Letters for the online Examination for Phase-I & Phase-II should be downloaded by the candidates from the link provided in the Bank's website i.e. www.nabard.org at an appropriate time. Candidates will not be admitted to the examinations without the Call Letters.

The possibility of occurrence of some problem in administration of the examination cannot be ruled out completely which may impact test delivery and/or result from being generated. In such an eventuality, every effort will be made to rectify the problem, which may include shifting the candidates to the other centres or conduct of the examination, afresh, if considered necessary. Decision of NABARD in this regard shall be final. Candidates not willing to accept such change shall lose his / her candidature for this exam.

IX. APPLICATION FEE (NON-REFUNDABLE)

Application fee (exclusive of applicable GST) for the post will be as under:

(Amount in Rs.)

Category of applicant	Application Fee	Intimation charges etc.	Total
For SC/ ST/ PWBD	NIL	150	150*
For all others	650	150	800*
Staff @	@	@	@

* Exclusive of applicable GST

@All NABARD employees satisfying the educational qualification criteria would be eligible to apply. They will be required to pay fee/intimation charges as indicated above at the time of online application, which will be reimbursed on submission of fee receipt only to those employees of NABARD (Staff Candidates) who satisfy the eligibility criteria for the post. The status as staff candidate will be verified at the time of interview.

X. EMOLUMENTS AND SERVICE CONDITIONS

- (a) **Pay Scale:** Selected candidates will draw a starting basic pay of Rs.28150/- p.m. in the scale of Rs.28150-1550(4)-34350-1750(7)-46600-EB-1750(4)-53600-2000(1)-55600 applicable to Officers in Grade 'A' and they will be eligible for Dearness Allowance, Local Compensatory Allowance, House Rent Allowance, and Grade Allowance as per rules in force from time to time. At present, initial monthly gross emoluments are approximately Rs. 70,000/-.
- (b) **Perquisites :** Bank's accommodation subject to availability, reimbursement of expenses for maintenance of vehicle for official purpose, newspaper, internet, telephone charges, book grant, allowance for furnishing of residence, etc. as per eligibility. Free dispensary facility besides reimbursement of medical expenses for OPD treatment/hospitalisation as per eligibility. Interest free festival advance,

- Leave Travel Concession, Loans and Advances at concessional rates of interest for Housing, Car, Education of children, Consumer articles, Personal computer, etc.
- (c) Candidates selected for the post will be governed by "**the defined contribution to New Pension Scheme (NPS)**" in addition to the benefits of **Gratuity and Optional Group Term Insurance Plan**.
 - (d) At certain centres, limited number of residential quarters are available. Facility for securing residential accommodation on lease, however, exists at all centres.
 - (e) Initial appointment of a selected applicant will be on probation for a period of 02 years, which may, at the Bank's discretion, be extended for a further maximum period of one year.
 - (f) All candidates selected for appointment by the Bank are liable to be posted and transferred anywhere in India.

XI. HOW TO APPLY:

Eligible applicants are required to apply online through website **www.nabard.org**. No other means/ mode of application will be accepted. The application form should be filled in English only. Option for the use of Hindi language will be available for the Online/Main Examination/ Interview.

Detailed Guideline / Procedure for

- a. Application Registration
- b. Payment of Application Fee
- c. Photograph & Signature Scan and Upload

Candidates can apply online only from 18 July 2022 to 07 August 2022 and no other mode of application will be accepted.

Important Points to be noted before registration:

Before applying online, candidates should -

- i. Scan their:
 - Photograph (4.5 cm x 3.5 cm)
 - Signature (with Black ink)
 - Left Thumb impression (on white paper with black or blue ink)
 - A hand written declaration (on a white paper with black ink) (text given below)
 - Ensuring that all these scanned documents adhere to the required specifications as given in the advertisement
- ii. Signature in CAPITAL LETTERS will not be accepted
- iii. The left thumb impression should be properly scanned and not smudged. (If a candidate is not having left thumb, he/she may use his/her right thumb for applying)
- iv. The text for the hand written declaration is as follows –“I.....(Name of the candidate), hereby declare that all the information submitted by me in the application form is correct, true and valid. I will present the supporting documents as and when required.”
- v. The above mentioned hand written declaration has to be in the candidate's hand writing and in English only. If it is written and uploaded by anybody else or in any other language, the application will be considered as invalid. (Visually Impaired candidates who cannot write may get the text of declaration typed and put their left

hand thumb impression below the typed declaration and upload the document as per specification.)

- vi. Keep the necessary details/documents ready to make online payment of the requisite application fee/intimation charges.
 - vii. Have a valid personal email ID and mobile no., which should be kept active till the completion of this Recruitment Process. Bank may send intimation to download call letters/upload bio-data etc. through the registered e-mail ID. In case a candidate does not have a valid personal e-mail ID/mobile number, he/she should create/obtain his/her new e-mail ID and mobile no. before applying on-line and must maintain that email account and mobile number.
- a. Application Registration:** Before applying online, candidates should -
- i. Scan their photograph and signature ensuring that both the photograph and signature adhere to the required specifications as given under “Guidelines for photograph & signature scan and upload”.
 - ii. Have a valid personal email ID and mobile no., which should be kept active till the completion of this Recruitment Process. Bank shall send call letters for the Examination etc. through the registered e-mail ID. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID and mobile no. before applying on-line and must maintain that email account and mobile number.
 - iii. Be prepared for biometric verification of identity at the Exam Centre at the time of Main Examination and onwards.

APPLICATION PROCEDURE

- Candidates to go to the Bank’s website www.nabard.org/career, click on the option "**APPLY ONLINE**" which will open a new screen.
- To register application, choose the tab "**Click here for New Registration**" and enter Name, Contact details and Email-id. A Provisional Registration Number and Password will be generated by the system and displayed on the screen. Candidate should note down the Provisional Registration Number and Password. An Email & SMS indicating the Provisional Registration number and Password will be sent at the given email ID and mobile number.
- In case the candidate is unable to complete the application form in one go, he / she can save the data already entered by choosing "SAVE AND NEXT" tab. Prior to submission of the online application candidates are advised to use the "SAVE AND NEXT" facility to verify the details in the online application form and modify the same, if required. Visually Impaired candidates should fill the application form carefully and verify/ get the details verified to ensure that the same are correct prior to final submission.
- Candidates are advised to carefully fill and verify the details filled in the online application themselves as no change will be possible after clicking the FINAL SUBMIT BUTTON.
- The name of the candidate or his /her Father/ Husband etc. should be spelt correctly in the application as it appears in the Certificates / Mark sheets as well as valid ID Proof brought for the examination. Any change/alteration found may disqualify the candidature.

- Validate your details and Save your application by clicking the 'Validate your details' and 'Save & Next' button.
- Candidates can proceed to upload Photo & Signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature detailed under point "C".
- Candidates can proceed to fill other details of the Application Form.
- Click on the Preview Tab to preview and verify the entire application form before FINAL SUBMIT.
- Modify details, if required, and click on 'FINAL SUBMIT' ONLY after verifying and ensuring that the photograph, signature uploaded and other details filled by you are correct.
- Click on 'Payment' Tab and proceed for payment.
- Click on 'Submit' button.

PAYMENT OF FEES - ONLINE MODE

- The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
- Payment can be made by using only Master/Visa/Rupay Debit or Credit Cards or Internet Banking, IMPS, Cash cards/Mobile Wallets by providing information as asked on the screen.
- After submitting your payment information in the online application form, PLEASE WAIT FOR THE INTIMATION FROM THE SERVER. DO NOT PRESS BACK OR REFRESH BUTTON IN ORDER TO AVOID DOUBLE CHARGE
- On successful completion of the transaction, an **e-Receipt** will be generated.
- Non-generation of 'E-Receipt' indicates PAYMENT FAILURE. On failure of payment, Candidates are advised to login **again** using their Provisional Registration Number and Password and repeat the process of payment.
- Candidates are required to **take a printout of the e-Receipt** and online Application Form. **Please note that if the same cannot be generated, online transaction may not have been successful.**
- For Credit Card users: All charges are listed in Indian Rupee. If you use a non-Indian credit card, your bank will convert to your local currency based on prevailing exchange rates.
- To ensure the security of your data, please close the browser window once your transaction is complete.

b. Application Fee / Intimation Charges (Non Refundable)

Applicable Fee is Non Refundable and has to be paid Online. Bank Transaction charges for Online Payment of application fees/intimation charges will have to be borne by the candidate.

c. Photograph & Signature Scan and Upload

- IN CASE THE SIGNATURE OR FACE IN THE PHOTOGRAPH IS UNCLEAR, THE APPLICATION MAY BE REJECTED.

- CANDIDATE MAY EDIT THE APPLICATION AND RE-UPLOAD THE PHOTOGRAPH/ SIGNATURE IN SUCH CASE.

Photograph Image:

- Photograph must be a recent passport size colour picture.
- The picture should be in colour, against a light-coloured, preferably white, background.
- Look straight at the camera with a relaxed face.
- If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows.
- If you have to use flash, ensure there's no "red-eye".
- If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- Dimensions 200 x 230 pixels (preferred).
- Size of file should be between 20kb-50kb.
- Ensure that the size of the scanned image is not more than 50KB. If the size of the file is more than 50KB, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.
- Candidate must ensure that the photo to be uploaded is of the required size and face is clearly visible.
- Candidate should also ensure that photo is uploaded at the place of photo and signature at the place of signature. If photo in place of photo and signature in place of signature is not uploaded properly, the candidate will not be allowed to appear for the exam.

Signature, left thumb impression and hand-written declaration Image:

- The applicant has to sign on white paper with Black Ink pen.
 - Dimensions 140 x 60 pixels (preferred)
 - Size of file should be between 10kb – 20kb for signature and 20kb - 50kb for left thumb impression.
 - Ensure that the size of the scanned image is not more than 20kb
- The applicant has to put his left thumb impression on a white paper with black or blue ink.
 - File type: jpg / jpeg
 - Dimensions: 240 x 240 pixels in 200 DPI (Preferred for required quality) i.e 3 cm * 3 cm (Width * Height)
 - File Size: 20 KB – 50 KB
- The applicant has to write the declaration in English clearly on a white paper with black ink.
 - File type: jpg / jpeg
 - Dimensions: 800 x 400 pixels in 200 DPI (Preferred for required quality) i.e 10 cm * 5 cm (Width * Height)
 - File Size: 50 KB – 100 KB
- The signature, left thumb impression and the hand written declaration should be of the applicant and not by any other person.

- If the Applicant's signature on the attendance sheet or Call letter, signed at the time of the examination, does not match the signature uploaded, the applicant will be disqualified.
- Signature / Hand written declaration in CAPITAL LETTERS shall NOT be accepted.

Scanning the Photograph Image and Signature:

- Set the scanner resolution to a minimum of 200 dpi (dots per inch).
- Set Color to True Color.
- File Size as specified above.
- Crop the image in the scanner to the edge of the photograph/signature, then use the upload editor to crop the image to the final size (as specified above).
- The image file should be JPG or JPEG format. For example file name is: image01.jpg or image01.jpeg Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon.
- Candidates using MS Windows/MS Office can easily obtain photo and signature in .jpeg format not exceeding 50KB & 20KB respectively by using MS Paint or MS Office Picture Manager. Scanned photograph and signature in any format can be saved in .jpg format by using 'Save As' option in the File menu and size can be reduced below 50KB (photograph) & 20KB (signature) by using crop and then resize option [Please see point (i) & (ii) above for the pixel size] in the 'Image' menu. Similar options are available in other photo editor also.

If the file size and format are not as prescribed, an error message will be displayed.

While filling in the Online Application Form the candidate will be provided with a link to upload his photograph and signature.

Procedure for Uploading the Photograph and Signature

- While filling in the Online Application Form the candidate will be provided with separate links for uploading Photograph, signature, left thumb impression and hand written declaration
- Click on the respective link "Upload Photograph / signature / Upload left thumb impression / hand written declaration"
- Browse and Select the location where the Scanned Photograph / signature / left thumb impression / hand written declaration file has been saved.
- Select the file by clicking on it
- Click the 'Open/Upload'
- If the file size and format are not as prescribed, an error message will be displayed.
- Preview of the uploaded image will help to see the quality of the image. In case of unclear / smudged, the same may be re-uploaded to the expected clarity /quality.

Your Online Application will not be registered unless you upload your Photograph, signature, left thumb impression and hand written declaration as specified.

XII. GUIDELINES FOR FILLING APPLICATION ARE AS UNDER:

- i. A candidate can apply for only one post i.e., either for General Discipline OR for Specialised Discipline.

- ii. Applicants should have a valid e-mail id. In case candidate does not have a valid e-mail, he/ she can create a new e-mail id. This e-mail should be valid for the duration of the recruitment period. All correspondence to the candidate till the recruitment process is over shall be sent to this email ID.
- iii. An 'Information Handout' booklet will be made available to the applicants on the NABARD website which may be downloaded along with the call letter for Online Examination.
- iv. Applicants serving in Government/ Quasi Government Offices, Public Sector Undertaking including Nationalised Banks and Financial Institutions will be required to submit 'No Objection Certificate' from the employer at the time of interview, failing which their candidature may not be considered.
- v. Applicants under the reserved category will have to produce his/her original caste certificate/ relevant certificates at the time of Interview, failing which his/ her candidature will be cancelled and he/ she will not be admitted for interview. OBC applicants, availing reservation will have to produce OBC certificate at the time of interview with Non-creamy layer clause issued by Govt. of India on or after 01-04-2022.
- vi. **In case of any difficulty experienced in submission of ONLINE application and/or payment of fees, the candidates may send complaints to "Candidate Grievance Lodging and Redressal Mechanism" at <http://cgrs.ibps.in/> .**

XIII. ACTION AGAINST APPLICANTS FOUND GUILTY OF MISCONDUCT

Applicants are warned against furnishing any false/tampered/fabricated particulars suppressing any material information while filling up the on-line application form.

At the time of Online examination/ interview, if an applicant is (or has been) found guilty of using unfair means during the examination or (ii) impersonating or procuring impersonation by any person or (iii) misbehaving in the examination hall or (iv) resorting to any irregular or improper means in connection with his/ her candidature for selection or (v) obtaining support for his/ her candidature by any unfair means, such an applicant may, in addition to rendering himself/ herself liable to criminal prosecution, be liable :

to be **disqualified** from the examination for which he/ she is an applicant.

to be **debarred**, either permanently or for a specified period, from any examination or recruitment conducted by NABARD, and

for **termination** of service, if he/ she has already joined the Bank.

XIV. GENERAL INSTRUCTIONS

1. DOWNLOAD OF CALL LETTER

Candidates will have to visit the NABARD's website for downloading call letters for online test (Phase I & II). Intimation for downloading call letter will also be sent through email/SMS. Once the candidate clicks the relevant link, he/she can access the window for call letter download. The candidate is required to use (i) Registration Number/Roll Number, (ii) Password/Date of Birth for downloading the call letter. Candidate needs to affix recent recognizable photograph on the call letter preferably the same as provided during registration and appear at the examination centre with (i) Call Letter (ii) Photo Identity Proof as stipulated in clause 3 below and also specified in the call letter and photocopy of the same Photo Identity Proof as brought in original.

2. **CANDIDATES REPORTING TIME**

The reporting time mentioned on the call letter is prior to the start time of the test. Candidates may be required to be at the venue for approximately one hour more than the duration of the test including the time required for completion of various formalities such as verification and collection of various requisite documents, logging in, giving of instructions.

3. **IDENTITY VERIFICATION**

In the examination hall for each shift, as well as at the time of interview, the call letter along with original and a photocopy of the candidate's currently valid photo identity such as PAN Card/ Passport/ Driving Licence/ Voter's Card/ Bank Passbook with photograph/ Photo identity proof issued by a Gazetted Officer on official letterhead/ Photo identity proof issued by a People's Representative on official letterhead/ valid recent Identity Card issued by a recognized College/ University / Aadhar card with a photograph/ Employee ID/ Bar Council Identity Card with photograph should be submitted to the invigilator for verification. The candidate's identity will be verified with respect to his/her details on the call letter, in the Attendance List and requisite documents submitted. If identity of the candidate is in doubt the candidate may not be allowed to appear for these Examination.

Note: Candidates have to produce in original the photo identity proof and submit photocopy of the photo identity proof along with Examination call letter while attending each shift, as well as the Interview Call Letter while attending the examination/ interview respectively, without which they will not be allowed to take up the examination/ interview. For Phase II examination, candidates will have to carry two/three photocopies of photo ID proof, as there may be two/three shifts. However, in Phase I only one photocopy of photo ID will be sufficient. Candidates must note that the name as appearing on the call letter (provided during the process of registration) should exactly match the name as appearing on the photo identity proof. Female candidates who have changed first/last/middle name post marriage must take special note of this. The name must fully and exactly match. In case of candidates who have changed their name will be allowed only if they produce Gazette notification/their marriage certificate/affidavit. If there is any mismatch in the name indicated in the Call Letter and Photo Identity Proof the candidate will not be allowed to appear for the examination.

4. Admission to the online examination (Phase I & II) will be purely provisional without verification of age/qualification/category (SC/ST/OBC/PWBD/EWS) etc., of the applicants with reference to documents. **Each applicant should, therefore, ensure that he/she fulfils the eligibility criteria and that the particulars furnished in applications are complete/correct in all respects.** In case it is detected at any stage an applicant does not fulfil the eligibility criteria and/or he/she furnished incorrect information or suppressed any material information, his/her candidature will be cancelled and, if already appointed, his/her services may be summarily terminated without giving any notice

5. Applicants already in service of Govt. / Quasi-Govt. Organisations and Public Sector Banks/ Undertakings will have to produce a "No Objection Certificate" from their employer, **at the time of Interview.** Before appointment in the Bank, a proper discharge certificate from the employer will have to be produced by the applicant.

6. No applicant is permitted to use or have possession of Calculators, Mobile Phones, Blue tooth devices or any other instrument/ device /gadget in the Examination Hall.

7. The applicants will have to reach the exam venue and appear for the online examination (Phase I and II), at their own cost.
8. Only one online application should be submitted by the candidate. In case of more than one application for the same post only the last valid (completed) application will be retained and the application fee / intimation charges paid for the other registrations will stand forfeited.
9. Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement and/ or an application in response thereto can be instituted only in Mumbai and courts/ tribunals/ forums at Mumbai only shall have sole & exclusive jurisdiction to try any clause/ dispute.
10. The possibility for occurrence of some problems in the administration of the examinations cannot be ruled out completely, which may impact test delivery and/ or result from being generated. In that event, every effort will be made to rectify such problem, which may include movement of candidates, delay in test. Conduct of a re-exam is at the absolute discretion of NABARD/test conducting body. Candidates will not have any claim for a re-test. Candidates not willing to move or not willing to participate in the delayed process of test delivery shall be summarily rejected from the process.
11. The **Competent Authority** for the issue of certificates to SC/ST/OBC/PWBD/EWSs are as under:

(a) **For SC/ ST/ OBC:**

District Magistrates/ Additional District Magistrates/ Collector/ Deputy Commissioner/ Additional Deputy Commissioner/ Deputy Collector/ First Class Stipendiary Magistrate/ City Magistrate/ Sub Divisional Magistrate (not below the rank of First Class Stipendiary Magistrate)/ Taluka Magistrate/ Executive Magistrate/ Extra Assistant Commissioner. Chief Presidency Magistrate/ Addl. Chief Presidency Magistrate/ Presidency Magistrate. Revenue Officer not below the rank of Tehsildar. Sub Divisional Officer of the area where the applicant and/ or his/ her family normally resides or as stipulated by the Govt. of India.

The SC/ST/OBC candidates from Maharashtra are also required to submit validity certificate issued by the Scrutiny Committee.

Note: For OBC applicants, only the castes/ sub-castes figuring in the Central List will be considered. Accordingly, OBC Caste/Sub-caste figuring in the concerned State list but not in Central List (Govt. of India) will not be considered under OBC category.

(b) **For PWBD:** Medical Board at the District level.

(c) **For OBCs:**

OBC Certificate shall be in the format as prescribed by GOI and issued by the competent authority.

The Caste Certificate for OBC candidates should be valid for the financial year 2022-2023, issued on or after 01-04-2022.

Applicants belonging to OBC category but coming in the '**CREAMY LAYER**', are not entitled to OBC reservation and age relaxation. Such candidates should indicate their category as '**UR**' or '**UR (OC)**' or '**UR (VC)**' or '**UR(HI)**' (as applicable).

Attested copy/copies of relevant SC / ST / OBC / PWBD / EWS certificates should be submitted in the prescribed format at the time of Interview.

(d) For EWSs :

(i) District Magistrate/ Additional District Magistrate/ Collector/ Deputy Commissioner/ Additional Deputy Commissioner/ 1st Class Stipendary Magistrate/ Sub Divisional Magistrate/ Taluka Magistrate/ Executive Magistrate/ Extra Assistant Commissioner

(ii) Chief Presidency Magistrate/ Additional Chief Presidency Magistrate/ Presidency Magistrate

(iii) Revenue Officer not below the rank of Tehsildar and

(iv) Sub Divisional Officer or the area where the candidate and/or his family normally resides.

The EWS certificate should be valid for the financial year 2022-2023, issued on or after 01-04-2022.

12. Only those applicants who are willing to serve anywhere in India, including rural areas, need apply.

13. The applicants must ensure that they fulfil all the eligibility criteria and that the particulars furnished by them in the application are correct in all respects.

14. Mere admission to the Phase I/ II online examinations for an applicant does not imply that the bank has been satisfied beyond doubt about the applicant's eligibility. In case it is detected at any stage that an applicant does not fulfil any of the eligibility criteria, and/ or that he/ she has furnished any incorrect information or has suppressed any material fact(s), his/her candidature will stand cancelled. If any of these shortcoming(s) is/are detected even after appointment, his/ her services will be summarily terminated.

15. Appointment of selected applicants is subject to his/ her being declared medically fit by Medical Officer(s) appointed/ approved by the Bank.

16. Decision of the Bank in all matters relating to recruitment will be final and binding on the applicants and no correspondence or personal enquiries will be entertained in this regard by NABARD.

17. No applicant will be appointed in the Bank's service, who, (a) after such enquiry, as may be considered necessary, is not found suitable for the Bank's service and (b) after such medical examination, as the Bank may prescribe, is not found to be in good mental or physical health and free from any mental and/or physical defect likely to interfere with efficient discharge of duties.

18. In case any dispute arises on account of interpretation in versions other than English, the English version will prevail.

19. The applicants will appear for the Phase I and II Online Examination at the allotted centres at their expenses and risks and the Bank will not be responsible for any injury/ loss, etc. of any nature to him/ her.

20. PRINT OUT OF THE COMPLETED ON-LINE APPLICATION SHOULD NOT BE SENT

21. Instances for providing incorrect information and / or process violation by a candidate detected at any stage of the selection process will lead to disqualification of the candidates

from the selection process and he / she will not be allowed to appear in any NABARD recruitment process in the future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective effect.

22. CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION

23. The Bank does not furnish the mark sheet of the selection process to candidates. The marks obtained in Phase I (online examination), Phase II examination and interview will be made available on the Bank's website in an interactive mode after recruitment process is over.

24. BIOMETRIC DATA – CAPTURING AND VERIFICATION

It has been decided to capture the biometric data (thumb impression) and the photograph of the candidates from the Main Examination onwards. The biometric data and photograph will be verified subsequently. Decision of the Biometric data verification authority with regard to its status (matched or mismatched) shall be final and binding upon the candidates.

For Biometric process, candidates are requested to take care of the following points in order to ensure a smooth process:

- If fingers are coated (stamped ink/mehndi/coloured, etc.), ensure to thoroughly wash them so that coating is completely removed before the exam.
- If fingers are dirty or dusty, ensure to wash them and dry them before the finger print (biometric) is captured.
- Ensure fingers of both hands are dry. If fingers are moist, wipe each finger to dry them.
- If the primary finger (thumb) to be captured is injured/damaged, immediately notify the concerned authority in the test centre. In such cases impression of other fingers, toes etc., may be captured.

25. Any notice/communication meant for the candidates displayed on the Bank's website or sent by Registered/Speed Posts or conveyed to the email id mentioned in the application at the time of registration with the Bank, shall be deemed to be sufficient service of communication upon the candidate, for all purposes.

Note:

In case of any corrigendum issued on the above advertisement and further announcements, it will be published only on Bank's website www.nabard.org.

XV. IMPORTANT DATES

Online Application Registration and Payment of Online Fees/ Intimation Charges.	18 July 2022 to 07 August 2022
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Mumbai

Date: 18 July 2022

**(Nilay D Kapoor)
Chief General Manager
HRMD**

RECRUITMENT OF GRADUATE ENGINEER TRAINEES (GETs) THROUGH GATE-2022

National Aluminium Company Limited (NALCO), a Navratna Central PSU and one of the largest integrated Alumina-Aluminium Complexes of Asia, having State of the Art technology with its present turnover of more than Rs 14,000 crs is going for further growth and expansion within India & across the globe. The Company being a prominent foreign exchange earner for the Country also enjoys Premier Trading House status in the field of export and has won many prestigious awards for its excellent performance with significant value addition to its shareholders. The plants and offices are multi-locational with its Corporate Office at Bhubaneswar, Odisha. The Company believes in achieving organizational excellence through competent human resources and practices having "people centric" approach to achieve its vision to be a premier and integrated company in the Aluminium value chain with strategic presence in Mining both domestic & global, Metals and Energy sectors.

To achieve its vision to be a reputed global Company in the metals and energy sector, NALCO is looking for committed, promising and competent young Graduate Engineers with brilliant academic career to join the organization as Graduate Engineer Trainees (GETs) in the disciplines of Mechanical, Electrical, Instrumentation, Metallurgy, Chemical, Chemistry, Civil and Mining as per details given below.

Discipline	No of Posts	UR	EWS	OBC (NCL)	ST	SC	Identifies Categories of PwBD
Mechanical	58	24	6	15	4	9	b)D,HH c) OA,OL,LC,Dw,AAV d) SLD, MI e)Multiple disabilities including b,c,& d
Electrical	41	17	4	11	3	6	b)D,HH c)OL,Dw,AAV d) ASD(M),SLD, MI e)Multiple disabilities including b,c,& d
Instrumentation	32	13	3	9	2	5	b)D,HH c)OL,CP,LC,Dw,AAV d) ASD(M),SLD, MI e)Multiple disabilities including b,c,& d
Metallurgy	14	6	1	4	1	2	-
Chemical	14	6	1	4	1	2	b)HH c)OA,OL,Dw,AAV d) SLD, MI e)Multiple disabilities including b,c,& d
Mining (MN)	10	4	1	3	1	1	a) LV b)D,HH c)OA,BA,OL,CP,LC,Dw,AAV d) ASD,SLD, MI e)Multiple disabilities including a, b,c,& d
Civil (CE)	7	4	1	1	0	1	b)D,HH c)OA,OL,LC,Dw,AAV d) SLD, MI e)Multiple disabilities including b,c,& d

Chemistry(CY)	13	5	1	4	1	2	b)D,HH c)OA,BA,OL,BL,Dw,AAV d) ID,SLD, MI e)Multiple disabilities including b,c,& d
Total	189	79	18	51	13	28	

Out of the notified vacancies, 8 vacancies are reserved for PwBDs as per Govt. of India directives.

Abbreviations used : **UR** – Un-Reserved, **OBC (NCL)** – Other Backward Class(Non-Creamy Layer), **SC** - Scheduled Caste, **ST** – Scheduled Tribe, **EWS** – Economically Weaker Section, **PwBD**- Persons with Benchmark Disabilities, **D** –Deaf, **HH**-Hard of Hearing, **OA**-One Arm ,**OL**-One Leg, **BA** – Both Arms ,**BL** – Both Legs, **LC** – Leprosy cured, **Dw**-Dwarfism, **AAV**-Acid Attack Victim, **SLD**-Specific Learning Disability, **MI** –Mental Illness, **ASD** - Autism Spectrum Disorder, **ASD(M)** – Autism Spectrum Disorder(Mild),**CP** – Cerebral Palsy, **LV**- Low Vision, **ID** –Intellectual Disability]

REQUISITE QUALIFICATION

Full time regular Bachelor's Degree in Engineering or Technology with not less than 65% marks in aggregate for UR/EWS/OBC(NCL) and 55% of marks for SC/ST/PwBD category taking average of all the semesters/years, irrespective of the weightage given to any particular semester/year by the Institute/University. (The total maximum marks and total marks obtained for all years/semesters will be summed up to arrive at aggregate percentage. No rounding off will be done and no weightage will be given to any particular semester or year).

For Chemistry discipline, the requisite qualification is M.Sc. (Chemistry) or AIC with not less than 65% marks in aggregate for UR/EWS/OBC(NCL) and 55% of marks for SC/ST/PwBD category taking average of all the semesters/years, irrespective of the weightage given to any particular semester/year by the institute / University. (The total maximum marks and total marks obtained for all years/semesters will be summed up to arrive at aggregate percentage. No rounding off will be done and no weightage will be given to any particular semester or year).

Candidates in the final year of their Engineering/Post Graduation (for Chemistry discipline) may also apply. However, their cases will be considered only if, he/she passes the said examination with requisite percentage of marks before or at the time of his/her personal interview.

All qualifications must be from recognised Govt. Universities/ Institutions, UGC recognised Universities and Institutes/UGC recognised Indian deemed Universities or AICTE approved courses from autonomous institutes/concerned statutory council(whenever applicable).

Wherever CGPA/OGPA or letter grade in Degree is awarded, equivalent percentage of marks should be indicated in the online application form as per norms adopted by the University/Institute. The candidate is required to submit a certificate to this effect from the University/Institute during the time of personal interview. However, in case the institute does not follow any conversion formula for converting CGPA to Percentage, NALCO shall be at liberty to arrive at equivalent percentage of marks following its own conversion formula.

A candidate with full time prescribed degree for the disciplines as given below can only apply for the post of Graduate Engineer Trainees (GETs) in the respective discipline:

Discipline	Prescribed full time degrees in Engineering/Post-Graduation
Mechanical	Mechanical /Production Engineering
Electrical	Electrical/ Power Engineering

Instrumentation	Electronics/ Instrumentation /Telecom/Electrical Engineering
Metallurgy	Metallurgical Engineering
Civil	Civil/Architecture/Ceramics Engineering
Mining	Mining Engineering.
Chemical	Chemical Engineering/M.Tech. in Applied Chemistry
Chemistry	MSc. Chemistry or AIC

AGE LIMIT

Upper Age limit is 30 years as on **11.09.2022** i.e. candidates born before **11.09.1992** need not apply.

SELECTION PROCESS

FOR PERSONAL INTERVIEW

NALCO will be utilizing Graduate Aptitude Test in Engineering- 2022 marks (GATE-2022 marks) for recruitment of Graduate Engineer Trainees (GETs) in the above disciplines. In order to apply in any of the above disciplines, the candidate should have qualified GATE 2022 examination. Only GATE-2022 mark is valid for this recruitment process. Based on the GATE-2022 marks and organizational requirement, candidates will be short listed for the personal interview.

For shortlisting of the candidates, the following criteria is adopted:

- Based on the declaration of the candidate with regard to percentage secured in Engineering discipline/M.Sc.(Chemistry) or AIC in the online application, the initial eligibility of the candidate is ascertained as per the eligibility criteria laid down in requisite qualification section.
- Secondly, the valid GATE marks secured in the GATE 2022.
- The candidate should meet both the eligibility criteria mentioned in (a) & (b) to be prima facie considered for shortlisting for personal interview.

Note: The candidates are being called based on the data furnished in the online application form. At the time of the interview, all the original documents are verified to confirm the eligibility. At this stage, if it is found that the candidate has furnished false information in online application or failed to produce the documents in support of his/her eligibility, their candidature shall not be considered for personal interview and no travelling allowance will be paid in this regard.

The eligible candidates will be called for the interview based on the qualifying marks secured in GATE 2022 discipline wise, category wise in the ratio of 1:10. In case, two or more candidates have secured same marks in same discipline and category which eventually would result in the increase of 1:10 ratio, then all such candidates will be called for interview irrespective of the above mentioned ratio.

The candidates will be eligible to apply for the position of GETs in the above discipline in NALCO provided they have appeared in GATE-2022 in one of the following relevant GATE paper as detailed below:

Discipline	GATE Paper (code)
Mechanical	Mechanical Engineering (ME)
Electrical	Electrical Engineering (EE)
Instrumentation	Instrumentation Engineering (IN)

Metallurgy	Metallurgical Engineering (MT)
Civil	Civil Engineering (CE)
Mining	Mining Engineering (MN)
Chemical	Chemical Engineering (CH)
Chemistry	Chemistry (CY)

Candidates having engineering degree/Post Graduate degree in a branch/discipline other than as specified above are not eligible to apply. Based on the valid marks of GATE 2022 and organizational requirement, candidates will be shortlisted on merit for the personal interview for the positions of Graduate Engineer Trainees(GETs) in the above disciplines. The score is valid only if the candidate obtains more than or equal to the qualifying marks as fixed for the above papers by GATE-2022. The qualifying marks for GATE examination shall be as per the criteria adopted by the conducting authority of GATE-2022 examination.

FINAL SELECTION

The final selection of the candidates will be based on the on the marks secured in GATE 2022 and their performance in the Personal Interview. The weightages assigned to GATE marks and Personal Interview are 90% and 10% respectively.

COMPENSATION PACKAGE

Selected candidates will be placed in the pay scale of **Rs. 40000 - 3% - 140000/-** during one year of training with starting basic pay of Rs 40,000/- irrespective of their previous experience or last drawn basic pay in previous organization. There won't be any protection of pay. Upon successful completion of training i.e. subject to fulfilling the required performance related/other criterion of the Company in force & amended from time to time, they will be absorbed as Assistant Manager at E1 grade in the pay scale of **Rs. 60000-3%-180000/- with one additional increment.**

Besides basic pay, the employee is entitled to Dearness Allowance, perquisites under cafeteria approach, HRA, medical facility for self & dependents, performance related pay and superannuation benefits i.e. Contributory Provident Fund, Gratuity, etc. as per rules of the Company in force from time to time during training/after absorption.

PLACEMENT

As per the training policy of the Company, the selected candidates shall undergo one year on-the-job training at different locations of the Company. During the training period and/or after absorption, the candidates may be posted at any of the unit/office, etc. of NALCO in India or abroad or any of the subsidiaries/joint ventures/business associates of NALCO and the services thereafter will be transferable as per the requirement of the Company. The selected candidates may be assigned jobs/functions/assignments as per the business requirements of the Company including shift operation.

RESERVATIONS AND RELAXATIONS

Reservations/relaxations for SC/ST/Ex Servicemen/OBC(NCL)/EWS/PwBD (degree of disability 40% or above) candidates as per Government guidelines are applicable. In case any increase in the number of total posts, the number of reserved category posts will vary in accordance to the Govt. guidelines.

PwBD candidates would be required to furnish valid disability certificate duly stamped and signed by a medical panel empowered for the purpose and should comprise of 3 medical practitioners of Govt, hospital or medical board attached to Special Employment Exchange for the handicapped.

Appointment to the PwBD candidates will be made after considering the nature of duties and responsibilities of the assignment, location, etc. and also considering that the disability is not likely to interfere with the performance and without possible deterioration of his/her health. However, the final appointment and placement would be based on candidate's medical fitness with respect to the job of the identified posts. Category SC/ST/OBC/EWS/ PwBD once filled in the online application form will not be changed. The reserved category candidates are required to submit requisite certificate in the prescribed format of Government of India, issued by the Competent Authority, at the time of personal interview, if called for.

If the SC/ST/OBC(NCL)/EWS/PwBD certificate has been issued in a language other than English/Hindi, the candidates will be required to submit a self-attested translated copy of the same either in English or Hindi.

The OBC candidates who belong to "Creamy Layer" are not entitled for concession admissible to OBC category and such candidates have to indicate their category as UR. The OBC(NCL) candidates are required to submit requisite certificate in prescribed format of Government of India, from a Competent Authority issued in the current year. The name of the caste and community indicated in the OBC(NCL) certificate must appear in the Central list of Other Backward Classes. Further, OBC candidates will have to give a self- undertaking indicating that they belong to OBC (NCL) category also at the time of personal interview, if called for.

The upper age limit is relaxed by 5 years for SC/ST, 3 years for OBC (NCL), 10 years for PwBD - UR, 13 years for PwBD-OBC(NCL) and 15 years for PwBD -SC/ST candidates.

Relaxation of five years in age will be extended to the candidates who had ordinarily been domiciled in the Union Territory of Jammu & Kashmir and Union Territory of Ladakh from 01.01.1980 to 31.12.1989. Ex-Servicemen and children/family members of those who died in the riots of 1984 will get relaxation as per directives of Govt, of India.

The departmental candidates will also be required to have qualifying marks in the corresponding papers of GATE-2022. There is no upper age limit and minimum percentage of marks in requisite qualification for the said candidates. However, trainees/contractual employees working in NALCO shall not be considered as departmental candidate. The departmental candidates may refer to the internal circular for other details.

SERVICE AGREEMENT BOND

The selected candidates at the time of joining will be required to sign a contract of apprenticeship in accordance with the Apprenticeship Act and will also be required to execute a service agreement bond of Rs.3,00,000/- or Rs.4,00,000/-(for training imparted abroad) on non-judicial stamp paper of Rs. 1500/- to serve the Company for a minimum period of 4 (four) years after successful completion of one year training.

MEDICAL FITNESS

The candidates seeking employment in NALCO need to be medically fit as per NALCO's norms and standards for medical fitness. The selected candidates will have to undergo medical examination by Company's identified hospitals/diagnostic centres in Bhubaneswar. On receipt of the medical report, the Authorized Medical Officer will declare the candidate fit or unfit or temporarily unfit on the basis of medical standards laid down under the NALCO Medical Examination Rules.

APPLICATION FEE

The General, OBC & EWS Candidates are required to pay Rs.500/- (Five hundred) towards Application Fee and all other candidates including departmental candidates are required to pay Rs. 100/- (Hundred) as processing fee only.

Candidates can opt to pay through internet banking account/credit/debit card.

Application fee/Processing Fee is non-refundable under any circumstances. Candidates are therefore requested to verify their eligibility before paying the application/processing fee and to fill in the payment details carefully.

- Once the payment is made, the State Bank Collect Reference Number and the date of payment is required to be entered in the NALCO online application form on Career page of the website.
- No request for editing of payment details and issue of Call letter will be entertained in wrong submission cases and candidature will stand rejected.

HOW TO APPLY

1. Go to Career Page of NALCO at www.nalcoindia.com.
2. Read the Advertisement carefully to be sure about the eligibility.
3. The candidates have click "Apply Now" and thereafter have to register themselves with correct credentials.
4. The candidates shall fill up the online application form with required details and proceed step by step.

HOW TO MAKE PAYMENT

- At Step 4 of online application, click on **Pay Application fee through SBI Collect** which will redirect you to State Bank Collect page of SBI, which has been authorized to collect the application fees/processing fees on behalf of NALCO.
- Select "**Odisha**" under the State of the Corporate/Institution and "**PSU- Public Sector Undertaking**" under type of Corporate/Institution. Select "**NATIONAL ALUMINIUM COMPANY LTD**" under PSU- Public Sector Undertaking.
- Select Payment Category and choose "**GET Rectt-2022 (For UR/OBC/EWS)**" or "**GET Rectt-2022(For SC/ST/ PwBD /DEPTT.)**" as applicable to you.
- Fill the GATE Regd. No., Name, Discipline, Category, Date of Birth, Registered Email Id and Mobile No. as required on the Payment portal and submit. Ensure that the same Email Id and Mobile No. details are used during the whole registration process.
- Next Screen- Confirmation page is displayed with all details the candidate has entered. Ensure correctness before proceeding for payment. Now click on "Confirm" to proceed to the payment gateway to pay. NALCO or SBI will not be responsible, in case a candidate deposits the fee with incorrect details viz; a different GATE Registration No., etc.
- Payment may be made using any one of the options available viz; Net Banking/Debit Card/Credit Card. **Please note that NALCO will bear the bank charges, if any.**
- On successful payment, one e-receipt will be generated in PDF format. The candidate will be prompted to print the e-receipt with SB Collect Reference Number. Note down the Reference Number as the same would be required during Step-4 of online application process. E-receipt can be generated/printed subsequently from the option "Payment History" available in State Bank Collect.
- In case a candidate does not finally submit application form with valid payment details, application will be treated as incomplete and rejected. NALCO will not be responsible for the same.

While applying online, candidate needs to upload the scanned copy of their recent passport size colour photograph, signature which are identical to that they have submitted along with GATE-2022 application, GATE-2022 admit card, GATE -2022 score card and SBI collect copy .Candidates should ensure that the relevant details i.e. name, date of birth, etc. entered in NALCO online application should be same as entered in the GATE-2022 application

The candidates will be provided opportunity to edit their application form before final submission. Candidates should check the application form once again whether the information is accurate and edit the details, if required and then click on Final Submission. After submission of online application, the candidate should take a print out of the said application for future reference.

The candidates need to ensure that the GATE-2022 registration number, which is mentioned in the GATE-2022 admit card, is filled up correctly. Name should also be filled up as appearing in GATE-2022 admit card. No request with respect to the change in any data entered by the candidate will be entertained once the online application is submitted successfully. On successful submission, a unique application number will be generated and sent to the registered email Id as well as mobile number and the same has to be referred for future correspondences.

A candidate can apply for one post/discipline only. Candidates applying for more than one post/ discipline will not be considered at all.

In case the candidate is called for personal interview, he/she will be required to produce his/her original GATE-2022 admit card and GATE-2022 official score card for verification and other relevant documents which will be communicated through personal interview call letter.

GENERAL INSTRUCTIONS

1. All Indian Nationals are eligible to apply.
2. Since all the applications will be screened based on the data furnished in the online application and without any documentary evidence/proof, the candidate should ensure that he/she fulfills the eligibility criteria and other conditions as mentioned in this advertisement as well as in the career section of NALCO website www.nalcoindia.com.
3. The candidates should ensure that they fill up all the eligibility criteria and other conditions mentioned in this advertisement and that the particulars furnished by them in the online applications are correct in all respects. Mere submission of online application successfully does not imply that the Company (NALCO) has been satisfied about the candidate's eligibility.
4. In case it is detected at any stage of recruitment/ selection/even after appointment that the candidate does not fulfill the eligibility norms and/or that he/she has furnished any incorrect/false information or has suppressed any material fact(s), his/her candidature /appointment will automatically stand cancelled, as the candidature/appointment would be deemed to be void ab initio.
5. Candidates working in PSU/Govt. organizations are required to produce NOC at the time of interview or submit 'Relieving order' at the time of joining, if selected.
6. The e-mail id entered in the online application form must remain valid for minimum one year. All future communication with the candidates will take place through e-mail only. NALCO will not be responsible for any loss/non-delivery of e-mail/any other communication sent, due to invalid/wrong id or due to any other reason.
7. No manual /paper application will be entertained.
8. NALCO reserves the right to raise the minimum eligibility standards. The management reserves the right to fill or not to fill or partly fill any of the above positions without assigning any reason whatsoever. NALCO also reserves the right to cancel/restrict/modify/alter the recruitment process, if need arises, without issuing any further notice or assigning any reason whatsoever.

9. Canvassing by a candidate in any form shall disqualify his/her candidature.
10. Candidates are advised to visit the career section of NALCO website www.nalcoindia.com regularly for latest updates as no separate communication will be sent.
11. Any dispute with regard to recruitment will be settled within the jurisdiction of Bhubaneswar only

IMPORTANT DATES:

1	Opening of online submission of application	11.08.2022 (11:30 AM)
2	Last date of deposit of application/processing fees through SBI collect.	11.09.2022 (04:30 PM)
3	Last date of submission of online application.	11.09.2022 (05:30 PM)

General Manager (H&A)-R&P

THE HIGH COURT OF ORISSA: CUTTACK

Advertisement No. 4 of 2022

Cuttack, Dated 14th July, 2022

RECRUITMENT TO THE POSTS OF JUNIOR STENOGRAPHER IN THE HIGH COURT'S ESTABLISHMENT

Online applications are invited from the eligible candidates from **18.07.2022 to 12.08.2022** till 11.59 P.M. for recruitment of 22 (Twenty Two) posts of Junior Stenographer in **Group-‘C’** in the scale of pay of Rs.25,500 – Rs.81,100/- in Level-7 with usual Dearness and other Allowances as may be sanctioned by the Government of Odisha from time to time. The recruitment shall be conducted in accordance with the provisions of “The High Court of Orissa (Appointment of Staff and Conditions of Service) Rules, 2019 and The High Court of Orissa (Appointment of Staffs and Conditions of Service) (Amendment) Rules, 2021 & 2022.”

2. **VACANCY POSITION:**

The category wise vacancy position along with reservation thereof is given below:

Sl. No.	Category	No. of Posts
1.	Unreserved	05
2.	SEBC	04 (Women-01)
3.	Schedule Caste	05 (Women-02)
4.	Schedule Tribe	08 (Women-03)
Total		22 (Women-06)

- a) Exchange of reservation between Schedule Caste and Schedule Tribe will not be considered.
- b) In case of non-availability of eligible / suitable women candidate(s) belonging to the respective category, the unfilled vacancies of that category shall be filled up by eligible / suitable male candidate(s) of the same category.
- c) The number of vacancies to be filled up on the basis of this recruitment is subject to change by the Court without notice, depending upon the exigencies of public service at the discretion of Hon'ble the Chief Justice.
- d) The reservation for different categories in the present recruitment of Junior Stenographers shall be in accordance with the provisions made under relevant Acts, Rules, Orders or Instructions issued by the State Government from time to time.

3. AGE:

A candidate must be above 21 (twenty-one) years of age and **below 32 (thirty two)** years of age on the 1st date of August, 2022.

The upper age is relaxable upto 5 years in case of SC, ST, SEBC & Women and upto 10 years for PwDs. Persons with disabilities belonging to SC/ST/SEBC categories are eligible to get cumulative age relaxation of 15 years i.e. 10 years under PwD category and 5 years under SC/ST/SEBC category. Age relaxation for Ex-servicemen candidates for availing relaxation and reservation benefits will be as per government rules prescribed for the purpose.

Provided that, a candidate who comes under more than one category, he/she will be eligible for only one age relaxation benefit, which shall be considered most beneficial to him/her.

4. EDUCATIONAL QUALIFICATION:

A candidate must possess a Bachelor's Degree in any discipline from a recognised University with a minimum speed of 80 words per minute in short hand and 40 words per minute in type writing/transcription on computer. He/ she should have adequate knowledge in Computer Application.

5. EXAMINATION FEE:

A candidate is required to pay a non-refundable and non-adjustable fee of Rs. 500/- (Rupees five hundred) only through online by using debit card/credit card/net banking system. **Candidates belonging to Schedule Caste, Schedule Tribe and Persons with Disability are exempted from payment of examination fee.**

6. SYLLABUS OF EXAMINATION:

The Recruitment Examination for the post of **Junior Stenographer** shall comprise of Qualifying Test in English Subject, Computer Application Test (qualifying in nature) and Skill Test as detailed below.

(A) Qualifying Test in English Subject - 100 marks (1 ½ hours duration)

Written Test	100 Marks	1 ½ hrs.
(a) An Essay in English	20 Marks	
(b) Translation of Passage from Odia to English	20 Marks	
(c) Re-translation of passage from English to Odia	20 Marks	
(d) Knowledge in English Grammar	40 Marks	

A general category candidate securing less than 35 per centum of marks and reserved categories under SC & ST candidates securing less than 30 per centum of Marks in the above written test shall be disqualified for appearing the Computer Application Test.

Those who qualify in English Subject Test shall be called to participate in the Computer Application Test.

(B) Computer Application Test (Qualifying in nature) :

Computer Application Test	100 Marks	
(i) Theory	50 Marks	30 minutes
(ii) Skill Test	50 Marks	30 minutes
[MS Office (Word, Excel & Power Point), MS Access, Internet Operation/ File Uploading & downloading].		

A candidate securing less than 50% of marks in the Computer Application Test shall be disqualified and a candidate who does not qualify in the Computer Application Test, shall not be called to participate in the Skill Test.

(C) Skill Test:

<p>Short Hand and Type Writing Test: The dictation of an English passage containing 400 words shall be made at a speed of 80 words per minute and transcription on Computer at a speed of 40 words per minute.</p> <p>N.B.</p> <ol style="list-style-type: none"> 1. For each correct word 0.25 marks will be awarded. 2. Maximum permissible limit of mistakes and/or omissions is 10% of total words. 3. Mistake means wrong spelling of words, substitution of words, overlapping of words and wrong punctuation marks. 4. Mistakes and/or omissions beyond 10% of total words shall be treated as disqualification and the candidates shall be debarred from consideration for selection. 	100 MARKS	5 minutes for short hand/ dictation test and 10 minutes for type writing/ transcription test on computer.
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On the basis of marks secured in the Skill Test, a merit list of all candidates (both general and reserved categories) shall be prepared and thereafter separate merit lists for general and reserved categories shall be prepared according to the descending order of total marks for filling of the vacancy.

7. OTHER ELIGIBILITY CONDITIONS:

The candidate must be a citizen of India and he must –

- (i) Have the requisite qualification(s) and experience against the post he/she has applied for,
- (ii) Be able to read, write and speak Odia fluently.
- (iii) Be of good character;
- (iv) Be of sound health and mind, good physique and free from any contagious or communicable disease and should not be with bodily infirmity of more than 50%.
- (v) Not have more than one spouse living, if married.
- (vi) Not have any past criminal antecedent and / or record.
- (vii) Not have been convicted by any Criminal Court for offence involving moral turpitude.
- (viii) Not have been debarred by any Government, Court or Public Service Commission or any other Commission from appearing in any Recruitment Test.
- (ix) The government servants, whether temporary or permanent, are eligible to apply provided that they possess the requisite qualification and are within the prescribed age-limit as provided under Para – 3 & 4 of the Advertisement. They must inform their respective Heads of Offices in writing regarding submission of their application for this recruitment. However, the candidate already in Government Service shall have to produce **“No Objection Certificate” / “Letter of Permission”** from competent authority at the time of Skill Test.

- (x) A candidate who claims change in his/her name after having passed the High School Certificate Examination or equivalent examination, is required to furnish the copy of publication of the changed name in local leading daily news paper as well as copy of notification in the Odisha Gazette in support of his/ her change of name.

8. CERTIFICATES/DOCUMENTS TO BE UPLOADED:

The candidates are required to upload the scanned copies of original documents

- (i) HSC or equivalent certificate in support of proof of age.
- (ii) Certificate from the Board of Secondary Education, Odisha or from any other Board or Council of Secondary Education approved by the Government in support of passing of Odia language test equivalent to M.E. School standard or a Certificate from a recognized School showing that he or she had taken Odia as a subject in Class-VII or Standard-VII and has passed the said Examination.
- (iii) Certificate of Bachelors Degree from a recognised University or such other qualification equivalent thereto.
- (iv) Certificate showing adequate knowledge in Computer Application.
- (v) Certificate from a recognised institute showing a minimum speed of 80 words per minute in short hand and 40 words per minute in type writing.
- (vi) Certificate of good character from the Institution last attended, or from two persons of repute, one of whom must be a Gazetted Officer.
- (vii) Recent passport size photograph with full signature of the candidate on its lower portion of front side.
- (viii) Full signature of the candidate.

- (ix) Certificate from the competent authority indicating the category of the caste or the tribe or the class of the applicant, in case he or she belongs to Scheduled Caste, Scheduled Tribe or SEBC and claims reservation under such category.

Explanation:-

Candidate who submits SEBC Certificate which is more than three years old on the date of submission of online application form are liable for rejection.

- (x) Medical Certificate or Disability Certificate from the competent Medical Board or Authority indicating the nature of disability in case of PwD to claim reservation under such category.
- (xi) Discharge Certificate issued by the Commanding Officer of the Unit last served and claims reservation under such category. Ex-Servicemen candidates must submit an Affidavit that he has not been appointed against any civil post after Military Service, wherever applicable.
- (xii) Sports Certificate, issued from Director of Sports, Odisha, if the candidate claims reservation under such category.

9. MISCELLANEOUS:

- (a) Candidates must go through the details of this Advertisement available in the website of Orissa High Court before filling up online application form.
- (b) Applications should be submitted **ONLINE** in the prescribed format only by logging into the official website of the Orissa High Court **www.orissahighcourt.nic.in** (Recruitment Corner)
- (c) Incomplete / incorrect application(s) submitted through modes other than the prescribed ONLINE format will not

be entertained and will be summarily rejected without assigning any reason.

- (d) The candidates are required to submit their original certificates at the time of **Skill Test** which are uploaded at the time of filing the Online Application.
- (e) Candidates already in Government Service shall have to produce **“No Objection Certificate” / “Letter of Permission”** from competent authority at the time of **Skill Test**.
- (f) The candidates are advised to check the Orissa High Court website regularly for latest updates.
- (g) No T.A./D.A. will be paid for appearing in the Examination.
- (h) No correspondence shall be entertained and no information shall be supplied during the process of the recruitment.
- (i) Canvassing in any form will be a disqualification.

10. PENALTY FOR MISCONDUCT IN THE EXAMINATION:

An applicant, who is or has been declared guilty of impersonation or of submitting fabricated document(s) specified in Sub-Rule (3) of Rule – 14, which has been tampered with or of making statements which are incorrect or false, or of suppressing material information or of using or attempting support for his candidature, may, in addition to the liability for criminal prosecution, be debarred either permanently or for a specified period –

- (a) By the Recruitment Committee, from appearing at any Qualifying Test/ Examination or Written Examination or Computer Application Test and Skill Test held by them for selection of candidates; and
- (b) By the High Court, from employment under them, as may be directed by the Chief Justice.

11. CLOSING DATE:

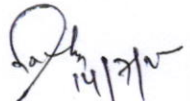
Online application shall be available in the website from
18.07.2022 to 12.08.2022 till 11.59 P.M.

Sd/- S. K. Dash Ray
REGISTRAR, EXAMINATION

Memo No. 10431(2) dated 14th July, 2022

Copy forwarded to:

- 1) Notice Board,
- 2) Superintendent, Computer Section with a request to upload the
Advertisement in the Court's website **on 15.07.2022.**


REGISTRAR, EXAMINATION



ODISHA PUBLIC SERVICE COMMISSION

ADVERTISEMENT NO. 04 OF 2022-23

Recruitment to the post of Assistant Agriculture Officer in Class-II of Group-B of Odisha Agriculture and Food Production Service, under Department of Agriculture & Farmer's Empowerment.

WEBSITE - <http://opsc.gov.in>

Online applications are invited from the prospective candidates through the proforma application to be made available on the Website of the Commission **<http://opsc.gov.in>** The link for Online application and Submission shall be available from 29.07.2022 to 29.08.2022 (Note: 29.08.2022 is the last date for submission of Online Application) for recruitment to **261 (Two Hundred sixty one)** posts of Assistant Agriculture Officer in Class-II of Group-B of Odisha Agriculture and Food Production Service (Methods of Recruitment and Conditions of Service) Rules, 2018 and Odisha Agriculture and Food Production Service (Method of Recruitment and Conditions of Service) Amendment Rules, 2020, under Department of Agriculture & Farmer's Empowerment, in the pre-revised scale of pay of Rs.9,300-34,800/- with Grade pay of Rs.4600/- (PB-2) or Level 10 of the Pay Matrix revised, as per ORSP Rules, 2017, with usual Dearness and other Allowances as may be sanctioned by the Government of Odisha from time to time. The posts are permanent and likely to continue.

2. Vacancy Position: As per requisition furnished by the Agriculture & Farmers' Empowerment Department of Government of Odisha vide their letter No. 12140/A & FE, dt. 20.06.2022, the vacancy positions are given below:

Sl. No.	Category	No of Vacancies
1	2	3
1	UR	140 (46-w)
2	SEBC	14(05-w)
2	SC	45 (15-w)
3	ST	62 (20-w)
Total		261 (86-w)

Out of 261 vacancies, 10(04-w) posts are reserved for Person with Disabilities whose permanent disability is 40% and more [Hearing Impaired – 05(02-w) & Locomotors Disabilities i.e. OL (MNR) – 05(02-w)], 08 posts are reserved for Ex-SM candidates and 03 (01-w) posts are reserved for Sports Person candidates. Candidates belonging to the categories of Ex-Servicemen, PWD & Sports person shall be adjusted against the categories to which they belong.

The Physical Requirements and Functional Classification of the Persons with Disabilities are mentioned below:-

Physical Requirements	Functional Classification
ST- Work performed by standing. W- Work performed by walking SE- Work performed by seeing H- Work performed by hearing/speaking	OL (MNR)- One leg affected- (Right or Left) Mobility Not be restricted Hearing Impaired (With suitable aid)

P.T.O.

NOTE:-

a) In case of non-availability of eligible/suitable Women candidates belonging to the respective categories, the unfilled vacancies of that category shall be filled up by eligible or suitable male candidate(s) of the same category.

b) Exchange of reservation between Scheduled Caste and Scheduled Tribe will not be considered in the non-availability of eligible and suitable S.C. /S.T. candidates.

c) The number of vacancies to be filled up on the basis of this recruitment is subject to change by the Government without notice, depending upon the exigencies of public service at the discretion of the State Government.

3. AGE: A candidate must have attained the age of 21 years on the 1st day of January, 2022 and must not be above the age of 38 years on the 1st of January 2021 i.e. he/she must not have been born **earlier than 2nd January, 1983 and not later than 1st January, 2001.**

The upper age limit prescribed above shall be relax-able up to **05 (five)** years for candidates belonging to the categories of Socially & Economically Backward Class (SEBC), Scheduled Castes (S.C.), Scheduled Tribes (S.T.), Women & Ex-servicemen and **10 (Ten)** years for candidates belonging to PWD category, whose **permanent disability is 40% and more.**

PWD candidates belonging to SEBC, SC and ST categories are eligible for cumulative age relaxation benefit of **15 (Fifteen)** years.

Provided that a person who comes under more than one category mentioned above shall be eligible for only one age relaxation benefit which shall be considered most beneficial to him/her.

SAVE AS PROVIDED ABOVE THE AGE LIMITS PRESCRIBED CAN IN NO CASE BE RELAXED.

Date of birth entered in the High School Certificate or equivalent certificate issued by the concerned Board/Council will only be accepted by the Commission.

4. EDUCATIONAL QUALIFICATION:

A candidate must have possessed a Degree in Agriculture or Horticulture or equivalent qualification from any University or Institution recognized by any State Government or the Government of India.

5. EXAMINATION FEE: The examination fee has been exempted to all the categories of candidates as per G.A. & P.G. Department Notification No.9897/Gen., dt.11.04.2022.

6. METHOD OF SELECTION:

- (a) The selection of candidates for recruitment to the posts of Assistant Agriculture Officer shall be made on the basis of **Written Test** and **Interview**.
- (b) The detailed syllabus for the examination (Two papers) is at **Annexure-I**.
- (c) i. **Written Test:** - It shall consists of **two papers** of objective types (Multiple Choice Questions) and each paper shall be of **two hours** duration carrying 100 marks each
ii. There shall be **negative marking** for wrong answers with a deduction of 0.25 marks for each wrong answers.
iii. **Interview** shall consist of **25 (twenty five) marks**.
- (d) The Commission shall short-list the candidates to be called for interview to a reasonable number taking into consideration the marks secured in the written test.
- (e) The qualifying marks of written test will be decided by the Commission.
- (f) The Commission shall prepare a list of successful candidates in order of merit on the basis of written test and interview, which shall be equal to the number category wise vacancies advertised.

Contd.....

- (g) If two or more candidates obtain equal marks, the order of merit shall be determined in accordance with the highest marks secured by such candidates in written examination and in case the marks secured by them in written examination is equal, the order of merit shall be determined in accordance with age.

7. PLACE OF EXAMINATION

The written examination for the post of Assistant Agriculture Officers shall be held at Cuttack. The programme of the examination shall be notified well in advance.

8. OTHER ELIGIBILITY CONDITIONS:

- (i) The candidate must be a citizen of India;
- (ii) The candidate must be able to read, write and speak Odia; and have –
(a) passed Middle School examination with Odia as a language subject; or
(b) passed Matriculation or equivalent examination with Odia as medium of examination in non-language subject; or
(c) passed in Odia as language subject in the final examination of Class – VII from a school or educational institution recognized by the Government of Odisha or the Central Government; or
(d) passed a test in Odia in Middle English School standard conducted by the School & Mass Education Department of Government of Odisha/ Board of Secondary Education, Odisha.
- (iii) A candidate, who has more than one spouse living, will not be eligible for appointment unless the State Government has exempted his/her case from operation of this limitation for any good and sufficient reasons;
- (iv) Government servants, whether temporary or permanent, are eligible to apply provided that they possess the requisite qualification and are within the prescribed age-limit as provided under Para-3 & Para-4 of the Advertisement. They must inform their respective Heads of the Office in writing regarding submission of their application for this recruitment and furnish "No Objection Certificate" during document verification.
- (v) If a candidate has at any time, been debarred for a certain period/chance(s) by the Odisha Public Service Commission or other State Public Service Commission or U.P.S.C. from appearing at any examination / viva voce test, he/she **will not be eligible** for such recruitment for that specified period / chance(s);
- (vi) **Only those candidates, who possess the requisite qualifications, are within the prescribed age limit and fulfill other eligibility conditions etc. by the closing date for submission of registered online application form, will be considered eligible;**

Contd....

- (vii) A candidate who claims change in his/her name after having passed the H.S.C. examination, is required to furnish copy of publication of the changed name in the local leading daily newspaper as well as copy of notification in the Gazette in support of his/her change of name;
- (viii) Every candidate selected for appointment shall be examined by the Medical Board. A candidate, who does not satisfy the requirement after medical examination, shall not be appointed;

9. IMPORTANT POINTS:

- (i) **Online applications submitted to OPSC, if found to be incomplete in any respect, are liable for rejection without entertaining any correspondence with the applicants on that score;**
- (ii) **Admission to Examination/ Viva Voce test will be provisional. If on verification at any stage before or after the Examination it is found that a candidate does not fulfil all the eligibility conditions, his/her candidature will be liable to rejection. Decision of the Commission in regard to eligibility or otherwise of candidate shall be final;**
- (iii) This advertisement should not be construed as binding on the Government to make appointment;
- (iv) **Concessions meant for SEBC, S.C. & S.T. by Birth are admissible to the Socially Economically Backward Classes, Scheduled Castes & Scheduled Tribes of Odisha only;**
- (v) Any misrepresentation or suppression of information by the candidate in the application form will result in cancellation of his/her candidature or penalty, as decided by the Commission shall be imposed on the candidate;

10. CERTIFICATES / DOCUMENTS TO BE ATTACHED:

Candidates who will qualify in the written examination will be required to bring with them the hard copy of online application form along with copies of following relevant certificates/documents and originals of the same for verification of their eligibility as per terms and conditions of the advertisement, the date of which shall be notified later on in due course, failing which his/her application will be rejected for the said post. The candidates are required to mention on each copy of documents **"Submitted by me"** and put their **full signature and date on the same**. **They must not attach the original certificates to their applications.**

- (i) H.S.C. or equivalent certificate in support of declaration of age issued by the concerned Board/Council.
- (ii) Bachelor of Science degree in Agriculture/Horticulture Certificate issued by the recognized Universities or Institutions;
- (iii) Mark-sheets of B.Sc. Agriculture/ B.Sc. Horticulture passed including fail marks if any, issued by the concerned Universities or Institutions;
- (iv) Two recent passport size photographs (unsigned and unattested) with the printout / hard copy of online application form which has been uploaded in the online application forms.
- (v) Any proof of identity;

Contd....

- (vi) **Caste Certificate by birth in support of claim as SEBC / SC / ST, wherever applicable (Please see Note: 1);**
- (vii) Required Odia test pass certificate;
- (viii) Disability Certificate (indicating percentage of permanent disability) issued by the concerned Medical Board wherever applicable;
- (ix) If a candidate claims to possess qualification, equivalent to the prescribed qualification, the rule/authority (with number and date) under which it is so treated, must be furnished with the print out/hardcopy of online application form.
- (x) Discharge Certificates of Ex-Serviceman issued by the Commanding Officer of the Unit last served. Ex-Servicemen should submit an affidavit undertaking that he has not been appointed against any civil post after retirement from military service, wherever applicable.
- (xi) Sports Certificate issued by the Director of Sports Odisha; wherever applicable.
- (xii) No Objection Certificate issued by the competent authority.

NOTE 1:

- (i) **Candidates claiming to be belonging to S.E.B.C. / S.C. / S.T. categories of Odisha by birth are required to submit copy of the relevant Caste Certificate issued by the competent authority in the prescribed form. Candidates of SEBC category (other than Creamy Layer) must submit copy of Caste Certificate issued by the competent authority within the last three years by the closing date for submission of online application form in the prescribed form. The SEBC certificate which is more than three years old by the closing date of submission of online application form is liable for rejection.**
- (ii) **Women candidates belonging to S.E.B.C. / S.C. / S.T. categories are required to submit Caste Certificates by birth showing "daughter of". Caste Certificates by virtue of marriage (i.e. showing "wife of") are not acceptable and liable for rejection.**
- (iii) **Community (Caste status) once mentioned by the candidates shall not be changed under any circumstances.**

The competent authorities are: - District Magistrate/ Collector or Additional District Magistrate or Sub-divisional Magistrate/Sub-Collectors or Executive Magistrates or Revenue Officers, not below the rank of Tahasildar / Additional Tahasildar of Government of Odisha.

NOTE 2:

Degree Certificate, Caste Certificate, Odia test pass certificate, Discharge Certificate of Ex-servicemen, Sports Person Certificate and Disability Certificate of Person with Disabilities (indicating % of permanent disability), etc. must have been issued by the competent authority within the last date fixed for submission/ receipt of registered online application form.

11. "GROUNDS OF REJECTION OF APPLICATIONS"

Applications of candidates will be rejected by the Commission on any of the following grounds: -

- (a) **Not possessing the requisite qualifications, within the prescribed age limit and fulfilling other eligibility conditions etc. by the closing date for submission of registered online application form.**
- (b) **In-complete online application form.**

- (c) Non-submission of hard copy of online application form at the time of verification of original documents.
- (d) Not passing Odia test (M.E. standard)/not furnishing Odia test pass evidence as required under Para-8 (ii) of the Advertisement.
- (e) Not coming within the age limit of candidate as mentioned in Para-3 of the advertisement (Overage relaxation shall not be allowed to P.W.D. candidates with less than 40% permanent disability).
- (f) Not having requisite qualification as provided under Para-4 of the advertisement.
- (g) Not furnishing copies of certificates/documents as provided under Para - 10 of the Advertisement.
- (h) Submission of wrong information / false information about qualification/ Age / Category status (SEBC/SC/ST/PWD/ Ex-Servicemen/Sports Person/Women etc.).
- (i) Suppression of facts / information about eligibility, if any.
- (j) Any other ground as per the decision of the Commission.

NB: Application /candidature of a candidate shall be rejected at any stage of recruitment process, whenever discrepancy is noticed/ detected.

12. HOW TO APPLY:

- (a) Candidates must go through the details of this Advertisement available in the Website of OPSC before filling up online application form.
- (b) Candidates must apply online through the concerned Website of the OPSC <http://opsc.gov.in>. Applications received through **any other mode** would not be accepted and summarily rejected.
- (c) **Before filling up the online application form, the candidates must go through detailed instructions available at OPSC portal.**
- (d) The online application form is automated and system driven & will guide the candidate seamlessly in filling the application. The requisite options shall be enabled and information shall be asked as per data furnished by the candidate. Before filling up the information, ensure that accurate information is fed, for edit option is limited & on confirmation there is no scope for further edit, even if wrongful entry has been made while filling up online application.
- (e) Candidates are requested to upload the scanned image of latest passport size photograph along with scanned image of his/her full signature and scanned image of Left-hand Thumb Impression (LTI) in the online application form. Uploaded photograph, Specimen (full) signature and LTI must be clearly identifiable / visible, otherwise the application of the candidate is liable to be rejected by the Commission and no representation from the candidate will be entertained.
- (f) Candidates should keep at least two copies of latest passport size photograph which is uploaded to the online application form for future use.

- (g) *On successful submission of the online Registration, a unique "Permanent Public Service Account Number (PPSAN)" will be assigned to the applicant. Candidates are required to take a printout of the finally submitted online Registration/Re-registration and finally submitted Online Application forms and put his/her signature under the declaration for submission to OPSC along with copies of requisite certificate & documents as and when asked.*
- (h) The candidates are advised to submit the Online Application Form well in advance without waiting for the closing date to avoid the last hour rush.
- (i) Certificate of Admission to the written examination to the eligible candidates will be uploaded in the Website of the OPSC prior to the date of written examination, which will be published in the Website of the Commission and widely circulated Newspapers. The candidates are required to download their Admission Certificate from the Website of the Commission and produce the same at the Examination centre for admission to the written examination. No separate correspondence will be made on this score.
- (j) "Intimation letters" to candidates for document verification & interview and "Attestation form" & "Bio-data form" shall be uploaded in the website of OPSC prior to the date of Document Verification/Interview.
- (k) Any complaint on the conduct of examination must be sent to the Grievance Wing of the Commission by e-Mail (opsc@nic.in) within 03 (Three) days of completion of the examination.

13. **FACILITATION COUNTER :-**

*To resolve any Technical problem faced in filling up of online Registration/ Re-registration and Application forms, candidate may contact OPSC Technical Support **over Telephone No. 0671-2304707 / 2304141** between 10.30 A.M. to 1.30 P.M. & 2.00 P.M. to 5.00 P.M. on any Odisha Government working days.*

*In case of any guidance/information on this advertisement & recruitment, candidates may go through the **FAQ** available in the website of the Commission or contact the O.P.S.C. Facilitation Counter over Telephone No. 0671-2304141/2305611 & Extn.- 227 on any working day between 10.30 A.M. to 1.30 P.M. & 2.00 P.M. to 5.00 P.M.*


The candidates are required to visit the website of the Commission at <http://opsc.gov.in> for detailed information about important notices, rejection of applications, the date & time of written examination, document verification & interview and also keep track of publication of various notices to the effect in the leading local daily newspapers for information.

Closing Dates

- (A) **Online application shall be available in the website and can be submitted from 29.07.2022 to 29.08.2022 (11:59 P.M).**
- (B) **Those candidates who have applied earlier in response to the Advt. No. 28 of 2021-22 and whose applications have not been rejected vide notice No. 3943/PSC, dt. 27.04.2022, for the aforesaid Advertisement, need not apply afresh.**

NB: - THE ONLINE APPLICATION FORMS IF FOUND DEFECTIVE IN ANY RESPECT, ARE LIABLE TO BE SUMMARILY REJECTED.

PLACE: CUTTACK
DATE : 15.07.2022


SECRETARY
ODISHA PUBLIC SERVICE COMMISSION,
CUTTACK.

Annexure - I

Paper – I – 100 marks- 100 questions (01 mark each)

(Time duration – 02 hours)

Unit – I

<u>Sl. No.</u>	<u>Topics</u>	<u>No. of questions</u>	<u>Marks allotted</u>
1	Agronomy	12	35
2	Farming System & Sustainable agriculture	05	
3.	Principles of organic farming	06	
4.	Crop production technology	12	

Unit – II

<u>Sl. No.</u>	<u>Topics</u>	<u>No. of questions</u>	<u>Marks allotted</u>
1	Production technology of Horticultural crops (Fruit crops)	07	20
2	Production technology of Horticultural crops (Vegetable crops)	08	
3	Production technology of Horticultural crops (Floriculture crops)	05	

Unit – III – Plant Pathology & Microbiology (Disease)

<u>Sl. No.</u>	<u>Topics</u>	<u>No. of questions</u>	<u>Marks allotted</u>
1.	Field crops	06	30
2.	Horticultural crops	04	
3.	Entomology	14	
4.	Nematode pests of horticultural crops and their managements	06	

Unit – IV

<u>Sl. No.</u>	<u>Topics</u>	<u>No. of questions</u>	<u>Marks allotted</u>
1	Agriculture & Sericulture	03	15
2	Agro-meteorology & Climate change	07	
3.	Forestry	05	

Total

100 marks

(Contd....)

Paper – II – 100 marks- 100 questions (01 mark each)

(Time duration – 02 hours)

Unit – I

<u>Sl. No.</u>	<u>Topics</u>	<u>No. of questions</u>	<u>Marks allotted</u>
1	Geoinformatics and Nano-techonology	05	35
2	Fundamentals of soil science	10	
3.	Soil fertility and nutrient management	10	
4.	Problematic soils and their management	10	

Unit – II

<u>Sl. No.</u>	<u>Topics</u>	<u>No. of questions</u>	<u>Marks allotted</u>
1.	Principles of seed technology	07	25
2	Genetics and plant breeding	11	
3.	Introductory crop physiology	07	

Unit – III

<u>Sl. No.</u>	<u>Topics</u>	<u>No. of questions</u>	<u>Marks allotted</u>
1.	Fundamentals of agricultural extension education	08	30
2.	Agricultural Economics	06	
3.	Fundamentals of Statistical methods	05	
4.	Agri-business management	05	
5.	Agricultural marketing, trade prices	06	

Unit – IV

<u>Sl. No.</u>	<u>Topics</u>	<u>No. of questions</u>	<u>Marks allotted</u>
1.	Agriculture heritage	04	10
2	Farmer empowerment schemes	06	

Total

100 marks

N.B. - There shall be **negative marking** for wrong answers with a deduction of 0.25 marks for every wrong answer.



ODISHA PUBLIC SERVICE COMMISSION

ADVERTISEMENT No. 05 of 2022-23

**Recruitment to the posts of SDIPRO (OIS-II), Group-B of Odisha
Information Service Cadre in Information and Public Relations**

Department

WEBSITE <http://opsc.gov.in>

Online Applications are invited from the prospective candidates through the Proforma Application to be made available on the Website of the Commission- <http://opsc.gov.in>. The link for online application and submission shall be available from 05.08.2022 to 05.09.2022 (Note: 05.09.2022 is the last date for submission of Registered Online Application) for recruitment to **19 (Nineteen)** posts of SDIPRO (OIS- II), Group-B of Odisha Information Service Cadre under Information & Public Relations Department in the scale of pay of Rs.44,900/- to Rs.1,42,400/- in Level-10 in the Pay Matrix provided under Rule-3 of ORSP Rules, 2017 with usual Dearness and other Allowances as may be sanctioned by the Government of Odisha from time to time. These posts are permanent.

2. VACANCY POSITION:

As per requisition filed by Information & Public Relations Department, Government of Odisha, the vacancy position along with reservation thereof is given below:

Sl. No.	Category	No. of Vacancies
1	Unreserved	14(5-W)
2	SEBC	01
3	Scheduled Caste	03(1-W)
4	Scheduled Tribe	01
Total		19(06-W)

- (a) Out of the total **19** vacancies, **01** post is reserved for **Ex-Servicemen as per the Odisha Ex-Servicemen (Recruitment to State Civil Services and Posts) Rules, 1985**, **01** post is reserved for **Persons with Disabilities having Low Vision and whose permanent disability is 40% and more as per SSEPD Department Resolution No.1843/SSEPD dt.25.02.2021**. Candidates belonging to PWD category, Ex-servicemen shall be adjusted against the categories to which they belong. The details of such reservations are given below:

Sl. No.	Category	Sub-Category	No. of vacancies reserved
i.	Ex-Servicemen		01
ii.	Persons with Disability with category of Disability	Cat-I (Low Vision)	01

- (b) Exchange of reservation between Scheduled Caste & Scheduled Tribe will not be considered in the non-availability of eligible SC/ST candidates.
- (c) In case of non-availability or availability of insufficient number of eligible women candidates belonging to any particular category, the vacancies or the remaining vacancies will be filled up by male candidates of that category.
- (d) The number of vacancies to be filled up on the basis recruitment is subject to change by Government without notice, depending upon the exigencies of public service at the discretion of the State Government.

3. AGE:

A candidate must have attained the age of 21 (twenty one) years and must not be above the age of 38 (thirty eight) years as on the 1st day of January 2022 i.e. he/she must have been born not earlier than 2nd January, 1984 and not later than 1st January, 2001.

Provided that the upper age limit shall be relaxable by 05 (five) years for candidates belonging to Scheduled Caste (S.C.), Scheduled Tribe (S.T.),

Socially & Educationally Backward Classes (SEBC), Women and Ex-Servicemen and by 10 (ten) years for Persons with Disabilities whose permanent disability is 40% (forty percent) and more.

Persons with Disabilities belonging to **S.C./S.T./S.E.B.C.** categories are eligible for cumulative age relaxation benefits of **15 years**.

SAVE AS PROVIDED ABOVE, THE AGE LIMITS PRESCRIBED CAN IN NO CASE BE RELAXED.

Provided that a candidate who comes under more than one category mentioned above, he/she will be eligible for only one age relaxation benefit, which shall be considered most beneficial to him/her.

Date of birth entered in the High School Certificate or equivalent certificate issued by the concerned Board/Council will only be accepted by the Commission.

4. EDUCATIONAL QUALIFICATION:

A candidate must possess a Bachelor's Degree with one year Post Graduate Diploma in Journalism/ Mass Communication or Degree in Journalism/ Mass Communication and must have adequate knowledge in Computer Application.

5. METHOD OF SELECTION:

The selection of candidates for recruitment to the posts shall be made on the basis of **Written examination and Viva Voce test**.

(i) The written examination will be of subjective type consisting of four papers each consisting of 100 marks and 02 (two) hours duration whose details are placed at **Annexure-A**.

Written Test:-

- a. Paper-I- Odia
- b. Paper-II- General English
- c. Paper-III- General Awareness
- d. Paper-IV- Journalism & Mass Communication

Viva-voce Test:-

This test shall consist of 30 (thirty) marks.

(ii) The candidates who secure such minimum qualifying marks in the written examination, as may be fixed by the Commission shall be called to appear in the Viva Voce test in the following manner:

"WHERE THE NUMBER OF VACANCIES IS UPTO 2(TWO), THE NUMBER OF CANDIDATES TO BE CALLED FOR VIVA-VOCE MAY BE 5(FIVE), WHERE THE NUMBER OF VACANCY EXCEEDS 2(TWO), THE NUMBER OF CANDIDATES TO BE CALLED FOR VIVA-VOCE MAY BE TWICE THE NUMBER OF VACANCIES."

(iii) The Commission shall prepare a list of successful candidates in order of merit on the basis of sum total marks secured in the written test and Viva test which shall be equal to the number of category wise vacancies advertised.

(iv) (a) If two or more candidates secure equal marks in the aggregate, the order of merit shall be determined in accordance with the highest marks secured by such candidates in the Written Examination.

(b) In case of further tie (i.e. marks obtained in aggregate and as well as Written Examination), the merit will be arranged in order of date of birth i.e. the older in age will be ranked higher.

6. PLACE OF EXAMINATION:

The written examination shall be held at Cuttack. It may also be held at Bhubaneswar depending on the number of candidates from the respective zones. The programme of the Examination shall be notified well in advance.

7. OTHER ELIGIBILITY CONDITIONS:

- (i) A candidate must be a citizen of India;
- (ii) A candidate must be able to speak, read and write Odia and have
 - a) passed matriculation or equivalent examination with Odia as a medium of examination in non-language subject; **or**
 - b) passed in Odia as language subject in the final examination of Class-VII or above from a school or educational institution

recognized by the Government of Odisha or the Central Government; **or**

- c) passed a test in Odia in Middle English School Standard conducted by the School & Mass Education Department of Govt. of Odisha/Board of Secondary Education Odisha.
- (iv) A candidate, who has more than one spouse living, will not be eligible for appointment unless the State Government has exempted his/her case from operation of this limitation for any good and sufficient reasons;
- (v) Government servants, whether temporary or permanent, are eligible to apply provided that they possess the requisite qualification and are within the prescribed age-limit as provided under Para-3 and 4 of this advertisement. **They must inform their respective Head of Offices in Writing regarding submission of their application for this recruitment and obtain 'No Objection Certificate',**
- (vi) If a candidate has at any time, been debarred for a certain period/chance(s) by the Odisha Public Service Commission or other State Public Service Commission or U.P.S.C. from appearing at any examination/Viva Voce test, he/she will not be eligible for such recruitment for that specified period/chance(s);
- (vii) Only those candidates, who possess the requisite qualification & are within the prescribed age limit and fulfil other eligibility conditions by the closing date of submission of online application, will be considered eligible;**
- (viii) A candidate who claims change in his/her name after having passed the H.S.C. examination, is required to furnish copy of publication of the changed name in the local leading daily newspaper as well as copy of notification in the Gazette in support of his/her change of name.
- (ix) Every person appointed to the service shall be on probation for a period of 02 (two) years with effect from the date of joining in the post.

- (x) A candidate must be of good mental condition and bodily health and free from any physical defect likely to interfere with the discharge of his duties in the service. A candidate, who after such Medical examination as the Government may prescribe, is not found to satisfy these requirements shall not be appointed to the service.

8. IMPORTANT POINTS:

- (i) **Online applications submitted to OPSC if found to be incomplete in any respect are liable to rejection without entertaining any correspondence with the applicants on that score.**
- (ii) **Admission to the Written Examination / Viva Voce test will be provisional. If on verification at any stage before or after the written examination / viva voce test, it is found that a candidate does not fulfil all the eligibility conditions, his/her candidature will be liable to rejection. Decision of the Commission in regard to eligibility or otherwise of candidate shall be final;**
- (iii) Concessions meant for **S.T./ S.C. by birth and SEBCs** are admissible to the Scheduled Tribe, Scheduled Caste and Socially Educationally Backward Classes of Odisha only. Community / Caste status once mentioned by the candidates under the appropriate box of the online application form will be treated as final and the same shall not be changed subsequently under any circumstances.
- (iv) This advertisement should not be construed as binding on the Government to make appointment.
- (v) Any misrepresentation or suppression of information by the candidate in the online Application, will result in cancellation of his/her candidature or penalty, as decided by the Commission be imposed on the candidate.
- (vi) All persons appointed under the Government of Odisha on or after 1st January, 2005 shall not be eligible for pension as defined under sub-rule (1) or Rules-3 of the Odisha Civil Service (Pension) Rules, 1992, but shall be covered by the defined Contribution Pension Scheme in accordance with the Odisha Civil Service (Pension) Amendment Rules, 2005.

9. CERTIFICATES/DOCUMENTS TO BE ATTACHED:

Candidates who will qualify in the written examination will be required to bring with them the hard copy of online application form with copies of following relevant certificates/documents and originals of the same for verification of their eligibility as per terms and conditions of the advertisement, the date of which shall be notified later on in due course, failing which his/her application will be rejected for the said post. The candidates are required to mention on each copy of documents **"Submitted by me"** and put their **full signature and date on the same**. **They must not attach the original certificates to their applications.**

- (i) H.S.C. or equivalent certificate in support of declaration of age issued by the concerned Board /Council;
- (ii) Intermediate/+2 Examination Certificate issued by the concerned Board /Council;
- (iii) Bachelor's Degree Certificate
- (iv) Certificate Post Graduate Diploma in Journalism /Mass Communication
- (v) Degree Certificate in Journalism/Mass Communication issued from the recognized University.
- (vi) Certificate in support of adequate knowledge in Computer Application.
- (vii) Mark-lists in support of all the aforesaid Examinations passed including fail marks, if any, issued by the concerned Board / Council/University.

NOTE 1:

- (a) **Candidates who have not been awarded percentage of marks, but only "GRADE MARKS", should, along with their applications, produce the conversion certificate from the concerned University indicating the actual equivalent percentage of marks and the conversion formula failing which, their applications are liable to be rejected.**

(b) While filling up the marks in the online application form, the candidate has to mention the actual marks secured by him/her in each Semester/Annual examination in the H.S.C, +2, Degree & Bachelors' Degree (excluding the marks secured in the Extra Optional paper).

- (viii) Required Odia pass certificate;
- (ix) Caste Certificate **by birth** in support of claim as S.T./S.C. and S.E.B.C. whichever applicable.
- (x) Two recent passport size photographs (unsigned and unattested) which has been uploaded in the Online Application Form, along with the printout/hard copy of the Online Application Form;
- (xi) **Ex-Servicemen** are required to attach copy of Discharge Certificate issued by the Commanding Officer of the Unit last served. They must submit an affidavit undertaking that he/she has not been appointed against any civil post after retirement from military service, wherever applicable;
- (xii) Permanent Disability Certificate (indicating percentage of permanent disability i.e. **40% and more**);
- (xiii) Any proof of identity.

NOTE 2:

- (i) Candidates claiming to be belonging to S.T. /S.C. categories by birth & S.E.B.C Categories of Odisha are required to submit copy of the relevant Caste Certificate as mentioned in their online application form and issued by the competent authority in the prescribed form. Candidates of SEBC category (other than Creamy Layer) must submit copy of Caste Certificate issued by the competent authority within the last three years from the last date of submission of online application form;
- (ii) Women candidates belonging to S.C./S.T./S.E.B.C Categories are required to submit Caste Certificates by birth showing

"daughter of". Caste Certificates by virtue of marriage (i.e. showing "wife of") is not acceptable.

(iii) O.B.C. CERTIFICATES WILL NOT BE ACCEPTED IN LIEU OF S.E.B.C. CERTIFICATES.

(iv) Community (Caste status) once mentioned by the candidates in the online application shall not be changed under any Circumstances.

The competent authorities are:- District Magistrate/Collector or Additional District Magistrate or Sub-divisional Magistrate/Sub-Collectors or Executive Magistrates or Revenue Officers, not below the rank of Tahasildar /Additional Tahasildar of Government of Odisha.

NOTE 3:

Degree Certificate, P.G. Diploma Certificate, Caste Certificate, Odia Test Pass Certificate, Discharge Certificate of Ex-Servicemen and Permanent Disability Certificate must have been issued by the competent authority on or before the last date fixed for submission of online application form as indicated above.

10. GROUND OF REJECTION OF APPLICATION:

Applications of candidates will be rejected by the Commission on any of the following grounds:

- (a) In-complete online application form.
- (b) Non-submission of hard copy of online application form at the time of verification of original documents.
- (c) Not coming within age limit as mentioned in Para-3 of Advertisement (Overage relaxation shall not be allowed to PWD candidates having less than 40% disability).
- (d) Declaration not signed (full signature) by the candidate in the hard copy of online application form.
- (e) No required educational qualification as provided under Para - 4 of Advertisement.

- (f) Not furnishing copies of certificates/documents as provided under Para-9 of Advertisement.
- (g) Odia Test pass evidence not furnished/not passed as required under Para-7(ii) of the Advertisement.
- (h) Submission of wrong information / false information about qualification / Age/ O.T. Pass evidence/ Category Status (ST/ S.C. /SEBC/PWD /Women/Ex-Servicemen etc.).
- (i) Suppression of facts / information about eligibility, if any.
- (j) Any other ground as per the decision of the Commission.

N.B:- APPLICATION / CANDIDATURE OF A CANDIDATE SHALL BE REJECTED AT ANY STAGE OF RECRUITMENT PROCESS, WHEN DISCREPANCY IS NOTICED /DETECTED.

11. HOW TO APPLY:

- (a) Candidates must go through the details of this Advertisement available in the Website of OPSC before filling up online application form.
- (b) Candidates must apply online through the concerned Website of the OPSC <http://opsc.gov.in>. Applications received through **any other mode** would not be accepted and summarily rejected.
- (c) **Before filling up the online application form, the candidates must go through the following documents available at OPSC portal.**
- (d) The online application form is automated and system driven and will guide the candidate seamlessly in filling the application. The requisite options shall be enabled and information shall be asked as per data furnished by the candidate. Before filling up the information, ensure that accurate information is fed, for edit option is limited and on confirmation there is no scope for further edit even if wrongful entry has been made while filling up application.
- (e) Candidates are requested to upload the scanned image of latest passport size photograph along with scanned image of his/her full signature and scanned image of Left Hand Thumb Impression(LTI) in the online application form. Uploaded photograph, Specimen (full) signature and LTI must be clearly identifiable / visible, otherwise the

application of the candidate is liable to be rejected by the Commission and no representation from the candidate will be entertained.

- (f) Candidates should keep at least two copies of latest passport size photograph which is uploaded to the online application form for future use.
- (g) *On successful submission of the online Registration, an unique "Permanent Public Service Account Number (PPSAN)"/ "Registration ID" will be assigned to the applicant. Candidates are required to take printout of the finally submitted online Registration/Re-registration and Application and finally submitted Online Application forms and put his/her signature under the declaration for submission to OPSC along with copies of requisite certificate & documents as and when asked.*
- (h) The candidates are advised to submit the Online Application Form well in advance without waiting for the closing date to avoid last hour rush.
- (i) *Certificate of Admission of written examination to the eligible candidates will be uploaded in the Website of the OPSC prior to the date of written examination which will be published in the Website of the Commission and Newspapers. The candidates are required to download their Admission Certificate from the Website of the Commission and produce the same at the Examination centre for admission to the written examination. No separate correspondence will be made on this score.*
- (j) "Intimation letters" to candidates for document verification & interview and "Attestation form" & " Bio-data form" shall be uploaded in the website of OPSC prior to the date of Document Verification/Interview.
- (k) Any complaint on the conduct of examination must be sent to the Grievance Wing of the Commission by E-mail (opsc@nic.in) within 03 (three) days of completion of the examination.

12. FACILITATION COUNTER:

To resolve any Technical problem faced in filling up of online Registration/ Re registration and Application forms, candidate may contact OPSC Technical Support over **Telephone No. 0671-2304707 between 10.30 A.M. to 1.30 P.M. & 2.00 P.M. to 5.00 P.M. on any Odisha Government working days.**

In case of any guidance/information on this advertisement & recruitment, candidates may go through the **FAQ** available in the website of the Commission or contact the O.P.S.C. Facilitation Counter over **Telephone No. 0671-2304141/2305611 & Extn.-207** on any working day between **10.30 A.M. to 1.30 P.M. & 2.00 P.M. to 5.00 P.M.**

The candidates are required to visit the website of the Commission at **<http://opsc.gov.in>** for detailed information about important notices, rejection of application, the date & time of Written Examination/Interview and also keep track of publication of various notices to the effect in the leading local daily newspapers for information.

CLOSING DATES

(A) The link for online application and submission shall be available from 05.08.2022 to 05.09.2022 in the website (Note: 05.09.2022 is the last date for submission of Registered Online Application)

NB:- THE ONLINE APPLICATION FORM IF FOUND DEFECTIVE IN ANY RESPECT ARE LIABLE TO BE SUMMARILY REJECTED.

PLACE:- OPSC, CUTTACK

DATE:- 16.07.2022


SECRETARY

ODISHA PUBLIC SERVICE COMMISSION

ANNEXURE-A**(SCHEME AND SYLLABUS OF THE EXAMINATION)**

The Competitive Examination shall be conducted consisting of the following subjects carrying marks as shown against each given below

(i) **Odia** - 100 marks: 2 Hours duration.

The questions will be of the prescribed standard of Graduation and shall consist of

- (a) Essay writing
- (b) Preparation of News Item
- (c) Preparation of a Speech
- (d) Grammar and Word Power
- (e) English to Odia translation
- (f) Comprehension
- (g) Question of Odia Language, Literature & Culture

(ii) **General English** -100 marks: 2 Hours duration.

The questions will be of Graduation standard and shall consist of

- (a) Essay writing
- (b) Letter writing
- (c) Odia to English translation
- (d) Summary or Precis writing/ Comprehension
- (e) Grammar

(iii) **General Awareness**-100 marks: 2 Hours duration

The question will be relating to Indian History, Geography, Culture, Political Affairs with specific relation of Odisha, General Science with emphasis on everyday life, sports event, current affairs and General Knowledge in Odia Literature. The question paper shall be in English.

(iv) **Journalism & Mass Communication**-100 marks: 2 Hours duration

- (a) Communication, Theories and Laws of Communication
- (b) Mass Media, Social Media, Media Management
- (c) Public Relations, Planning and Strategy
- (d) Basic PR Reporting Skills
- (e) Advertising, Planning, Designing and Campaign

(v) **Viva Voce Test**-30 marks



ଓଡ଼ିଶା ବିଦ୍ୟୁତ ଶକ୍ତି ସଂଚାରଣ ନିଗମ ଲିଡ.

ODISHA POWER TRANSMISSION CORPORATION LIMITED

(A Government of Odisha Undertaking)

Regd. Office: Janpath: Bhubaneswar

CORPORATE IDENTITY NUMBER (CIN) U40102OR2004GC007553

Telephone: (0674) 2542369 Fax: (0674) 2545664

Connect us Facebook/optcl.odisha - Twitter/optcl_odisha

Advt. No. MPPR - 01/2022

Dated, 25.07.2022

RECRUITMENT OF MANAGEMENT TRAINEE (INCLUDING BACKLOG) THROUGH GATE - 2022

Odisha Power Transmission Corporation Limited (OPTCL), a State owned Power utility in Odisha is engaged in the business of Transmission of electricity with a vision to emerge as one of the leading power utilities in the country in Transmission space. The present asset value of the Corporation is about is 8740 Crores. OPTCL operates in the entire state with around 2620 regular manpower, deployed in different Grid Sub-stations situated all over Odisha. OPTCL has vast and robust transmission network of 180 sub-stations ranging from 132 KV to 400 KV and more than 15796 ckt kms of transmission line. OPTCL also undertakes various projects on behalf of state and central Government. It has major plans for expansion by adopting newer and greener technologies. OPTCL is looking for young, dynamic and committed professionals to be inducted as Trainees in Electrical discipline.

Such graduates who are desirous of pursuing further studies on the basis of the score of GATE 2022 or need extension of joining time in case of selection need not apply.

1. VACANCY & RESERVATION

OPTCL invites application for following number of vacancies:

Post Name	UR	SEBC	SC	Total
Management Trainee (Electrical)	16 (w:5)	09 (w:3)	05 (w:2)	30 (w:10)

(Abbreviation :- UR-Unreserved, SEBC-Socially and Educationally Backward Classes, SC-Scheduled Caste, ST-Scheduled Tribe, W- Women, PwBD-Persons with Benchmark Disability, ExSM- Ex-servicemen)

Out of the total 30 number of vacancies mentioned above, the reservation of vacancies in respect of Ex-Serviceman and Persons with Benchmark Disabilities are given below. Candidates belonging to Ex-Serviceman and Persons with Benchmark Disabilities (whose permanent disabilities is 40% and more) shall be adjusted against the categories to which they belongs.

Sl No	Category	Number of Posts	Backlog
i	Ex-Serviceman	01	06
ii	Persons with Benchmark Disabilities (HI & OL)	01	07 (W:2) HI - 5 OL - 2

- The candidates belonging to PwBD category shall be adjusted against the category which she/he belongs.
- The physical requirement and functional classification of PwBD suitable for the post of MT-ELECTRICAL is as follows:

Physical requirement: ST, W, SE, S, BN, PP, KC, MF, RW, C

Functional classification: HI, OL

Post	Management Trainee (Electrical)
PwBD Sub-categories identified suitable (Functional Classification)	i. HI- Deaf & Hard of Hearing ii. OL- One leg affected (R or L)
Physical requirement	ST: Work performed by standing W: Work performed by walking SE: Work performed by seeing S: Work performed by sitting (on bench or chair) BN: Work performed by bending PP: Work performed by pulling and pushing KC : Work performed by kneeling and crouching MF: Work performed by manipulating (with fingers) RW: Work performed by reading writing C: Work performed by Communication

The PwBD certificate is subject to verification of the candidate by the prescribed medical board.

2. ELIGIBILITY CRITERIA

a. Valid Score in the GATE 2022

Candidate should have appeared and qualified GATE 2022 conducted by IITs and Marks Out of 100 should be mentioned while applying. The qualifying marks as declared by GATE 2022 Organizing Body shall be considered.

Post	GATE 2022 Paper Code
Management Trainee (Electrical)	EE

b. Upper Age Limit

Must be 21 years but not above 32 years as on 01.08.2022.

c. Essential Qualification

Course	Percentage of Marks
Degree in Electrical / Electrical & Electronics Engineering with at least 60% marks in aggregate from a recognized University / Institution or Passing of Section-A&B of IE (India) in relevant discipline with minimum 50% marks in aggregate.	Minimum 60 % or Equivalent CGPA . For SC/PwBD candidates, the minimum percentage of marks required is 50%.

Only those candidates who possess the above qualification as on last date of application are eligible.

Note: - Degree obtained from Open University (except IGNOU) / Distance Learning Mode / Part-Time / Sandwich Course shall not be considered.

3. RELAXATION & CONCESSION

- Reservation/ relaxation/ concession shall be as per Government of Odisha Guidelines.
- Persons suffering from relevant benchmark disability (Permanent – 40% or more) shall only be eligible for the benefit for PwBD.
- Relaxation in Upper Age Limit:

i) For SC candidates	5 years (for posts reserved for the respective category)
ii) For SEBC candidates	5 years (for posts reserved for the respective category)
iii) For Women candidates	5 years (for posts reserved for the respective category)
iv) For Ex-Serviceman	Maximum 5 years (for posts reserved for the respective category)
v) For PwBD candidates	10 years over and above category relaxation

- Reservation/ Relaxation / Concession for SC** will be subject to submission of relevant Caste Certificate issued by a competent authority.

- e. **Reservation and Relaxation for SEBC** will be subject to submission of a copy of the latest SEBC certificate (on or after 01.08.2019) from a competent authority at the time of application, failing which they shall be treated as unreserved category candidates.
- f. **Relaxation Ex-Servicemen** will be subject to submission of Discharge certificate issued by a competent authority.
- g. **Reservation / Relaxation / Concession for Persons with Benchmark Disability** is subject to submission of medical certificate in support of disability issued by the Government Medical Board.
- h. Provided that a person who comes under more than one category(except PwBD) mentioned above, shall be eligible for only one benefit of upper age relaxation, which shall be considered most beneficial to him/her.
- i. Persons with Benchmark Disabilities (permanent - 40% or more) belonging to SC/ST/SEBC categories are eligible for cumulative age relaxation benefit.
- j. The date of birth entered in the High School Certificate Examination or equivalent Certificate issued by the concerned Board / Council will only be accepted.
- k. Concession meant for SC, and SEBC by birth are admissible to the Scheduled Castes, and Socially and Educationally Backward Classes of Odisha State only.
- l. **No age relaxation is allowed to ST candidates applying against UR vacancies.**

THE AGE LIMITS PRESCRIBED ABOVE CAN BE IN NO CASE RELAXED

4. SELECTION PROCESS

The Selection Process consists of marks obtained (out of 100) in the Electrical Engineering discipline paper of **GATE 2022** & Personal Interview.

Candidates shall be short-listed category-wise for Personal Interview based on their normalized marks out of 100 in GATE 2022.

Shortlisted candidates shall be able to download their interview call letter a through the candidate login.

Candidates shortlisted for the Personal Interview shall be required to bring the documents as mentioned in their interview call letter.

The offer of appointment shall be issued to the selected candidates on the basis of merit. However the final appointment of selected candidates will be subject to their medical fitness as per the prescribed standard and subject to character and antecedent verification as required by the Corporation.

On selection, candidates can be posted at any of the existing / future units of OPTCL throughout Odisha and outside.

5. Weightage of Different Parameters

Candidates have to essentially qualify in the GATE 2022 examination. For calculation of final score of a candidate for empanelment, the weightages of marks obtained in GATE, and Personal Interview shall be as indicated below:

GATE 2022 Marks (out of 100)	90 %
Personal Interview	10%
Total	100%

Please note that only GATE 2022 Score (Normalized Marks out of 100) is valid for this recruitment process. GATE Score of 2021 or prior is not valid.

The offer of appointment shall be issued to the suitable candidates in the order of category wise merit and based on the requirement. Selected candidates shall be notified through their login in Online application system.

Appointment of selected candidates will be subject to their being found medically fit in the Pre-Employment Medical Examination to be conducted as per OPTCL Norms and Standards of Medical Fitness.

Posting locations for selected candidates are likely to be in OPTCL offices, substations, construction sites spread all across Odisha and outside.

6. HEALTH

Applicants should have sound health and being physically & mentally fit in the Pre-Employment Medical Examination to be conducted as per the norms and standards of Medical Fitness.

Candidates selected under PwBD category must be within the prescribed normal range for all other physical standard. The PwBD candidates will have to undergo a verification process by the authorized Medical Board on the date specified failing which the candidature of the candidate will be forfeited.

7. COMPENSATION PACKAGE

The Corporation offers a competitive pay package. During the training period they shall be paid a stipend of Rs. 50,000/-. Selected candidates will be placed in the pay scale of Pay Matrix:- Rs. 56,100- Rs. 1,77,500 (Level EE-2) with Initial Basic Pay of Rs.56,100/- after completion of the one-year training period.

On successful completion of training, the candidates will be absorbed as Assistant Manager (Electrical) in level EE-2 in the pay scale - Pay Matrix:-Rs. 56,100- Rs. 1,77,500/.

Besides the above Initial Basic Pay, DA, HRA or company accommodation, Medical Allowance, Conveyance allowance, Medical Insurance, group insurance, LTC, Gratuity, National Pension System(NPS) and various loans & advances shall be paid as per applicable rules of the Corporation in force from time to time. The CTC per annum for the post of Assistant Manager would be around Rs. 12 lacs (approximately).

8. TRAINING

Selected candidates have to undergo training for a period of 1(one) year at field units of OPTCL including induction training at Power Training Centre (PTC), Chandaka, Bhubaneswar. The training period will be for 1(one) year, unless and otherwise extended further. During the training period, the trainees may be terminated without any notice or without assigning any reasons thereof. After successful completion of training, there shall be no obligation on the part of the Corporation to offer regular appointment.

9. SERVICE AGREEMENT BOND

The selected candidates will be required to execute a service bond in prescribed format to successfully complete the training period and thereafter serve the organization for at least three years. The amount of the bond is INR 3,00,000/-plus GST as applicable for all category of candidates.

10. IMPORTANT INSTRUCTIONS FOR REGISTRATION / APPLICATION

From **01.08.2022 onwards**, interested and eligible candidates have to register themselves online, irrespective of the applications made earlier for any other post/recruitment process in OPTCL , at OPTCL website **www.optcl.co.in** with details of

their **GATE 2022 registration number** and other required information. Last Date of Online application and Application Fee submission is **30.08.2022**.

GATE Registration No. as appearing on the GATE 2022 Admit Card needs to be entered carefully in the online application form. No other number should be entered as GATE 2022 Registration number while applying to OPTCL.

Please note that once your application is submitted, no request regarding change in GATE 2022 Registration Number or Name shall be entertained.

Enter your name and other details exactly as entered in your GATE 2022 score card.

Any other mode of submission of application would not be accepted.

1. Fill up other details in the application very carefully. Please take care while filling out the email/ alternative email fields since all important communication shall be through emails only.
2. Upon completion, the candidate should submit the online application by clicking the Submit button at the bottom of the page. If the same is accepted, the system will generate a unique **OPTCL Application Number** which shall appear in the completed application form.
3. The primary email ID entered by the candidate is the Login ID and the unique **Application Number** generated is the password for logging in to OPTCL Online application system.

4. Payment of Application fee (Non refundable):

Unreserved / SEBC Category	SC/ST/PwBD
Rs. 1180/- (Rs 1000/- plus applicable GST of Rs 180/-)	Rs. 590/-(Rs 500/- plus applicable GST of Rs 90/-)

- I. UR and SEBC candidates are required to pay a non-refundable fee of Rs.1180/- (Rupees One Thousand One Hundred and Eighty) only and Candidates belonging to scheduled Caste (SC) / Scheduled Tribe (ST) of Odisha only, PwBD candidates are required to pay a non-refundable fee of Rs.590/- (Rupees five hundred and) only.
- II. OPTCL departmental candidates are exempted from payment of this fee. However, the departmental candidates must have the valid GATE Score of 2022.

III. For On-line Payment mode (Through Debit / Credit Card / Net Banking):

For On-line payment mode, an applicant will be redirected to payment gateway page

under Tech Process. After completing the On-line Payment, she / he shall take hard copy of the application form along with Fee Receipt. She/he shall retain the hard copy and proof of payment for future reference / record which shall be required at the time of verification of original certificates / testimonials as and when necessary. The candidate shall bear the online transaction charges extra as applicable.

IV. Application fee once paid shall not be refunded in any case.

V. Candidates shall be required to make the payment of fee while filling up online application in on-line mode only.

5.Provision for Departmental Candidates :

Departmental candidates (OPTCL regular employees only) fulfilling the eligibility criteria may apply against this advertisement through proper channel to **CGM (HRD)**, Hqrs. Office, OPTCL so as to reach within the stipulated time period. They shall also submit the online application form. **There shall be no age bar for them and they are exempted from payment of application fees.**

Note: The children of the employee and the candidates engaged through outsourced agency not to be considered as Departmental candidates.

6.No hard copy of application is required to be sent to any address by post.

7.In-complete application / applications without application fees (if applicable) will be rejected.

8.Candidates will be required to bring their GATE Admit card and GATE 2022 Score card for verification at the time of document verification and Personal Interview / Joining in OPTCL.

(Keep the following documents ready before initiating the On-line Application Form.)

Candidate shall upload the scanned copy of original documents.

- a. Recent colour passport size photograph and signature in prescribed format (.jpg/.jpeg)
- b.

	File Size	Dimension
Photograph	25KB to 50KB	3.5 cm X 4.5cm
Signature	25KB to 35 KB	3.5 cm X 1.5cm

Note : Candidates should ensure that the same passport size colour photograph is used throughout this recruitment process.

- c. Document in support of date of Birth (DOB) /10th Pass Certificate.

- d. Essential Qualification Pass Certificate. (Degree Certificate)
- e. GATE Score GATE 2022 (Color scanned copy)
- f. **From point (c) to (e) in .jpg/.jpeg format with a size of 100KB to 200KB.**

Note : The uploaded documents must be clearly Identifiable / visible, otherwise the application is liable to be rejected and no correspondence in this regard will be entertained.

- 9. Candidates are required to take a printout of the finally submitted Online Application form for future use. In case the candidate is shortlisted for Personal Interview, the candidate has to submit the same at the time of personal Interview.
- 10. Call letter for the Personal Interview of the eligible candidates will be uploaded in the website of OPTCL prior to the date of interview. The candidates are required to download their call letter from the website of OPTCL and produce the same for Admission to the interview. No separate correspondence will be entertained in this regard.
- 11. Candidates will have to correctly declare their Name and Date of Birth as mentioned in their Birth certificate or matric certificate. Candidates will have to declare their category correctly and must be in a position to submit relevant certificate as and when asked by OPTCL.
- 12. Candidates must correctly enter the qualification details including date of acquiring qualification as mentioned in their certificates.
- 13. Candidate should take a print out of the completed application and keep with him/ her safely for future reference.
- 14. Candidates shall be required to bring a valid photo ID to the interview. Photocopies of the original identification document shall not be acceptable. Candidates **will not be permitted** to appear for the personal interview if original and valid photo identification is not presented along with the GATE 2022 admit card and score card.

11. GENERAL INFORMATION AND INSTRUCTIONS

- 1. Only Indian Nationals of age 21 years or above are eligible to apply for OPTCL.
- 2. The candidate must be a citizen of India.
- 3. She / he must be able to read, write and speak Odia fluently and must have:
 - a. Passed Middle School Examination with Odia language subject; or
 - b. Passed Matriculation or examination with Odia as medium of examination in non-language subject ; or
 - c. Passed in Odia as language subject in the final examination of class VII from a school or educational institution recognized by the Government of Odisha or the Central Government.
 - d. Passed a test in Odia in Middle English School Standard conducted by the School and Mass Education Department.

4. A candidate who has more than one spouse living will not be eligible for appointment unless the State Government has exempted his / her case from operation of this limitation for any good and sufficient reasons.
5. The candidates must have a good character.
6. Candidates, who fulfill the prescribed eligibility criteria, may apply for the post.
7. Before applying, the candidate should ensure that he / she fulfills the eligibility criteria and other norms mentioned in this advertisement.
8. Essential qualification should be recognized in India and from a recognized Institution or University.
9. Vacancies are for requirement all over the state. Selected candidates shall be posted accordingly.
10. Management reserves the right to cancel / restrict /enlarge / modify / alter the recruitment/ selection process, if need so arises, without issuing any further notice or assigning any reason thereafter.
11. Wherever CGPA/OGPA/DGPA or Letter Grade in a degree / diploma is awarded, its equivalent percentage of marks must be indicated in the application form as per norms adopted by University / Institute.
12. Percentage of marks obtained by the candidate in the bachelor's degree shall be calculated based on the practice followed by the university/institution from where the candidate has obtained the degree. In case the candidates are awarded grades/CGPA instead of marks, the conversion of grades/CGPA to percentage of marks shall be based on the procedure certified by the university/ institution from where they have obtained the bachelor's degree.

In case the university/ institution does not have any scheme for converting CGPA into equivalent marks, the equivalence would be established by dividing the candidate's CGPA by the maximum possible CGPA and multiplying the result with 100.
13. Candidates working in Govt. / PSU are required to intimate their employer before filling online application and produce **"No Objection Certificate"** at the time of Interview.
14. For any queries regarding this recruitment please send email to **gaterecruitment2022@optcl.co.in** . Candidates are required to add this email-id to their address book in order to avoid any email communication gap.
15. Legal jurisdiction will be Hon'ble High Court of Odisha in case of any cause / dispute.
16. Candidature is liable to be rejected at any stage of recruitment/ selection process

without notice or if joined services are liable to be terminated, if any information provided by the candidate is not found in conformity with the eligibility criteria notified or OPTCL comes across any evidence/ knowledge that the qualification/ experience /and any other particulars indicated in application/personal resume/ other forms/ formats are not recognized/ false/ misleading and / or amounts to suppression of information/ particulars which should have been brought to the notice of OPTCL or that the candidate has been shortlisted for next stage in the process/ has secured employment in OPTCL through or adopting any unfair means.

17. Mere submission of application to OPTCL and appearing the interview does not guarantee the adequacy of candidature for being considered for further selection process.
18. All information regarding this recruitment process would be made available in the career section of OPTCL website only. Applicants are advised to check the web site periodically for important updates. Once registered for OPTCL, all correspondences shall be made through their registered e-mail ID or candidate login only.

12. FACILITATION SUPPORT

For any guidance on filling up the On-line Application and information regarding advertisement & recruitment, the candidate may contact the OPTCL Help Desk Mobile Number :- **9438907594** in all working days between 11.00AM to 5.00 PM and / or can also e-mail at **gaterecruitment2022@optcl.co.in**. Candidates are required to visit the OPTCL website **www.optcl.co.in** for any relevant information from time to time.

13. IMPORTANT DATES

Commencement of Online Submission of Application to OPTCL and online payment of application fee	01.08.2022
Last Date of receipt of online application and online payment of application fee	30.08.2022 (23:59 Hrs)

S/d
Chief General Manager (HRD)



ADVERTISEMENT FOR RECRUITMENT OF DIFFERENT POSTS IN OSCDC LTD

No. 2521 /OSCDC

Date:19.07.2022

OSCDC Ltd a Bronze category State PSU in Agriculture Sector in the State was incorporated under The Companies Act, 1956 on 6th April, 1979 for development of cashew in the State of Odisha

The Corporation intends to fill up the Executives /Non-Executive posts under different disciplines. Applications are invited through the website www.oscdc.nic.in for recruitment to the aforesaid posts.

Details of posts to be filled up Scale of pay & conditions of service are mentioned as follows:-

The vacancies are against the sanctioned regular posts. However, the candidates shall initially be appointed on contractual basis as per GA Department Notification No. 32010 /Gen dated 12.11.2013 and No. 4591 /Gen Dated 15.02.2014 for a period of 6 (Six) years from the date of joining the post of contractual appointment with consolidated monthly remuneration equal to the corresponding scale of pay at the rate prescribed in the table below appended to the Odisha Group-B & Group-C posts (Contractual Appointment) amendment Rules 2021. On date of successful completion of 6 (Six) years, they shall be deemed to have been regularly appointed. A formal order of regular appointment shall be issued by the appointing Authority. On regular appointment they shall be entitled to draw the time scale of pay & with D.A. and other allowances as applicable to other regular Corporation employees. Upper age limit in case of SC/ST/SEBC/Women/PWD shall be relaxed as per norms of Govt. of Odisha and in case of departmental candidates fulfilling the eligibility criteria may apply considering their initial date of joining in the Corporation towards qualifying age limit for participation in the recruitment process as per the decision taken by the Board.

Sl. No.	Name of the Post & Group	Corresponding Pay Level under ORSP Rules 2017	Monthly Remuneration for initial year	Basic Qualification	Experience	Maximum Age (in year) as on 30.06.2022	Total Vacancy	Category of Posts			
								UR	SEBC	SC	ST
1	2	3	4	5	6	7	8	9	10	11	12
1	Jr. Engineer (Group-B)	Pay matrix Level-9, Cell-1 Rs.35,400/- to Rs 112400/-	Rs.25,300/-	Diploma in Civil Engineering.	--	21-38	1	1	-	-	-
2	Asst. Manager(Finance) (Group-B)	Pay matrix Level-9, Cell-1 Rs.35,400/- to Rs 112400/-	Rs.25,300/-	Inter CA/M.com	2 years experience computerized accounts works in Tally system.	25-38	1	1	-	-	-
3	Asst. Manager(Marketing) (Group-B)	Pay matrix Level-9, Cell-1 Rs.35,400/- to Rs 112400/-	Rs.25,300/-	B.Sc. with MBA in Marketing and must possesses knowledge in computer operation.	2 years experience in Agri business.	25-38	1	1	-	-	-
4	Asst. Manager(Technical) (Group-B)	Pay matrix Level-9, Cell-1 Rs.35,400/- to Rs 112400/-	Rs.25,300/-	B.Sc. (Ag.) /B.Sc (Hort)	2 years experience.	25-38	3	2	-	-	1
5	Plantation Supervisor (Group-B)	Pay matrix Level-9, Cell-1 Rs.35,400/- to Rs 112400/-	Rs.25,300/-	B.Sc. (Ag.) / B.Sc (Hort)	--	21-38	15	8 (03-w)	2 (01-w)	1	4 (01-w)

6	Revenue Inspector (Group-B)	Pay matrix Level-9, Cell-1 Rs.35,400/- to Rs 112400/-	Rs.25,300/-	Graduate in any discipline with certificate course in land survey/ Topographical survey & land information system/ Digital land survey & Mapping certified by any state / Central University or Institute like Indian Institute of Spatial Science.	--	21-38	2	2	-	-	-
7	Jr. Accountant (Group-C)	Pay matrix Level-7, Cell-1 Rs.25,500/- Rs 81100/-	Rs.14,200/-	B.Com desirable Inter CA/ICWA.	2 years computerized accounts works in Tally system.	21-38	7	4 (01-w)	1	1	1
8	Plantation Assistant (Group-C)	Pay matrix Level-4, Cell-1 Rs.19,900/- Rs 63200/-	Rs.13,300/-	(+2) Science/ Diploma in Agro Science & allied subjects.	--	18-38	20	10 (03-w)	3 (01-w)	1	6 (02-w)
9	Jr. Office Asst. cum-Computer operator (Group-C)	Pay matrix Level-7, Cell-1 Rs.25,500/- Rs 81100/-	Rs.14,200/-	Graduate with PGDCA.	2 years experience computerized office works.	21-38	5	3 (01-w)	-	1	1
10	Personal Assistant (PA) to Managing Director (Group-C)	Pay matrix Level-7, Cell-1 Rs.25,500/- Rs 81100/-	Rs.14,200/-	Graduate with PGDCA (100 wpm in shorthand and 50 wpm in computer typing.	2 years experience in office works.	21-38	1	1	-	-	-
11	Amin (Group-C)	Pay matrix Level-3, Cell-1 Rs.18,000/- Rs 56900/-	Rs.13,100/-	+2 in any discipline with certificate course in land survey/Topographical survey & land information system/Digital land survey & Mapping certified by any state/Central University or Institute like Indian Institute of Spatial Science	--	21-38	2	2	-	-	-
Total							58	35	6	4	13

- The details of Syllabus and other criteria for the above posts are mentioned in the website (<https://oscdc.nic.in>).
- The online application portal for online application by the interested eligible candidates shall be made Go-live from 29.07.2022 at 10.00 AM onwards which will be available in OSCDC website (<https://oscdc.nic.in>).
- OSCDC Management reserves the right to cancel, amend or alter the above advertisement without assigning any reason thereof.
- Candidates are requested to visit Corporation website <https://oscdc.nic.in> at regular intervals for any notification, news, updates etc. relating to this recruitment.

IMPORTANT DATES	
Starting date of On-line Application Form	29.07.2022(10:00 AM) onwards
Closing Date of On-line Application Form	26.08.2022(Till 11:59 PM)

MANAGING DIRECTOR

GENERAL ELIGIBILITY CRITERIA:-

In order to be eligible for appearing in the examination a candidate must satisfy the following conditions.

- i) The candidate must be a citizen of India.
- ii) Be able to speak, read & write Odia
- iii) Be of good moral character & conduct.
- iv) Be of good mental condition and bodily health and free from any physical defect likely to interface with the discharge of his duties in the service.
- v) If married, must not have more than one spouse living.
- vi) Candidate must have passed in Odia as a language subject equivalent to class VII.

Not fulfilling any of the eligibility criteria shall render the applicant's candidate invalid and rejected.

The date of birth entered in the High School Certificate Examination or equivalent Certificate issued by the concerned Board / Council will only be accepted. The effective date for maximum age is 30th June 2022.

RESERVATION:-

- i. Reservation of posts including reservation for women will be as per the ORV and other applicable Acts and rules of Government of Odisha.
- ii. Concession meant for SC, ST and SEBC by birth are admissible to the Scheduled Castes, Scheduled Tribes and Socially and Educationally Backward Classes of Odisha State only.
- iii. In the event of non-availability or insufficient number of eligible / suitable women candidates belonging to any particular category, the vacancies or the remaining vacancies shall be filled up by male candidates of the same category.
- iv. Exchange of reservation between Scheduled caste and Scheduled Tribe will not be considered.
- v. Candidates belonging to SEBC category shall submit their SEBC Certificate validated / renewed by the Competent Authority on or after 09.04.2019 failing which they shall be treated as unreserved category candidates.
- vi. Women candidates belonging to SC/ST/SEBC are required to submit Caste Certificate by birth showing "daughter of" Caste Certificate obtained by virtue of marriage i.e. showing "wife of" is not acceptable.
- vii. OBC Certificates will not be accepted in lieu of SEBC Certificate.
- viii. Community (Caste Status) once mentioned by the candidates shall not be changed under any circumstances.

SELECTION PROCEDURE:-

- i. The selection process involves Computer Based Recruitment Examination (CBRE)
- ii. Computer Skill Test (qualifying) (If applicable mentioned in syllabus).
- iii. The final merit will be drawn on the basis of performance in CBRE AND COMPUTER SKILL TEST (If applicable) and the selected candidates will be called for Document Verification. Successful candidates in verification of documents will be issued Offer letters. The candidate will be allowed to join the post subject to the condition that he is found medically fit.
- iv. The Syllabus for the Computer Based Recruitment Examination for each category of posts is provided at **Annexure-I**
- v. There shall be no negative marking.

- vi. Candidates who qualify in CBRE for the posts will be shortlisted and Computer Skill Test in 1:3 ratio in categories mentioned in the syllabus will be made after which the document verification shall be carried out for final merit list.
- vii. The merit list will be drawn purely on the basis of Performance in the CBRE and Skill Test (Wherever applicable).
- viii. In case of equality of marks secured, the candidate having preferred qualification for the post shall be considered first. Further in case of tie candidates of higher age shall be considered.
- ix. The offer of appointment shall be issued to the selected candidates on the basis of merit.
- x. The candidates belonging to SC/ST/SEBC Category are required to upload the self-declaration towards caste and residence proof as per the format as mentioned at **Annexure-II**.
- xi. The candidates belonging to Un-Reserved Category are required to upload the self-declaration towards residence proof as per format as mentioned at **Annexure-III**.

APPLICATION FEE AND MODE OF PAYMENT	
Unreserved / SEBC Category	SC / ST/ PWD
Rs. 500/-	Nil

- i. UR and SEBC candidates are required to pay a non-refundable fee of Rs.500/- (Rupees Five hundred) only and candidates belonging to a Scheduled Caste (SC) / Scheduled Tribe (ST) & PWD candidates are exempted to submit any fee .
- ii. For On-line Payment mode (Through Debit / Credit Card / Net Banking): In case of On-line payment mode, an applicant will be redirected to payment gateway page. After completing the On-line Payment, she / he shall take hard copy of the application form along with Fee Receipt. She/he shall retain the hard copy and proof of payment for future reference / record which shall be required at the time of verification of original certificates / testimonials as and when necessary. The candidate shall bear the online transaction charges extra as applicable.
- iii. Application fee once paid shall not be refunded in any case.
- iv. The candidate has to retain the print out / hard copy of the online application for future reference.

CENTRE OF EXAMINATION:-

- i) The Computer Based Recruitment Examination (CBRE) will be held at Bhubaneswar / Cuttack.
- ii) The request for change of Centre shall NOT be entertained. Allotment of the test Centre is at the discretion of the OSCDC Ltd. Management.
- iii) OSCDC Ltd reserves the right to change the Centre of Examination without mentioning any reason thereof at any stage of recruitment.

GENERAL INFORMATION & INSTRUCTIONS:-

- i. Only the online applications are invited from the candidates for admission to the Computer Based Recruitment Examination. No other mode of application is allowed.
- ii. If a candidate found guilty of seeking support for her/his candidature by offering illegal gratification or canvassing in any form or found indulging in any type of malpractice

during the course of the selection or otherwise, shall, in addition to rendering herself/himself liable to criminal prosecution be disqualified not only for the ongoing recruitment, but also may be debarred permanently from any future recruitment or selection to be conducted by OSCDC Ltd.

- iii. Any Application found to be incomplete in any respect is liable for rejection. No correspondence shall be entertained in this regard.
- iv. Mere applying for the post and fulfilling eligibility criteria in reference to the advertisement does not confer any right on an applicant to claim appointment.
- v. Any dispute arising out of the ongoing recruitment shall be subject to jurisdiction of Bhubaneswar Court/High Court of Odisha.
- vi. Candidates working in State / Central Government / PSUs/ Autonomous Bodies of Govt. shall apply online. However, he/she must produce a No Objection Certificate (NOC) from her/his employer at the time of Certificate Verification.
- vii. Final selection of the candidates shall be subject to medical fitness.
- viii. While applying for the above posts, the applicant shall ensure that she / he fulfill the eligibility and other norms mentioned above, as on the specified dates and the particulars furnished are correct in all respects. In case it is detected at any stage of recruitment / selection that a candidate does not fulfill the eligibility norms and / or that she / he has furnished any incorrect / false information or has suppressed any material fact(s), his / her candidature will automatically stand cancelled. If any of the above shortcoming (s) / are detected even after appointment, her/his services are liable to be terminated without any notice.
- ix. Candidates, who fulfill the prescribed eligibility criteria, on the effective date, may apply for the post.
- x. OSCDC Ltd. reserves the right to cancel the recruitment process, if need so arises, without issuing any further notice or assigning any reason thereof at any stage.

DOMICILE STATUS OF THE CANDIDATE:-

Residents of the state of Odisha (candidates who are native to Odisha) only can apply for the above posts. Candidates belonging to other states are not eligible to apply for the posts.

HOW TO APPLY:-

General Instructions	
1.	Before start of filling-up of application through on-line mode, the candidate should keep ready, the following details/ documents: <ol style="list-style-type: none"> a. Valid e-mail ID & Mobile Number. b. Scanned copy of the recent passport size color Photograph (not older than 3 weeks). Candidates should ensure that the same photograph is used throughout this recruitment process. c. Scanned signature. d. Required certificates and documents as mentioned in the Advertisement. e. Please ensure that email sent to this mailbox is not redirected to your junk / spam folder.
2.	Category and Sub-category [General (UR)/SC/ST/SEBC] once filled by candidate in the on-line application Form will not be changed and no benefit of other category will be admissible.
3.	Candidates should take utmost care to furnish the correct details while filling in the on-line application. YOU CAN EDIT THE INFORMATION BEFORE SUBMISSION OF STEP-I and STEP-II. Once the form is submitted, it can't be edited. <ol style="list-style-type: none"> i. Before filling up On-line Application, candidates are advised to go through the advertisement carefully and understand the contents of the Advertisement, Instructions to fill up On-line Application and Frequently Asked Questions (FAQ) documents are available on the official website of <u>OSCDC Ltd.</u> ii. On successful registration of the online application form, a unique Registration Number will be displayed on the screen as well as top of the application form. Candidates are required to retain the unique Registration Number and to use it for future

- correspondence.
- iii. Application received through any other mode would not be accepted and summarily rejected.
- iv. Uploading of Documents & Photo:

Candidates are required to keep the following documents ready before initiating the On-line Application Form:

- Caste certificate, if belong to SC/ST/SEBC category.
- 10th Pass Certification.
- Educational Qualification Passed Certificate / Graduation whichever is applicable.
- Essential Qualification Final Mark Sheet.
- Certificate having passed in Odia examination.
- PWD certificate, if applicable.

Note: Size of documents to be uploaded shall be 100KB to 200KB and in PDF format. The uploaded documents must be clearly Identifiable / visible, otherwise the application is liable to be rejected and no correspondence in this regard will be entertained.

- v. Candidate shall upload the scanned copy of original documents.
- vi. Recent colour passport size photograph and signature in prescribed format (.jpg/.jpeg)

	File Size	Dimension
Photograph	25KB to 50KB	3.5 cm X 4.5cm
Signature	25KB to 35 KB	3.5 cm X 1.5cm

Note: Candidates should ensure that the same passport size colour photograph is used throughout this recruitment process.

- vii. Candidates are required to take a printout of the finally submitted Online Application form for future use. In case the candidate is shortlisted, the candidate has to submit the same at the time of verification of documents.
- viii. Certificate of Admission / Admit Card for the Computer Based Online Test for the eligible candidates will be uploaded in the website of OSCDC prior to the date of examination.
- ix. The candidates are required to download their Admit Card from the website of OSCDC and produce the same for Admission to the examination Hall / Centre. No separate correspondence will be entertained in this regard.

Note: 1. All the important notification & updates regarding this recruitment shall be hosted in the OSCDC Ltd website only and accordingly all applicants are advised to visit the website regularly.

2. In order to avoid last minute rush, the candidates are advised to apply early enough. OSCDC Ltd will not be responsible for network issues or any other problem in submission of online Application.

3. Candidates should be aware of FAKE websites put-up by unscrupulous elements/ touts.

IMPORTANT DATES	
Opening Date of Online submission of application	29.07.2022
Closing date of online submission of application	26.08.2022

MANAGING DIRECTOR

Syllabus for Jr. Engineer (Civil)	F.M-200 Marks Duration-2 hrs
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Part-I CORE SUBJECTS: 120 Marks**(a) Hydraulics**

Hydrostatics, Kinematics of fluid flow, pumps.

(b) Survey

Introduction to surveying. Linear measurements, chaining, chain surveying, angular measurement, chain and compass surveying, computation of area, plane table surveying, leveling, contouring, principles of theodolite surveying, theodolite traversing, tachometry, curves, setting out works, modern surveying method.

(c) Civil Engineering materials

Stone, Bricks, clay products and refractory materials, cement, sand, gravel, morrum and fly ash, mortar and concrete, timber, paint, varnish and distemper, iron and steel, bituminous materials, plastics, heat proofing and acoustic materials.

(d) Construction Technology

Introduction to construction technology, site investigation, foundations, walls, damp proofing, arches and lintels, doors and windows, floors, roofs, stairs, surface finishes, general idea of seismic planning and design of building, construction machineries.

(e) Structural Analysis

Trusses and frames, slope and deflection, fixed beam, continuous beam, slope deflection method, moment distribution method, three hinged arches.

(f) Transportation Engineering

Introduction to transportation engineering, road geometric, road material, road pavements, hill roads, road drainage, road maintenance, construction equipments, traffic studies, landscaping and arboriculture, introduction to railways transporting, permanent way, track materials, geometric for broad gauge, points and crossing, laying and maintenance of track, introduction to bridges, bridge site investigation, hydrology and planning, bridge foundation, bridge substructure and approaches, permanent bridges, culvert and cause ways, introduction to docks and harbours, break waters, docks, introduction to airport engineering, components of an airport, tunnel engineering.

(g) Irrigation Engineering

Introduction to irrigation engineering, hydrology, water requirement of crops, flow irrigation, diversion head works, regulatory works, cross drainage works, dams, water logging and drainage, ground water hydrology.

(h) Estimating

Introduction to estimating, detailed estimate of building as per PWD specification/standards, analysis of rates, administrative setups of engineering organizations, details estimate of culverts and bridges, estimate of irrigation structures, detailed estimate of roads, PWD accounts works.

(i) Structural Design

Introduction to design and detailing, working stress method of design, limit state method (LSM) of design, limit state of collapse of sigly reinforced members in bending, limit state of collapse in shear (Design of shear by LSM), bond anchorage, development lengths and slicing (LSM), beams (LSM) two way slabs (LSM), axially loaded short columns (LSM), ductile detailing or reinforced concrete structure subjected to seismic force, Design of steel and timber structures (limit state), structural steel fasteners and connections, design of tension members, design of compression members, design of column bases and foundations, design of steel beams, design of timber structures, stair case (RCC-LSM), design of footings (RCC-LS)

PART –II GENERAL SUBJECTS: 80 MARKS

General Awareness & General Science:-15 Marks

In this category, there shall be a series of matching questions of different categories like:

- Matching Historical events with dates, personalities and places.
- Geographical facts with places.
- States, Countries and Institutions with head quarters.
- Scientific facts and discoveries with dates, persons and uses.
- Current events with places and personalities.

Odia:- 15marks

- Dhvani and sabda.
- Parts of speech (Noun Adjectives, verb).
- Derivation of words.
- Formation of words (using prefix and suffix).
- Idioms, Synonyms and Antonyms.

English Language :-15 Marks

- Verbs, Tenses, Active and Passive voice, Subject-verb agreement.
- Connectors, Types of sentences, Direct and indirect speech, Comparison.
- Articles, Noun, Pronoun, Prepositions.
- Unseen Passage (400-450 words in length) with a variety of comprehension questions.

Computer Fundamentals -15 Marks

- URL, HTTP, FTP.
- Chat, Video conferencing, e-Banking, etc.
- Elements of Spread Sheet, Function and Formulas.
- Editing of Cells, Basics of Email.
- Sending/receiving of Emails and their related functions.
- Opening and Closing Documents.
- Elements of Word Processing.
- Search Engines.
- Formatting the Text and its presentation features.
- Services on the Internet.
- Internet.
- Web Browsing Software.
- Web sites, Blogs, MS Excel.

Mathematics-MCQ Types-10 Marks

- Number System, HCF and LCM, Squares and Square Roots.
- Cubes and Cube Roots.
- Percentage and Averages.
- Simple interest & Compound Interest Profit.
- Loss & Discount.
- Partnership.
- Ratio & Proportion.
- Algebra.
- Trigonometry. Geometry.
- Statistics.

Reasoning and Mental Ability- 10Marks

- Analogies.
- Similarities.
- Problem Solving.
- Relationship Concepts.
- Space Visualization.
- Arithmetical Number Series, Arithmetical Reasoning.

SYLLABUS FOR ASST. MANAGER (FINANCE)	F.M-200 MARKS Duration -2hrs
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CORE SUBJECTS : 120 Marks

Financial Accounting	<ul style="list-style-type: none"> ○ Fundamental Terminology: Meaning, Nature, Functions & Usefulness of Accounting, Types of Accounting, What is Account, Different Types of Account, Meaning of Key Terms like Asset, Liability, Revenue, Expenditure, Capital, Bills Receivable & Payable, etc., The Golden rules of Accounting, Double Entry System. ○ Accounting Principles: Meaning of Accounting principles, Needs of Accounting principles, Different Types of Accounting Concepts & Conventions & their usages. ○ Process of Accounting: Journal Entries, Ledger Posting, Preparation of Trial Balance, Different Types of Errors & its rectification, Preparation of Bank Reconciliation Statement, Accounting for Depreciation, need, significance & methods of Depreciation, Distinction between Capital & Revenue Expenditure, Inventory Valuation Methods like FIFO & LIFO. ○ Financial Statement Preparation: Balance Sheet, Statement of Profit & Loss, Cash flow Statement & Statement of Changes in Equity.
Cost Accounting	<ul style="list-style-type: none"> ○ Basic Terminology: Meaning, Object, & Scope of Cost Accounting, Difference between Costing & Cost Accounting. ○ Key Components: Materials, Labour, Overhead, Cost Sheet, Cost Centre, Profit Centre, Reordering Level, Allocation & Apportionment of Expenditure, Absorption, Different Types of Costing Methods & Techniques. ○ Budgeting & Budgetary Control: Concept of Budget & Budgetary Control, objective, merits & limitation, Types of Budget.
Corporate Laws	<ul style="list-style-type: none"> ○ Introduction: Company, Characteristics, Types of Company, Memorandum of Association, Articles of Association, Certificate of Incorporation ○ Management: Classification of Directors, Types of Directors, Managing Directors Women Directors, Independent Directors, Functional Directors, Power & Duties, Meetings of Shareholders & Board, Types of meeting, Different Types of Board Committees. ○ Dividend & Audit Aspect: Provision relating to the payment of Dividend, Provision relating to Audit, Auditors Appointment, Types of Audit & its purpose, Rotation of Auditors, Auditors Report.
Income Tax & GST:	<ul style="list-style-type: none"> ○ Income Tax: Basic concept, Income, Person, Assessment Year, Previous Year, Gross Total income, PAN, Corporate Income Tax rates, Advance Tax, TDS & TCS, Form 16 & 26 AS. ○ GST: Concept of GST, Input Tax Credit & Cascading Effect of Tax, CGST, SGST & IGST, Meaning & Scope of Supply, Levy & Collection of Tax, Composition Scheme, Filling of Returns & Assessment.
Financial Management	<ul style="list-style-type: none"> ○ Key Ideas: Meaning of Financial Management, Objectives, Types of Decisions, Profit Maximization Vs. Wealth Maximization. ○ Sources of Finance: Short Term & Long Term source of Finance, Capital Structure, Risk & Return Analysis, Bank Guarantee & Letter of Credit. ○ Working Capital: Concept & Significance, Determining Working Capital requirement, Financing Working capital needs.

General Subjects :80 Marks		Marks
General Awareness	<ul style="list-style-type: none"> • Current National and International Events. • General Knowledge like History/ Polity/ Geography of Odisha & India. • Scientific Invention & use of Science in everyday life. • Science and Technology. • Issues of environment, Ecology, Bio-diversity& Climate Change. • Books and Authors. • Major Financial & Economic News. • Current events in Financial World. • Recent credit and monetary policies. • Union Budget 2022. • Important Government Schemes on capital & money market. • Organizations- RBI, SEBI, IMF, World Bank & Others. 	15
Odia	<ul style="list-style-type: none"> • Dhvani and sabda. • Parts of speech (Noun Adjectives, verb). • Derivation of words. • Formation of words (using prefix and suffix). • Idioms ,synonym& Antonyms. 	10
English	<ul style="list-style-type: none"> • Verbs, Tenses, Active and Passive voice, Subject-verb agreement. • Connectors, Types of sentences, Direct and indirect speech, Comparison. • Articles, Noun, Pronoun, Prepositions. • Unseen Passage (400-450wordsinlength)with a variety of comprehension question. • Synonyms and Antonyms. 	15
Computer	<ul style="list-style-type: none"> • URL, HTTP, FTP • Chat, Video conferencing, e-Banking, etc. • Elements of Spread Sheet. • Function and Formulas. • Editing of Cells. • Basics of Email. • Sending/receiving of Emails and their related functions. • Opening and Closing Documents. • Elements of Word Processing. • Search Engines. • Formatting the Text and its presentation features. • Services on the Internet. • Internet. • Web Browsing Software. • Web sites, Blogs. • MS Excel. • Communication. 	15
Mathematics-	<ul style="list-style-type: none"> • Number System , HCF and LCM, Squares and Square Roots. • Cubes and Cube Roots. • Percentage and Averages. • Simple interest & Compound Interest Profit. • Loss & Discount, Partnership. 	15

Reasoning and Mental Ability	<ul style="list-style-type: none"> • Ratio & Proportion. • Algebra. • Geometry, Trigonometry. • Statistics. • Analogies. • Similarities. • Problem Solving. • Relationship Concepts. • Space Visualization. • Arithmetical Number Series. • Arithmetical Reasoning. 	10
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SYLLABUS FOR ASST. MANAGER (MARKETING)	F.M-200 Marks Duration -2 Hrs
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Part –I Core Subject Marketing Management 120 Marks

Marketing:

Meaning and Definitions; Marketing interface with other functional areas; Marketing Environment – Micro and Macro -1. The microenvironment – The company, Suppliers, Marketing intermediaries, Competitors and market structures, Publics and Customers 2. The macro environment– Demographic, Economic, Natural, Technological, Political and Legal, Social and Cultural environment Marketing Mix- Product, Price, Place and Promotion; Expanded Marketing Mix- People, Process and Physical.

Market Segmentation:

Perceptual Mapping; Bases for Segmentation, Segmenting Consumer Markets; Market Targeting, Product Positioning, Positioning Strategies, Demand Measurement and Sales Forecasting Methods.

Marketing Research:

Nature and scope of marketing research; Marketing research process; Primary and secondary data sources; Contact methods – personal interview, telephone interview, e-mail questionnaire and postal questionnaire; Specific marketing research techniques: group discussions, focus groups and consumer panels; Application of marketing research in various areas of marketing; Report writing.

Consumer Markets:

Factors Affecting Consumer Behavior. Cultural factors, Social factors, Personal factors, Psychological factors – Stages in the Adoption Process, Industrial Markets – Characteristics Decisions Involved in Product, Branding, Packaging, Product Line and Product Mix Decisions. New Product development, Product Life Cycle – Introduction stage, Growth stage, Maturity stage and Decline stage.

Pricing:

Significance and importance of Price in Marketing; Pricing Decisions- Factors influencing pricing decisions, Methods of pricing.

Distribution Management:

Distribution Channels and Physical Distribution Decisions: Nature, functions, and types of distribution channels; Distribution channel intermediaries; Channel management decisions; Retailing and wholesaling.

Promotion Mix:

Determining advertising budget; Types of Media and their advantages and disadvantages. Media selection; Measuring advertising effectiveness;

Personal Selling:

Role and Importance of Personal selling; Steps in the selling process.

Sales Promotion:

Sales promotion tools: off – self offers, price promotions, premium promotions, prize promotions.

Consumer Behavior Decision Making:

Problem recognition, Information Search, Evaluation of alternatives. Purchase decision and Post-purchase behavior.

Services:

Meaning of services, unique characteristics of services, Difference between services and tangible products; Classification of services.

Part II- General Studies and General Abilities: 80 Marks**General Knowledge: - 15 Marks**

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

- Current Affairs International Relations and
- General Science; India's achievements in Science and Technology.
- Environmental issues and Disaster Management.
- Economy of India and Odisha.
- Geography of India with a focus on Odisha.
- Indian Constitution and Polity with a focus on local self-Government.
- Society, Culture, Heritage, Arts and Literature of Odisha.
- Policies of Odisha State.
- History of Modern India with a focus on Indian National Movement.
- History of Odisha.
- Logical Reasoning, Analytical Ability and Data Interpretation.

Odia:- 15 Marks

- Dhvani and sabda
- Parts of speech (Noun Adjectives, verb).
- Derivation of words.
- Formation of words (using prefix and suffix).
- Idioms.
- Synonyms and Antonyms.

English Language:-15 Marks

- Verbs, Tenses, Active and Passive voice, Subject-verb agreement.
- Connectors, Types of sentences ,Direct and indirect speech, Comparison.
- Articles, Noun, Pronoun, Prepositions.
- Unseen Passage(400-450wordsinlength) with a variety of comprehension question.

Computer Fundamentals &Management:-15 Marks

- URL, HTTP, FTP.
- Chat, Video conferencing, e-Banking, etc.
- Elements of Spread Sheet.
- Function and Formulas.
- Editing of Cells.
- Basics of Email.

- Sending/receiving of Emails and their related functions.
- Opening and Closing Documents.
- Elements of Word Processing.
- Search Engines.
- Formatting the Text and its presentation features.
- Services on the Internet.
- Internet.
- Web Browsing Software.
- Web sites, Blogs.
- MS Excel.

Mathematics-MCQ Types:-10 Marks

- Number System, HCF and LCM, Squares and Square Roots.
- Cubes and Cube Roots.
- Percentage and Averages.
- Simple interest & Compound Interest Profit.
- Loss & Discount.
- Partnership.
- Ratio & Proportion.
- Algebra.
- Geometry.
- Trigonometry.
- Statistics.

Reasoning and Mental Ability:- 10 Marks

- Analogies.
- Similarities.
- Problem Solving.
- Relationship Concepts.
- Space Visualization.
- Arithmetical Number Series.
- Arithmetical Reasoning.

SYLLABUS FOR ASST. MANAGER (TECHNICAL)	F.M-200 Marks Duration-2 hrs
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Part –I CORE SUBJECTS: 120 Marks

Plant propagation and Nursery management :importance of plant propagation sexual &asexual method of plant propagation advantage, disadvantages, detail about grafting, layering budding, cutting, tissue culture, propagation through specialized plant part, incompatibility, poly embryony, apomixes, pathenocarpy, root stocks, anatomical studies on rooting, scion, graft union use of PGR, propagation method of horticultural crops plant propagating structure, media preparation, nursery act registration insect pest and disease control of nursery plants. Hi-tech nurseries.

Fruitcrops:Importanceoffruitsclassificationoffruits,areaproduction, export marketing, storage, fruit growing zones of fruit crops. agro-climatic zones &suitable fruits for tropical, subtropical & waste land areas. Soil, climate, varieties planting. Cultural practices, Irrigation, nutrition, weed management plant protection, harvesting yield storage, processing, Physiological disorders, insect, pest diseases management. Post-harvest technology, training, pruning, unfruitfulness of fruits of important fruit crops such as mango, banana, citrus fruits. Pine-apple, Guava, citrus, Papaya, Sapota, Bel, Ber, Jackfruit, Pomegranate, Litchi, Jamun, Custard apple. amlaetc.

Plantation crops: Importance scope, area, production, marketing processing and cultivation practices of important plantation crops like coconut, areca nut, Oil palm, Palmyrah palm, Cocoa, coffee, tea rubber, date palm in relation to soil climate, varieties, plant protection, soil and water management processing packaging, grading value addition.

Vegetable crops: Area production, importance productivity, export value addition off season cultivation. Green house cultivation, organic farming, seed production, certification value addition storage of vegetable and cultivation of important, tropical, subtropical, temperate, under exploited, perennial vegetable crops in relation to soil climate, varieties, hybrid, seed rate, spacing, fertilizer dose physiological disorders, plant protection, harvesting storage, processing important varieties vegetable garden etc.

Related subjects: Precision farming protected cultivation, drip and sprinkler irrigation. Fertigation, post harvesting technology of horticultural crops nutrient management. INM, important insect, pest and diseases of horticultural crops, water management, soil management, use of PGR. organic farming and certification,leaf analysis, genetic Engineering, bio-control, different cropping pattern, crop rotation, farming system research, weed management water management, soil management, seed production, organic farming, protected cultivation. Respiration, transpiration, Photosynthesis, biotic & a biotic stress, management, dormancy, growth and development, horticulture entrepreneurship.

Agro meteorology: Agroclimate zones ofIndia & Odisha, Agro- ecology for horticulture crops weather and climate, weather parameters and crop environment, Weather forecasting, Climate change, vulnerability and risks. Climate resilience and climates mart practices.

Soil and Nutrition: Soil of Odisha, problematic soils and their management, essential plant nutrients, crop growth, manures and fertilizers, integrated nutrient management for horticulture crop nutrient use efficiency.

Water management: Water resources of Odisha, Irrigation development, soil plant water relation, water requirement and irrigation efficiencies, irrigation scheduling, methods & irrigation, micro irrigation & water use efficiencies, Irrigation water quality, stress management.

Weed management: Weeds competition & all allopathy, crop weed association, weed prevention eradication and control, integrated weed management, herbicides and their uses selectivity and environmental impacts.

Dry land farming: Rained and dry land horticulture, drought management, Contingent planning, soil moisture conservation, water harvesting & recycling, watershed management, conservation farming/horticulture.

Integrated Farming System: Farming system and horticulture, integrated farming system models (Horticultural based), farm machineries & equipment for horticulture, tillage implements.

Seed technology: Seed quality, seed dormancy, seed production certification storage etc.

Economic: Cost of cultivation of horticultural crops, Entrepreneurship in horticulture, Agribusiness Management, marketing.

Statistics: Basic statistical principles, data collection completion and presentation.

Plant Protection: IPM, biological control, important insect pest, diseases and nematodes of horticultural crops.

General Subjects :80 Marks

General Awareness & General Science-15 Marks

In this category, there shall be a series of matching questions of different categories like:

- Matching Historical events with dates, personalities and places.
- Geographical facts with places.
- States, Countries and Institutions with headquarters.
- Scientific facts and discoveries with dates, persons and uses.
- Current events with places and personalities.

Odia:-15marks

- Dhvani and sabda
- Parts of speech (Noun Adjectives, verb).
- Derivation of words.
- Formation of words (using prefix and suffix).
- Idioms.
- Synonyms and Antonyms.

English Language:-15 Marks

- Verbs, Tenses, Active and Passive voice, Subject-verb agreement.
- Connectors, Types of sentences, Direct and indirect speech, Comparison.
- Articles, Noun, Pronoun, Prepositions.
- Unseen Passage (400-450 words in length) with a variety of comprehension questions.

Computer:-15 Marks

- Basic Knowledge about computer.
- Ms Word ,Ms Excel, and Ms PowerPoint.

Mathematics-MCQ Types-10 Marks

- Number System, HCF and LCM, Squares and Square Roots.
- Cubes and Cube Roots.
- Percentage and Averages.
- Simple interest & Compound Interest Profit.
- Loss & Discount.
- Partnership.
- Ratio & Proportion.
- Algebra.
- Geometry.
- Trigonometry.
- Statistics.

Reasoning and Mental Ability- 10 Marks

- Analogies.
- Similarities.
- Problem Solving.
- Relationship Concepts.
- Space Visualization.
- Arithmetical Number Series.
- Arithmetical Reasoning.

Syllabus for Plantation Supervisor	F.M- 200 Marks Duration-2 hrs
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Core Subjects 120 Marks

Plant propagation and Nurserymanagement :importance of plant propagation sexual &asexual method of plantpropagation advantage, disadvantages, detail about grafting, layering budding, cutting, tissue culture, propagation through specialized plant part, incompatibility, polyembryony, apomixes, pathenocarp, root stocks, anatomical studies on rooting, scion, graft union use of PGR, propagation method of horticultural crops plant propagating structure, media preparation, nursery act registration insect pest and disease control of nursery plants. Hi-tech nurseries.

Fruitcrops:Importanceoffruitsclassificationoffruits,areaproduction, exportmarketing, storage, fruit growing zones offruit crops. agro-climatic zones &suitable fruits for tropical, subtropical & waste land areas. Soil, climate,varieties planting.cultural practices,Irrigation, nutrition,weed management plant protection, harvesting yield storage,processing, Physiologicaldisorders,insect,pestdiseasesmanagement. Post-harvest technology, training, pruning, unfruitfulness of fruits of important fruit crops such as mango, banana, citrus fruits. Pine-apple, Guava, citrus, Papaya,Sapota,Bel,Ber,Jackfruit,Pomegranate,Litchi,Jamun,Custardapple.amlactc.

Plantation crops: Importance scope, area, production, marketing processing and cultivation practices of important plantation crops like coconut, areca nut, Oil palm, Palmyrah palm, Cocoa, coffee, tea rubber, date palm in relation to soil climate, varieties, plant protection, soil and water management processing packaging, grading value addition.

Vegetable crops: Area production, importance productivity, export value addition off season cultivation. Green house cultivation, organic farming, seed production, certification value addition storage of vegetable and cultivation of important, tropical, subtropical, temperate, under exploited, perennial vegetable crops in relation to soil climate, varieties, hybrid, seed rate, spacing, fertilizer dose physiological disorders, plant protection, harvesting storage, processing important varieties vegetable garden etc.

Related subjects: Precision farming protected cultivation, drip and sprinkler irrigation. Fertigation, post harvesting technology of horticultural crops nutrient management. INM, Important insect, pestand diseases of horticultural crops, water management, soil management, use of PGR. organic farming and certification, leaf analysis, genetic Engineering, bio-control, different cropping pattern, crop rotation, farming system research, weed management, water management, soil management, seed production, organic farming, protected cultivation. Respiration, transpiration, Photosynthesis, biotic & a biotic stress, management, dormancy, growth and development, horticulture entrepreneurship.

Agro meteorology: Agroclimate zones of India & Odisha, Agro- ecology for horticulture crops weather and climate, weather parameters and crop environment, Weather forecasting, Climate change, vulnerability and risks. Climate resilience and climates mart practices.

Soil and Nutrition: Soil of Odisha problematic soils and their management, essential plant nutrients, crop

growth, manures and fertilizers, integrated nutrient management for horticulture crop nutrient use efficiency.

Water management: Water resources of Odisha, Irrigation development, soil plant water relation, water requirement and irrigation efficiencies, irrigation scheduling, methods & irrigation, micro irrigation & water use efficiencies, Irrigation water quality, stress management.

Weed management: Weeds competition & allelopathy, crop weed association, weed prevention eradication and control, integrated weed management, herbicides and their uses selectivity and environmental impacts.

Dry land farming: Rainfed and dry land horticulture, drought management, Contingent planning, soil moisture conservation, water harvesting & recycling, watershed management, conservation farming/horticulture.

Integrated Farming System: Farming system and horticulture, integrated farming system models (Horticulture based), farm machineries & equipment for horticulture, tillage implements.

Seed technology: Seed quality, seed dormancy, seed production certification storage etc.

Economic: Cost of cultivation of horticultural crops, Entrepreneurship in horticulture, Agribusiness Management, marketing.

Statistics: Basic statistical principles, data collection completion and presentation.

Plant Protection: IPM, biological control, important insect pest, diseases and nematodes of horticultural crops.

General Subjects: 80 Marks

General Awareness & General Science:-15 Marks

In this category, there shall be a series of matching questions of different categories like:

- Matching Historical events with dates, personalities and places.
- Geographical facts with places.
- States, Countries and Institutions with headquarters.
- Scientific facts and discoveries with dates, persons and uses.
- Current events with places and personalities.

Odia:- 15marks

- Dhvani and sabda
- Parts of speech (Noun Adjectives, verb).
- Derivation of words.
- Formation of words (using prefix and suffix).
- Idioms.
- Synonyms and Antonyms.

English Language:-15 Marks

- Verbs, Tenses, Active and Passive voice, Subject-verb agreement.
- Connectors, Types of sentences, Direct and indirect speech, Comparison.
- Articles, Noun, Pronoun, Prepositions.
- Unseen Passage (400-450 words in length) with a variety of comprehension questions.

Computer Fundamentals & Management:-15 Marks

- Basic Knowledge about computer.
- Ms Word, Ms Excel, and Ms PowerPoint
- Principle of management
- Organisation Behavior

Mathematics:-10 Marks

- Number System, HCF and LCM, Squares and Square Roots.

- Cubes and CubeRoots.
- Percentage and Averages.
- Simple interest & Compound Interest Profit.
- Loss & Discount.
- Partnership
- Ratio & Proportion.
- Algebra.
- Geometry.
- Trigonometry.
- Statistics.

Reasoning and Mental Ability: - 10Marks

- Analogies.
- Similarities.
- Problem Solving.
- Relationship Concepts.
- Space Visualization.
- Arithmetical Number Series.
- Arithmetical Reasoning.

Syllabus for Revenue Inspector (RI)	FM -200 Marks Duration 2 Hrs
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1. Arithmetic: -50 marks.

- Simplification.
- Distance
- Compound Interest.
- Problems on Ages.
- Fundamental Arithmetical operations.
- Simple Interest.
- Discounts.
- Verbal and Figure Classification.
- Analogy.
- Problem Solving.
- Percentages.
- Number Systems.
- L. C.F. and L.C.M.
- Boats and Streams.
- Simple Interest.
- Profit and Loss.
- Time and Work.
- Arrangements.
- Alphabet Series.
- Logical Sequence of Words.
- Arithmetical Reasoning.
- Relationship Concepts.
- Verbal and Figure Classification.
- Figure Classification.
- Average.
- Ratio and Proportion.
- Mensuration.

2. General Studies and General Abilities: - 50 Marks

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

- Indian Polity.
- General Science.
- Books and Their Authors.
- Current Government Schemes.
- Current Events.
- Science Discoveries.
- Sports Events.
- Popular Books of India.
- Indian Authors with their books.
- General Science.
- Indian History.
- Current affairs - National & International.

- GK Capsules of Current Month.
- Indian Culture & Heritage.
- Geographical Knowledge.
- Punjab General Knowledge.
- Countries & Capitals.

3. Reasoning & Mental ability:-25Marks

- Analogies.
- Similarities.
- Problem Solving.
- Relationship Concepts.
- Space Visualization.
- Arithmetical Number Series.
- Arithmetical Reasoning.

4. English (Written Test):-25 Marks

- Idioms and Phrases.
- Synonyms.
- Antonyms.
- Spelling Test.
- Fill in the blanks.
- Passage Completion.
- Spotting Errors.
- Sentence Improvement.
- Prepositions.
- Joining Sentences.
- Substitution.
- Para Completion.
- Sentence Completion.
- Active and Passive Voice.
- Sentence Arrangement.
- Error Correction.
- Transformation.

5. Computer (written Test): - 30Marks

- URL, HTTP, FTP.
- Chat, Video conferencing, e-Banking, etc.
- Elements of Spread Sheet.
- Function and Formulas.
- WWW and Web Browsers.
- Editing of Cells.
- Basics of Email.

- Sending/receiving of Emails and their related functions.
- Opening and Closing Documents.
- Elements of Word Processing.
- Search Engines.
- Formatting the Text and its presentation features.
- Services on the Internet.
- Internet.
- Web Browsing Software.
- Text Creation.
- Web sites, Blogs.
- MS Excel.
- Word Processing Basics.
- Communication.
- Auto Cad.

6. Odia: -20 Marks

- Grammar.
- Composition.
- Comprehension of an unseen prose passage.
Five short questions to be asked.

Skill Test

- WINDOWS Operating system

To test some of the following basic system operations on file/folder(s).

Create, Rename, Copy/Cut/Paste, Delete Using clipboard.

- Ms Word.
- M.S. Power point, M.S. Excel, Auto cad.

Syllabus for Jr. Accountant	F.M- 100Marks Duration-2 hrs
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Part –I CoreSubject 60 Marks

Financial Accounting	<ul style="list-style-type: none"> ○ Fundamental Terminology: Meaning, Nature, Functions & Usefulness of Accounting, Types of Accounting, What is Account, Different Types of Account, Meaning of Key Terms like Asset, Liability, Revenue, Expenditure, Capital, Bills Receivable & Payable, etc., The Golden rules of Accounting, Double Entry System. ○ Accounting Principles: Meaning of Accounting principles, Needs of Accounting principles, Different Types of Accounting Concepts & Conventions & their usages. ○ Process of Accounting: Journal Entries, Ledger Posting, Preparation of Trial Balance, Different Types of Errors & its rectification, Preparation of Bank Reconciliation Statement, Accounting for Depreciation, need, significance & methods of Depreciation, Distinction between Capital & Revenue Expenditure, Inventory Valuation Methods like FIFO & LIFO. ○ Financial Statement Preparation: Balance Sheet, Statement of Profit & Loss, Cash flow Statement & Statement of Changes in Equity. 	
Cost Accounting	<ul style="list-style-type: none"> ○ Basic Terminology: Meaning, Object, & Scope of Cost Accounting, Difference between Costing & Cost Accounting. ○ Key Components: Materials, Labour, Overhead, Cost Sheet, Cost Centre, Profit Centre, Reordering Level, Allocation & Apportionment of Expenditure, Absorption, Different Types of Costing Methods & Techniques. ○ Budgeting & Budgetary Control: Concept of Budget & Budgetary Control, objective, merits & limitation, Types of Budget. 	
Corporate Laws	<ul style="list-style-type: none"> ○ Introduction: Company, Characteristics, Types of Company, Memorandum of Association, Articles of Association, Certificate of Incorporation ○ Management: Classification of Directors, Types of Directors, Managing Directors Women Directors, Independent Directors, Functional Directors, Power & Duties, Meetings of Shareholders & Board, Types of meeting, Different Types of Board Committees. ○ Dividend & Audit Aspect: Provision relating to the payment of Dividend, Provision relating to Audit, Auditors Appointment, Types of Audit & its purpose, Rotation of Auditors, Auditors Report. 	
Income Tax & GST:	<ul style="list-style-type: none"> ○ Income Tax: Basic concept, Income, Person, Assessment Year, Previous Year, Gross Total income, PAN, Corporate Income Tax rates, Advance Tax, TDS & TCS, Form 16 & 26 AS. ○ GST: Concept of GST, Input Tax Credit & Cascading Effect of Tax, CGST, SGST & IGST, Meaning & Scope of Supply, Levy & Collection of Tax, Composition Scheme, Filling of Returns & Assessment. 	
Financial Management	<ul style="list-style-type: none"> ○ Key Ideas: Meaning of Financial Management, Objectives, Types of Decisions, Profit Maximization Vs. Wealth Maximization. ○ Sources of Finance: Short Term & Long Term source of Finance, Capital 	

	<p>Structure, Risk& Return Analysis, Bank Guarantee & Letter of Credit.</p> <ul style="list-style-type: none"> ◦ Working Capital: Concept& Significance, Determining Working Capital requirement, Financing Working capital needs. 	
General Subjects : 40 Marks		Marks
General Awareness	<ul style="list-style-type: none"> • Current National and International Events • General Knowledge like History/ Polity/ Geography of Odisha & India • Scientific Invention & use of Science in everyday life • Science and Technology • Issues of environment, Ecology, Bio-diversity& Climate Change • Books and Authors • Major Financial & Economic News • Current events in Financial World • Recent credit and monetary policies • Union Budget 2022 • Important Government Schemes on capital & money market • Organizations- RBI, SEBI, IMF, World Bank & Others 	8
Computer	<ul style="list-style-type: none"> • URL, HTTP, FTP • Chat, Video conferencing, e-Banking, etc • Elements of Spread Sheet • Function and Formulas • Editing of Cells • Basics of Email • Sending/receiving of Emails and their related functions • Opening and Closing Documents • Elements of Word Processing • Search Engines • Formatting the Text and its presentation features • Services on the Internet • Internet • Web Browsing Software • Web sites, Blogs • MS Excel • Word Processing Basics • Communication 	8
Quantitative Aptitude	<ul style="list-style-type: none"> • Ratio and Proportion • Time and Work • Speed and Distance • Square roots • Percentages and Averages • Profit, Loss and Discount • Probability 	8
English	<ul style="list-style-type: none"> • Grammar • Fill in the blanks with articles 	8

	<ul style="list-style-type: none"> • Verb • Agreement of the verb with subject • Adverb • Preposition • Tenses • Conjunction • One word substitution • Synonyms & Antonyms • Correct the sentence 	
Odia	<ul style="list-style-type: none"> • Dhwani and sabda • Parts of speech (Noun Adjectives, verb) • Derivation of words • Formation of words (using prefix and suffix) • Idioms • Synonyms and Antonyms 	8

<u>Syllabus for Plantation Assistant</u>	F.M-100 Marks Duration-2 hrs
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General English	Subtopic	No. of Questions			
		Easy	Moderate	Total	Remarks
	Grammar fill in the blanks, Articles	05	10	15	Total Mark 15 (1 mark each)
	Grammar fill in the blanks: Verbs				
	Grammar fill in the blanks: prepositions				
	Grammar Tenses				
	Vocabulary: Antonyms				
	Vocabulary: Noun, Pronoun				
	Vocabulary: Sentence completion				
	Vocabulary: Spellings				
	Vocabulary: synonyms				
	Total No. of questions	05	10	15	
Odia	Subtopic	No. of Questions			
		Easy	Moderate	Total	Remarks
	Dhwani and sabda	05	10	15	Total Mark 15 (1 mark each)
	Parts of speech (Noun Adjectives, verb)				
	Derivation of words				
	Formation of words (using prefix and suffix)				
	Idioms, Synonyms and Antonyms				
	Total No. of questions	05	10	15	
General Knowledge	Subtopic	No. of Questions			
		Easy	Moderate	Total	Remarks
	Current Affairs	08	17	25	Total Mark 25 (1 mark each)
	Science & Technology				
	Indian Geography				
	Indian History				
	Biology				
	Environmental Science				
	Ecology				
	Total No. of questions	08	17	25	
Quantitative Aptitude	Subtopic	No. of Questions			
		Easy	Moderate	Total	Remarks
	Percentages	05	10	15	Total Mark 15 (1 mark each)
	Time and Work				
	Time and Distance				
	Profit and Loss				
	Simplification				
	Averages				
	Problems on Ages				
	Total No. of questions	05	10	15	
Logical Reasoning	Subtopic	No. of Questions			
		Easy	Moderate	Total	Remarks
	Analogies	05	10	15	Total Mark 15 (1 mark each)
	Similarities				
	Problem Solving				
	Relationship Concepts				
	Space Visualization				
	Arithmetical Number Series				
	Arithmetical Reasoning				
	Total No. of questions	05	10	15	
Computer	Basic Knowledge about computer. MsWord ,Ms Excel,Ms PowerPoint	05	10	15	Total Marks 15(1mark each)

<u>Syllabus for Jr. Office Assist.-cum-computer Operator</u>	F.M-100 Marks Duration-2 hrs
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General English	Subtopic	Marks
		20
	Grammar fill in the blanks, Articles	
	Grammar fill in the blanks: Verbs	
	Grammar fill in the blanks: prepositions	
	Grammar Tenses	
	Vocabulary: Antonyms	
	Vocabulary: Noun, Pronoun	
	Vocabulary: Sentence completion	
	Vocabulary: Spellings	
	Vocabulary: synonyms	
Odia	Subtopic	15
	Dhwani and sabda	
	Parts of speech (Noun Adjectives, verb)	
	Derivation of words	
	Formation of words (using prefix and suffix)	
	Idioms	
	Synonyms and Antonyms	
General Knowledge	Subtopic	15
	Current Affairs	
	Science & Technology	
	Indian Geography	
	Indian History	
Quantitative Aptitude	Subtopic	10
	Percentages	
	Time and Work	
	Time and Distance	
	Profit and Loss	
	Simplification	
	Averages	
	Problems on Ages	
Logical Reasoning	Subtopic	15
	Analogies	
	Similarities	
	Problem Solving	
	Relationship Concepts	
	Space Visualization	
	Arithmetical Number Series	
	Arithetical Reasoning	
Computer	Subtopic	25
	Basic knowledge	
	URL, HTTP, FTP	
	Chat, Video conferencing, e-Banking, etc	
	Elements of Spread Sheet	
	Function and Formulas	

	WWW and Web Browsers	
	Editing of Cells	
	Basics of Email	
	Sending/receiving of Emails and their related functions	
	Opening and Closing Documents	
	Elements of Word Processing	
	Search Engines	
	Formatting the Text and its presentation features	
	Services on the Internet, Internet	
	Web Browsing Software	
	Text Creation	
	Web sites, Blogs	
	MS Office	
	Word Processing Basics	
	Communication	

<u>Syllabus for Personal Assistant to Managing Director.</u>	F.M-100 Marks Duration-2 hrs
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		Marks
General English	Subtopic	20
	Grammar fill in the blanks, Articles	
	Grammar fill in the blanks: Verbs	
	Grammar fill in the blanks: prepositions	
	Grammar Tenses	
	Vocabulary: Antonyms	
	Vocabulary: Noun, Pronoun	
	Vocabulary: Sentence completion	
	Vocabulary: Spellings	
	Vocabulary: synonyms	
Odia	Subtopic	20
	Dhwani and sabda	
	Parts of speech (Noun Adjectives, verb)	
	Derivation of words	
	Formation of words (using prefix and suffix)	
	Idioms	
	Synonyms and Antonyms	
General Knowledge	Subtopic	15
	Current Affairs	
	Science & Technology	
	Indian Geography	
	Indian History	
Quantitative Aptitude	Subtopic	15
	Percentages	
	Time and Work	
	Time and Distance	
	Profit and Loss	
	Simplification	
	Averages	
	Problems on Ages	
Logical Reasoning	Subtopic	10
	Analogies	
	Similarities	
	Problem Solving	
	Relationship Concepts	
	Space Visualization	
	Arithmetical Number Series	
	Arithmetical Reasoning	
Computer	Subtopic	20
	Basic knowledge.	
	URL, HTTP, FTP.	

	Chat, Video conferencing, e-Banking, etc	
	Elements of Spread Sheet	
	Function and Formulas	
	WWW and Web Browsers	
	Editing of Cells	
	Basics of Email	
	Sending/receiving of Emails and their related functions	
	Opening and Closing Documents	
	Elements of Word Processing	
	Search Engines	
	Formatting the Text and its presentation features	
	Services on the Internet, Internet	
	Web Browsing Software	
	Text Creation	
	Web sites, Blogs	
	MS Office	
	Word Processing Basics	
	Communication	

Skill Tests for PA to MD

- a. Short hand ,Type(DTP).
- b. WINDOWS Operating system.
To test some of the following basic system operations on file/folder(s).
Create, Rename, Copy/Cut/Paste, Delete Using clipboard.
MS WORD, M.S. POWER POINT, M.S. EXCEL.

Syllabus for Amin	F.M -100 Marks Duration-2 hrs
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1 .Arithmetic:- 20 Marks

The questions in this paper will be of objective type with multiple choices of answers to be answered in CBT mode. The questions would be such as to test candidate' s ability to work out Fractions, Decimals, Percentage, Average, Simple and Compound interest, Rates and Taxes, Insurance, Profit and Loss, Partnership, Problems on Time and Work and Time and Distance, Ratio & Proportion, Statistics and Mensuration etc. of the High School standard.

2. Computer: - 20Marks

- Basic Knowledge about computer.
- MS WORD.
- M.S. EXCEL.
- M.S. POWER POINT.
- Auto Cad.
- Internet Communication.

3. Odia: - 20 Marks

- Dhvani and sabda.
- Parts of speech (Noun Adjectives, verb).
- Derivation of words.
- Synonyms and Antonyms.
- Idioms.
- Composition.
- Comprehension of an unseen prose passage.

4. English Language:-20Marks

- Verbs, Tenses, Active and Passive voice, Subject-verb agreement.
- Connectors, Types of sentences, Direct and indirect speech, Comparison.
- Articles, Noun, Pronoun, Prepositions.
- Unseen Passage(400-450wordsinlength) with a variety of comprehension questions.

5. General Knowledge: -20 Marks

- Matching Historical events with dates, personalities and places.
- Geographical facts with places.
- States, Countries and Institutions with headquarters.
- Scientific facts and discoveries with dates, persons and uses.
- Current events with places and personalities.

Skill Test

- WINDOWS Operating system
To test some of the following basic system operations on file/folder(s)
Create, Rename, Copy/Cut/Paste, Delete Using clipboard
- MS WORD.
- M.S. POWER POINT.
- M.S. EXCEL.
- Auto cad.

SELF DECLARATION FORM FOR CASTE/ RESIDENT PROOF

I Smt./Ms./Sri _____ Daughter/Son of _____ Age (as per advertisement)
 _____ Years _____ months _____ days, Caste (ST/SC/SEBC) _____ Resident of Village
 _____ P.O. _____ P.S. _____ Town (NAC /Municipality/ Municipal
 Corporation) _____ Tahasil _____ District _____ Odisha, PIN Code _____ , do
 hereby declare that the information given above is true to the best of my knowledge and belief .I am well aware
 of the fact that if the information given by me is proved false/not true, I will be liable for action as per law and all
 the benefits, if any, availed by me shall be summarily withdrawn.

Date:

Place:

Signature of the applicant

(Name of the applicant)

NOTE:

- a. The certificates towards proof of caste & resident etc shall be called for verification during the document verification process before the final selection.
- b. The resident certificate must have been issued on or after 08.02.2017.
- c. In case of SEBC category, the certificate must have been issued on or after 08.02.2019.
- d. OBC certificate in place of SEBC certificate will not be accepted.

SELF DECLARATION FORM FOR RESIDENT PROOF

I Smt./Ms./Sri _____ Daughter/Son of _____ Age(as per advertisement) _____ Years _____ months _____ days, Resident _____ of Village _____ P.O. _____ P.S. _____ Town(NAC/Municipality/Municipal Corporation) _____ Tahasil _____ Distrc _____ Odisha, PIN Code _____, do hereby declare that the information given above is true to the best of my knowledge and belief .I am well aware of the fact that if the information given by me is proved false/not true, I will be liable for action as per law and all the benefits, if any, availed by me shall be summarily withdrawn.

Date:

Place:

Signature of the applicant

(Name of the applicant)

NOTE:

- a. The certificates towards proof of caste & resident etc shall be called for verification during the document verification process before the final selection.
- b. The resident certificate must have been issued on or after 08.02.2017.



ODISHA STAFF SELECTION COMMISSION
UNIT – II Bhubaneswar – 751001

Advertisement No.IIE-72/2022- 5246/OSSC;

Date: 06.08.2022

**Recruitment to the posts of Senior Cameraman, Photographer, Indexer & Assistant Operator as “Initial Appointees” under Information & Public Relations Department, Government of Odisha
(SPIA – POST CODE : 230)**

1) Application Invited:

- (a) Applications are invited online through the OSSC website “www.osscc.gov.in” for recruitment to the posts of Senior Cameraman, Photographer, Indexer & Assistant Operator as “Initial Appointees” under I & PR Department, Govt. Of Odisha.

	Start Date	End Date
Online Registration	10.08.2022	09.09.2022
Submission of Online Application Form	10.08.2022	09.09.2022
Mode of Application	Online Mode only through the website “ www.osscc.gov.in ”. No Physical copy/Hard copy of the Online Application Form need to be submitted by the applicant.	

- (b) Candidates must have their valid e-Mail Id and Mobile number while applying for the post and keep the same active till completion of this recruitment process, so as to receive important messages from the Commission.
- (c) The appointment will be as “Initial Appointees” carrying a remuneration as given below as per Govt. in G.A. & P.G. Department Notification No.28626-GAD-SC-RULES-0037/2017/Gen dated 27th October 2021in respect of Group-B posts and Notification No.-GAD-SC-RULES-0037/2017-28621/Gen. Dated 27th October, 2021in respect of Group-C Posts. Their appointment shall be guided by the aforesaid rules as the case may be and as per Odisha Information and Public Relations Technical and Non-technical Service (Method of Recruitment and Conditions of Service) Rules, 2015. The remuneration is subject to revision as per decision of the Government of Odisha from time to time.

Name of the post	Group	Consolidated monthly remuneration for first year
Senior Cameraman	Group-B	Rs.25,300/- per month
Photographer	Group-B	Rs.25,300/- per month
Indexer	Group-C	Rs.12,600/- per month
Assistant Operator	Group-C	Rs.12,600/- per month

(d) NO EXAMINATION FEE IS PAYABLE FOR THE POSTS.

(e) Candidates should ensure that they fulfil all the eligibility criteria prescribed for the post as laid down in the advertisement. Admission of a candidate to the written examination & other tests shall be provisional and on the basis of information furnished by her/his in the Online Application Form.

(f) Online applications submitted to OSSC if found incomplete in any respect are liable for rejection without entertaining any correspondence with the applicants on that score.

(g) If at any stage of recruitment or thereafter, it is found that any information furnished by the candidate in her/his Online Application Form is false/incorrect or the candidate has suppressed any relevant information or the candidate otherwise does not satisfy the eligibility criteria prescribed for the post, her/his candidature for the posts shall be cancelled. She/He may further be debarred either temporarily or permanently from the recruitment examination(s) conducted by the Commission.

(h) No Admission Letter for the recruitment at any stage shall be sent by post. The candidates are therefore advised to be in touch with the Commission's website www.osscc.gov.in regularly to know updates regarding date of examination, downloading of Admission Letter and to know the status of their applications etc.

(i) The candidates are advised to submit the Online Application Form well in advance without waiting for the closing date to avoid last hour rush.

Important instructions to candidates about filling up of Online Application is enclosed as Annexure-A to this advertisement.

2) (a) Category-wise break -up of vacancy position alongwith reservation thereof:

Sl. No	Name of the Posts	UR		SEBC		SC		ST		Total	
		Total	Out of which Women	Total	Out of which Women	Total	Out of which Women	Total	Out of which Women	Total	Out of which Women
1	Senior Cameraman	02	01	-	-	-	-	-	-	02	01
2	Photographer	02	01	-	-	01	-	-	-	03	01
3	Indexer	02	01	-	-	-	-	01	-	03	01
4	Assistant Operator	03	01	-	-	02	01	02	01	07	03

N.B:- Candidates belonging to Transgender community are also eligible to apply.

- (b) No post is reserved for special category (PwD/Ex-Servicemen/Sportsperson).
- (c) Ex-servicemen candidates can apply but will get only age relaxation and shall compete in their own category (UR/SC/ST/SEBC) .
- (d) PwD candidates whose permanent disability is forty percent (40%) or more of the following benchmark disability are eligible to apply for the aforementioned posts and shall compete in their own category (UR/SC/ST/SEBC).
- (e) As per the Social Security & Empowerment of Persons with Disabilities Department, Govt. of Odisha Resolution No.1843/SSEPD Dtd.25.02.2021 and Letter No.8818 dated 02.08.2022 of I & PR Department the PwD candidates with Benchmark disability (mentioned in the table below) & Functional Requirements are eligible to apply for the post.
- (f) PwD candidates must ensure that they possess permanent disability certificate of the following categories and must upload the scanned copy of the original (not photocopy) UDID card issued by competent authority.
- (g) In case of non-availability of eligible/suitable Women candidates belonging to the respective categories the unfilled vacancies of that category shall be filled up by eligible or suitable male candidate(s) of the same category.
- (h) The number of vacancies and reservation of Vacancies to be filled up on the basis of this recruitment are subject to change without any prior notice as per discretion of the Commission, the Requisitioning Authorities and the Government.

(i) Benchmark disability eligible to apply for the post:-

SL. No	Name of the post/services	Category of PwD suitable	Specific category
01	Senior Cameraman	Category-II, III & IV	Category-II: Hard of hearing with suitable aid Category-III: LD (One Leg affected (R or L) but not arms; Mobility and standing ability not restricted Category-IV: Multiple Disabilities among disabilities specified in category-II & III
02	Photographer	Category-II, III & IV	
03	Indexer	Category-II, III & IV	
04	Assistant Operator	Category-II, III & IV	

Code	Physical Requirement
F	Work performed by manipulating (with fingers)
H	Work performed by hearing/speaking
ST	Work performed by standing
W	Work performed by walking
SE	Work performed by seeing
R W	Work performed by reading and writing
BN	Work performed by bending
C	Work performed by communication



3) Eligibility:

(a) General criteria of eligibility: -

Candidate applying for the above post should be

- a citizen of India,
 - of good character,
 - of sound health, good physique and free from organic defects or bodily infirmity (Not applicable to physically Challenged candidates)
 - must not have more than one spouse living
 - Must be able to read, write and speak Odia fluently and :-
- i) Must have passed Middle School Examination with Odia as language subject, or
- ii) Must have passed HSC Examination or equivalent examination with Odia as Medium of examination in non-language subject, or
- iii) Must have passed in Odia as language subject in the final examination of Class-VII or above, or
- iv) Must have passed a test in Odia in Middle English School standard conducted by the School and Mass Education Department.

(b) Educational Qualification & Age:

SL. No.	Name of the post/services	Minimum educational qualification prescribed for the post	Age criteria as on 01.01.2022
01	Senior Cameraman	Matriculation with diploma in Cinematography.	18 years to 38 years as per Odisha Civil Service (fixation of Upper age limit) Amendment Rules, 2021
02	Photographers	Matriculation with diploma in photography.	18 years to 38 years as per Odisha Civil Service (fixation of Upper age limit) Amendment Rules, 2021
03	Indexer	Matriculation	18 years to 38 years as per Odisha Civil Service (fixation of Upper age limit) Amendment Rules, 2021
04	Assistant Operator	Matriculation from any recognised institution. He should have licence issued by Electrical Inspector of Odisha for operating cinematography projectors.	18 years to 38 years as per Odisha Civil Service (fixation of Upper age limit) Amendment Rules, 2021

- (c) A candidate must have attained the age of (Eighteen)18 years and must not be above the age of (Thirty-eight) 38 years as on 1st January 2022. The upper age limit is relaxable by 5 years for candidates belonging to SEBC, SC, ST & all Women candidates, 10 years for candidates belonging to PWD category & the total period of service rendered in defence service in case of Ex-servicemen. PwD candidates in



the ST & SC category shall be entitled to cumulative age relaxation of ten years over & above the normal relaxation specified for the category. However, a candidate who comes under more than one category shall be eligible for only one benefit of age relaxation as per rule which will be more beneficial to her/him. To be eligible, candidates not enjoying any relaxation of upper age limit, must not have been born earlier than 2nd January 1987 and not later than 1st January 2004. Persons in Defence Forces having more than six months to retire/ discharge from the forces as on the last date of the submission of online application are not eligible to apply for the post, provided that those Ex-serviceman who have already secured regular employment under the State Government in Civil Post and services would be permitted the benefit of age relaxation as admissible for Ex-serviceman for the securing another employment in any higher post and services under the state Govt. but such candidates shall not be eligible for the benefit of reservation.

- (d) Moreover, persons in Defence Forces, due to retire within six months from the last date of Online Application form should note that they must submit the discharge certificate on the date of certificate verification.
- (e) The upper age limit is relaxable for the candidates coming under Rule-8(a) of Odisha Group-B & Group C posts (Contractual Appointment) Rules, 2013 as per rules provided that they satisfy the conditions mentioned therein. They must be less than 45 years as on 01.01.2022. They should upload their self-attested copies of their appointment letter(s) for the entire period of contractual engagement in the online application form. If they have different spells of engagement, it should be mentioned clearly in the online application and such appointment letter shall be uploaded. Such candidates shall keep the original appointment letter in support of their claim with them for verification during certificate verification.
- (f) Date of Birth entered in the High School Certificate Examination by the Board of Secondary Education, Odisha or equivalent Certificate issued by the recognised Board/Council/ by an Indian University as equivalent there to shall be acceptable by the Commission.
- (g) A candidate who claims change in her/his name after having passed the High School Certificate Examination is required to furnish copy of publication of the changed name in local leading daily newspaper as well as copy of notification in the Odisha Gazette in support of her/his change of name.

[For important instructions about filling up online application and “How to Apply” refer Annexure “A’ enclosed].



4) Plan and pattern of Examination:

(a) For the post of Senior Cameraman: -

Stages of Examination	Marks	Duration	Remarks
Written Examination	200 marks	2 hours	—
Skill Test	20 marks	-	Skill Test (Operation of Video Cameras of latest technology)
Certificate verification & Viva Voce Test	25 marks	-	Candidates numbering about five times of the vacancies shall be called for certificate verification and viva-voce test basing on their performance in written examination & Skill test taken together.
<u>Detail subjects & marks of Written examination</u> English- 50 marks General Knowledge-50 marks Arithmetic-50 marks Reasoning-50 marks Total: 200 Marks			

(b) For the post of Photographer:

Stages of Examination	Marks	Duration	Remarks
Written Examination	200 marks	2 hours	—
Skill Test	20 marks	-	Skill Test (Operation of Still Cameras of latest technology).
Certificate verification & Viva Voce Test	25 marks	-	Candidates numbering about five times of the vacancies, category wise shall be called for certificate verification and viva-voce test basing on their performance in written examination & Skill test taken together.
<u>Detail subjects & marks of Written examination</u> English- 50 marks General Knowledge-50 marks Arithmetic-50 marks Reasoning-50 marks Total: 200 Marks			

(c) For the post of Indexer:

Stages of Examination	Marks	Duration	Remarks
Written Examination	100 marks	1 hours	—
Certificate verification	Candidates numbering about three (3) times of the vacancies, category wise shall be shortlisted for certificate verification basing on their performance in the written examination.		

Detail subjects & marks of Written examination

English-25 marks
General Knowledge-25 marks
Arithmetic-25 marks
Reasoning-25 marks
Total:100 marks

(d) For the post of Asst. Operator :

Stages of Examination	Marks	Duration	Remarks
Written Examination	100 marks	1 hours	—
Skill Test	40 marks	-	Skill Test(Operation of Audio Visual Instruments)
Certificate verification	Candidates numbering about five times of the vacancies, category wise shall be shortlisted for certificate verification basing on their performance in written examination and skill test taken together.		
<u>Detail subjects & marks of Written examination</u> English-25 marks General Knowledge-25 marks Arithmetic-25 marks Reasoning-25 marks Total:100 marks			

Note: The detail syllabus for written examination is enclosed in Annexure 'C'. Details about syllabus of skill test will be published separately.

(e) The candidates those who fail to appear in any stage of the recruitment process their candidature will not be considered for final selection and their names will be deleted from the merit list.

(f) Any complaint on the conduct of examination must be sent to the commission by email "orissassc@gmail.com" within 05(five) days of completion of examination.

5)Place and Date of written examination:

(a) Tentative date for written examination will be between 15th October 2022 to 15th November 2022. The exact Date,Time and Venue will be conveyed in due course through Notice and/or Admission Letter.

(b) The Date,Time and Venue for skill test/certificate verification and viva-voce test will be conveyed to the candidates in the Admission Letter(s) in due course. The Admission Letters can be downloaded by the candidates by accessing the Commission's website from time to time.

(c) Candidates may choose any two (2) Districts as place of Examination. However, the decision of the Commission is final in this regard.

6) Certificate verification and submission of Detailed Application Form (DAF):

The candidates will be required to produce their Original Academic Certificates, Mark sheets, caste certificate, special category certificate and other documents as intimated in the admission letter for verification along with a set of self-attested photocopy of the same and OSSC copy of the application form duly signed by the applicant. **(Details is enclosed in Annexure-B)**

7) Admission Letter:

- (g) The Commission shall upload the admission letter in its Website www.oss.gov.in for the convenience of the candidates. Applicants should click on the button 'candidates' login' and then provide 'user Id' and 'Password' upon which the status of the application will be displayed on the screen. The eligible applicant may click on "Download Admission Letter" to download the Admission Letter and take print out.
- (h) Admission of a candidate for the written examination & other tests shall be provisional and shall be on the basis of the information furnished by her / him in the online application form.
- (i) The admitted candidates will have to produce the print out of the admission letter at the venue allotted for appearing in the examination / test.
- (j) The admission letter contains issue date, time and venue of the examination, and bears the photo and signature of the candidate and facsimile signature of the Secretary of Commission.

8) Select list:

(a) Senior cameraman & Photographer:

The select list in order of merit shall be prepared basing on the marks secured by the candidates in the Written Examination, Skill Test & Viva Voce Test taken together and found eligible for the post in all respects after certificate verification.

(b) Indexer:

The select list in order of merit shall be prepared basing on the marks secured by the candidates in the Written Examination and found eligible for the post in all respects after certificate verification.

(c) Assistant Operator:

The select list in order of merit shall be prepared basing on the marks secured by the candidates in the Written Examination & Skill Test taken together and found eligible for the post in all respects after certificate verification.

Select list shall be prepared separately for each of the above posts.



9) Action against candidates found guilty of misconduct / malpractice:

(a) If a candidate is found to indulge at any stage in any of the malpractices / misconduct listed below, before during or after conduct of examination, his/her candidature for this examination will be cancelled and they will be debarred from the examinations of the Commission for a specified period or permanently.

- i. Taking away any Examination related material such as OMR sheets, Rough Sheets, Answer Sheet etc. from the examination hall or passing it on to unauthorized persons during the conduct of examination.
- ii. Leaving the Examination Venue uninformed during the Examination
- iii. Misbehaving, intimidating or threatening in any manner the examination functionaries' i.e. Supervisor, Invigilator, Security Guard or Commission's representatives etc.
- iv. Obstruct the conduct of examination/ instigate other candidates not to take the examination.
- v. Making statements which are incorrect or false, suppressing material information, submitting fabricated documents, etc.
- vi. Obtaining support/ influence for his candidature by any irregular or improper means.
- vii. Possession of Mobile Phone in either 'switched on' or 'switched off' mode.
- viii. Appearing in the same examination more than once in contravention of the rules.
- ix. A candidate who is working on examination related matters in the same examination.
- x. Damaging examination related infrastructure/ equipment.
- xi. Appearing in the Exam with forged Admit Card, identity proof, etc.
- xii. Possession of fire arms/ weapons during the examination.
- xiii. Assault, use of force, causing bodily harm in any manner Threatening/ intimidating to the examination functionaries' i.e. Supervisor, Invigilator, Security Guard or Commission's representatives etc.
- xiv. Using unfair means in the examination hall like copying from unauthorized sources such as written material on any paper or body parts, etc.
- xv. Possession of Bluetooth Devices, spy cameras, and any other electronic gadgets in the examination hall.
- xvi. Impersonate/Procuring impersonation by any person.

- xvii. Taking snapshots, making videos of question papers or examination material, labs, etc.
 - xviii. Sharing examination terminal through remote desktop software's/ Apps/ LAN/ VAN, etc. or attempting the same.
 - xix. Attempt to hack or manipulate examination servers, data and examination systems at any point before, during or after the examination.
- (b) The Commission may also report the matter to Police/ Investigating Agencies, as deemed fit and the Commission may also take appropriate action to get the matter examined by the authorities/ forensic experts concerned.

10) Commission's Decision Final: The decision of the Commission in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection, conduct of examination(s), allotment of examination centers and preparation of merit list & post allocation, debarment for indulging in malpractices will be final and binding on the candidates and no enquiry/ correspondence will be entertained in this regard.

11) Important Instruction/Information to the Candidates: -

- (a) Marks scored by candidates in Computer based Preliminary Examination. If such examination is conducted in more than one Sitting/Batch will be normalised by using the formula published by the Commission vide Notice No.2444/OSSC, dt.02.09.2021 and such normalized scores will be used to determine cut-off marks.
- (b) In Descriptive Paper candidate must write his/her correct Roll Number and Subject at the prescribed place on the cover page of the Answer Book. Candidates must also affix signature and Left-hand Thumb Impression in the relevant columns in the Answer Book. Answer Books not bearing Roll Number. Subject, Signature and Left-hand Thumb Impression will not be evaluated and such candidates shall be awarded zero marks.

Candidates shall not write any identity particulars e.g., name, roll number, mobile number, address, etc. inside the Descriptive Answer Book. Candidates who fail to adhere to these instructions will be awarded zero marks.
- (c) There shall be no provision for re-evaluation/ re-checking of scores in the Examination. No correspondence in this regard shall be entertained.
- (d) Sharing of marks with candidate: Marks obtained by an applicant in Written Examination and Skill Test are proposed to be shared with him/her after final merit list is published.
- (e) This is a State Cadre post. The candidate, on selection, may be asked to serve anywhere in Odisha.

- (f) If a candidate scoring more than cut-off marks at any Tier/stage of the examination is not qualified for the subsequent stage/ final selection due to any reason, he must represent to the Commission within one month of the declaration of the result.
- (g) Applicants who are Odisha Government servant should obtain a “**No Objection Certificate**” from their controlling authority and upload the same with the Online Application. At the certificate verification stage they must produce the original “No Objection certificate”. Those who were not Odisha Government Servants at time of application but became subsequently during recruitment process, must submit No Objection Certificate at stage of certificate verification.

By order of the Commission


Secretary

Annexure-A

Important Instructions to Candidates about filling up Online Application:

- Before applying, candidates must go through the instructions given in the notice of examination very carefully.
- Candidates in their own interest should submit online applications much before the closing date and not to wait till the last date to avoid the possibility of disconnection/ inability or failure to login to the OSSC website on account of heavy load on the website during the closing days or for any other reason.
- The Commission is not like to undertake detailed scrutiny of applications for the eligibility and other aspects at the time of written examination and, therefore, candidature will be accepted only provisionally. Candidates must go through the requirements of educational qualification, age, physical and medical standards etc. and satisfy themselves that they are eligible for the post(s). Copies of supporting documents will be sought at the time of Certificate Verification. When scrutiny is undertaken, if any claim made in the application is not found substantiated, the candidature will be cancelled and the Commission's decision shall be final.
- Candidates seeking reservation benefits available for SC/ ST/ SEBC/ PwD/ ESM/Sports Person must ensure that they are entitled to such reservation as per eligibility prescribed in the Notice. They should also be in possession of the certificates in the prescribed format in support of their claim.
- Candidates with only **benchmark physical disability** mentioned in Clause-2 of Advertisement will be considered as Persons with Disabilities (PwD) and entitled to age-relaxation/ reservation for Persons with Disabilities.
- When application is successfully submitted, it will be accepted 'Provisionally'. Candidates should take printout of the online Application Form for their own records.
- Only one online application is allowed to be submitted by a candidate for any recruitment Examination. Therefore, the candidates must exercise due diligence at the time of filling their online Application Forms. In case, more than one application of a candidate with different registration numbers is detected, all the applications will be rejected by the Commission and his candidature for the examination will be cancelled. If a candidate submits multiple applications and appears in the examination (at any stage) more than once, his candidature will be cancelled and he may be debarred from the examinations of all Commission.
- Before submission of the online application, candidates must check that they have filled correct details in each field of the form. After submission of the corrected/ final online application, no change/ correction/ modification will be allowed under any circumstances. Requests received in this regard in any form like Post, Fax, Email, by hand, etc. shall not be entertained by the Commission and will be summarily rejected.
- The candidates must write their name, Date of Birth, father's name and mother's name as given in the Matriculation Certificates otherwise their candidature may be cancelled at the time of Document Verification or as and when it comes into the notice of the commission.
- Applications with blurred/ illegible Photograph/ Signature will be rejected.
- Candidates must fill their correct and active e-mail addresses and mobile number in the online application as correspondence may be made by the Commission through e-mail/ SMS.



- Candidates must carry two passport size recent colour photographs and one original valid Photo ID Proof such as Aadhaar Card/ printout of E-Aadhaar, Driving License, Voter Card, PAN Card, Identity Card issued by University/ College/ Government, Employer ID Card, ESM Discharge Book issued by Ministry of Defence , or any photo bearing ID card issued by Central/ State Government to the Examination Venue, failing which they will not be allowed to appear for the same. If Photo Identity Card does not have the Date of Birth printed in it, then the candidate must carry an additional original certificate in proof of his/her Date of Birth. In case of mismatch in the date of birth mentioned in the Admission Certificate and Photo ID/ Certificate brought in support of date of birth, the candidate will not be allowed to appear in the examination. PwD candidates availing the facility of scribes shall also be required to carry required Medical Certificate/ Undertaking/ Photocopy of the Scribe's Photo ID Proof, as specified in Advisory Notice No.3453/OSSC dated 24.10.2019 available in the website of the Commission.
- In case of fake/ fabricated application/ registration by misusing any dignitaries name/ photo, such candidate/ cyber cafe will be held responsible for the same and liable for suitable legal action under cyber/ IT act.

How to Apply:

- The applicants should go through this detail advertisement before filling up the online application form.
- The candidate may apply for the post as per her/his eligibility as per terms of the advertisement.
- All eligible candidates have to register themselves by clicking on "APPLY ONLINE" button on the home page of the Commission's website www.osscc.gov.in.
- Those candidates who are applying for the first time have to register for the post by clicking on "NEW USER" button shown on the screen. On submitting the registration form a User Id and Password will be generated.
- On clicking "New user" or "Registered User", instruction for filling up the Online Registration/ Re-registration and Application Forms shall appear on the computer screen. These instructions should be read carefully before proceeding with filling up the Application Form.
- Step by step procedure for registration/re-registration can be viewed by clicking on "Instruction to fill up Online Application Form".

Pre-requisites for filling up online Application Form:

- Applicants should possess and maintain an e-Mail Id and Mobile Number for accessing the OSSC web portal and to make Online Registration/Re-Registration and Application Form. Candidates should keep that e-mail Id and Mobile Number (used by them during registration) active so as to receive all important communication from the Commission till publication of the final result of this recruitment exam.
- Recent Passport size Colour Photograph of the Applicant, scanned in "jpg/jpeg" format with file size range of 20 kb to 100kb may be kept handy for uploading during Registration.
- Full Specimen Signature & Left /Right Thumb Impression of the Applicant, scanned in "jpg/jpeg" format between ranges of 20 kb to 50kb shall be kept handy for uploading during Registration.
- Scanned document must be in "Pdf" format between ranges of 100kb to 500 kb.



- Applicant may keep their required Certificates, Mark sheets, Aadhar Number & other documents ready while filling up the details of the educational qualification & other fields of Online Application Form.
- SC/ST/SEBC category candidates need to submit detail information of the valid online Caste Certificate issued by competent Authority in the online application form. If the valid online Caste Certificate issued by the competent Authority is not in possession of the applicants at the time of submission of the online application form, she/he must give a self-declaration in the format appended in the online application form.
- Candidate claiming reservation/age relaxation under "Ex-Serviceman" category need to upload any one of the Ex-Servicemen Documents i.e. Discharge Certificate/ Identity card/ PPO (wherein the date of entry, date of discharge and period of service rendered in Defence Forces have been reflected). Ex-Servicemen who going to retire within six months from the closing date of online application may apply for the post by obtaining "No Objection Certificate" from the appropriate authority mentioning therein the date of appointment, date of retirement and years of service rendered in Defence Forces. However, such candidates have to submit the discharge certificate on the date of certificate verification for considering their claims under Ex-Serviceman category. The scanned document must be in "Pdf" format between ranges of 100kb to 500 kb.
- Candidates claiming reservation/ age relaxation under "PwD (Persons with Disabilities)" category need to upload a valid online PwD certificate issued by Unique Disability Identification (UDID). The scanned document must be in "Pdf" format between ranges of 100kb to 500 kb.
- Candidates claiming reservations under Sports Person Category need to upload Sports I card issued by Director of Sports and Youth Service Department. The scanned document must be in "Pdf" format between ranges of 100kb to 500 kb.
- In-service contractual employees of Government Offices claiming age relaxation (maximum age limit 45 years as on 01.01.2022) as per Govt. in G.A. Department Notification No.GAD-SC-Rules-0061-2013-1147/Gen dtd.17.01.2014 for the Group-B Post/Notification No.GADSC-Rules-0009-2013/32010/Gen dtd.18.11.2013 for Group-'C' & 'D' posts and who have completed minimum one year of continuous service prior to commencement of Odisha Group-B/Group-C & D posts Contractual Appointment Rules, 2013 must possess the required certificate issued by the concerned employer in the Performa prescribed by the Commission vide Advisory Notice No.3568/OSSC dated 01.11.2019 available in the website of the Commission www.oss.gov.in. They have to fill the information like Name of the Employer, Scheme of appointment, date of appointment, whether covered under Category-I/Category-II (as per clause-4 of Odisha Group-B/Group-C & D of Contractual Appointment Rules-2013), FD Approval/Concurrence Number in the online application form. The candidate has to produce the certificate issued by the employer in the prescribed format, as prescribed in the above Advisory Notice along with original documents during Certificate Verification for consideration and examination of her/his claim under Contractual in-service benefits.
- The candidate should ensure that the scanned Photograph and full Signature, Left/Right Hand Thumb Impression and other relevant documents are clearly identifiable/ visible. Otherwise the registration and application shall be liable for rejection. No correspondence on this account shall be entertained.

- Candidates must submit correct data /information in the Online Application Form. If at any stage of recruitment or thereafter, it is found that any information furnished by the candidate in her/his online application is false/incorrect or the candidate has suppressed any relevant information or the candidate otherwise does not satisfy the eligibility criteria prescribed for the post, her/his candidature for the post will be cancelled forthwith.

Annexure-B

Document to be submitted at time of Certificate Verification/Viva-Voce test:

- a. Downloaded copy of Admission letter for certificate verification/Viva-Voce test
- b. Downloaded copy of Bio-Data-cum-Attestation form duly filled
- c. Copy of the Online Application form legibly signed by the candidate at appropriate place.
- d. HSC certificate & mark sheet or equivalent certificate in support of Date of Birth, issued by the concerned Board/Council.
- e. Diploma in Cinematography pass certificate and marksheet in case of candidates for the post of Senior Cameraman.
- f. Diploma in Photography pass certificate and marksheet in case of candidates for the post of Photographer.
- g. Licence issued by Electrical Inspector of Odisha for operating Cinematography projectors in case of candidates for the post of Assistant Operator.
- h. Caste certificate issued by the competent authority for the purpose of employment/service. (In case of ST, SC & SEBC Candidates only) SEBC category candidates must submit photocopy of valid SEBC certificate issued by the competent authority which must be within one year prior to the closing date of online application.
- i. Certificate either of passing HSC examination with Odia as a compulsory subject, or in lieu thereof a certificate of passing Odia of M.E. standard issued by competent authority.
- j. Photocopy of permanent disability certificate issued by UDID (by Appropriate Medical Authority) in case of PwD candidates.
- k. Discharge certificate, identity card and document indicating the period of service rendered in defence forces in case of Ex-Servicemen candidates.
- l. The In-Service Contractual employees claiming age relaxation must submit a copy of his/her Appointment Order along-with a certificate from the employer indicating therein the Date of Appointment, Period of Service completed, Post held, Nature of post, Scheme under which appointed and No Objection to appear the examination.
- m. NOC in case of candidates working in Government Service.

Annexure-C

Syllabus for Written Examination for the post of Senior Cameraman, Photographers, Indexer & Assistant Operator:-

The questions in the written examination shall be of Objective Type/MCQ type of HSC standard.

English:-

Tenses, Active and Passive Voice, Common error, Connectors, Types of sentences, Direct & Indirect speech, Antonyms & Synonyms, Pronouns, Prepositions, Comprehension.

General Knowledge:-

History of India & Odisha, Geography of India & Odisha, Indian Polity & Governance, Current events of national & international importance, Books & authors, Famous rivers, temples & wild life sanctuaries, Country, capital & currencies, Sports and awards, Computer Fundamentals.

Arithmetic:-

Percentage, Average, Time & Work, Time & Distance, Ratio & proportion, Profit & Loss.

Reasoning:-

Series, Direction Sense Test, Coding & decoding, Blood relation, Puzzle Test, Sitting arrangements, inserting missing character, Data sufficiency, Miscellaneous Type.



Rashtriya Chemicals and Fertilizers Limited

(A Government of India Undertaking)

Priyadarshini Building, Eastern Express Highway, Sion, Mumbai – 400022

Email id: apprentice2022@rcfltd.com



Rashtriya Chemicals and Fertilizers Limited (RCF) a Government of India Undertaking is a leading Fertilizer and Chemical manufacturing company having a Mini-Ratna status and is Premier Profit Making Central Public Sector Undertaking. It has two operating units, one at Trombay in Mumbai and the other at Thal, Raigad district, about 100 KM's from Mumbai.

Applications are invited for engagement of total **396 GRADUATE APPRENTICE / TECHNICIAN APPRENTICE / TRADE APPRENTICE** under Apprentices Act, 1961 as amended from time to time for training at Trombay, Mumbai and Thal, Raigad District.

NUMBER OF POST POSITIONS AVAILABLE, EDUCATIONAL QUALIFICATION & DURATION OF TRAINING AS UNDER:

Table A: GRADUATE APPRENTICE

Sr. No.	AREA OF TRAINING	Educational Qualification Required	Upper Age limit as on 01.04.2022	Minimum percentage required*	Duration of Training	No. of Trainees to be engaged
1	Accounts Executive	B.Com, BBA/Graduation with Economics	25	50	13 Months	51
2	Secretarial Assistant	Any Graduate, Basic English Knowledge	25	50	15 Months	69
3	Recruitment Executive (HR)	Any Graduate, Basic English Knowledge	25	50	14 Months	30
Total						150

Table B: TECHNICIAN APPRENTICE

Sr. No.	AREA OF TRAINING	Educational Qualification Required	Upper Age limit as on 01.04.2022	Minimum percentage required*	Duration of Training	No. of Trainees to be engaged
1	Chemical	Diploma in Chemical Engineering	25	50	12 Months	30
2	Civil	Diploma in Civil Engineering	25	50	12 Months	06

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Sr. No.	AREA OF TRAINING	Educational Qualification Required	Upper Age limit as on 01.04.2022	Minimum percentage required*	Duration of Training	No. of Trainees to be engaged
3	Computer	Diploma in Computer Engineering	25	50	12 Months	06
4	Electrical	Diploma in Electrical Engineering	25	50	12 Months	20
5	Instrumentation	Diploma in Instrumentation Engineering	25	50	12 Months	20
6	Mechanical	Diploma in Mechanical Engineering	25	50	12 Months	28
Total						110

Table C: TRADE APPRENTICE

Sr. No.	AREA OF TRAINING	Educational Qualification Required	Upper Age limit as on 01.04.2022	Minimum percentage required*	Duration of Training	No. of Trainees to be engaged
1	Attendant Operator (Chemical Plant)	Passed B.Sc. with Physics, Chemistry and Mathematic or Biology only.	25	50	12 Months	85
2	Boiler Attendant	Passed 10th class examination with Science and Mathematics under 10+2 system of education or its equivalent.	25	50	24 Months	03
3	Electrician	Passed 10th class examination with Science and Mathematics under 10+2 system of education or its equivalent.	25	50	24 Months	04

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Sr. No.	AREA OF TRAINING	Educational Qualification Required	Upper Age limit as on 01.04.2022	Minimum percentage required*	Duration of Training	No. of Trainees to be engaged
4	Horticulture Assistant	Passed 10th class examination under 10+2 system or its equivalent.	25	50	24 Months	06
5	Instrument Mechanic (Chemical Plant)	Passed B.Sc. with Physics and Chemistry.	25	50	12 Months	03
6	Laboratory Assistant (Chemical Plant)	Passed B.Sc. with Physics, Chemistry and Mathematic or Biology only	25	50	12 Months	13
7	Machinist	Passed 10th class examination with Science and Mathematics under 10+2 system of education or its equivalent.	25	50	24 Months	06
8	Maintenance Mechanic (Chemical Plant)	Passed 10th class examination with Science and Mathematics under 10+2 system of education or its equivalent.	25	50	24 Months	10
9	Welder	Passed 8th class examination from a recognised school.	25	50	15 Months	01
10	Housekeeper Hospital	Passed 10th class examination under 10+2 system of or its equivalent	25	50	18 Months	01
11	Medical Lab Technician (Radiology)	Passed 12th class examination under 10+2 system of education with physics, chemistry and biology.	25	50	15 Months	01

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Sr. No.	AREA OF TRAINING	Educational Qualification Required	Upper Age limit as on 01.04.2022	Minimum percentage required*	Duration of Training	No. of Trainees to be engaged
12	Medical Laboratory Technician (Pathology)	Passed 12th class examination under 10+2 system of education with physics, chemistry and biology	25	50	15 Months	03
Total						136

*5% marks relaxation into the final selection of SC/ST and PWBD

Note: The above mentioned area of training and numbers of post are indicative and subject to change without prior notice. The decision of the management will be final and no appeal will be entertained.

IMPORTANT NOTE: THE COMPANY SHALL HAVE NO OBLIGATION TO GIVE REGULAR EMPLOYMENT TO APPRENTICES. THE APPRENTICES SHALL HAVE NO RIGHT TO CLAIM REGULAR EMPLOYMENT FROM COMPANY ON THE BASIS OF THIS APPRENTICESHIP AT ANY POINT OF TIME. THIS APPRENTICESHIP SHALL NOT CREATE ANY LIABILITY ON RASHTRIYA CHEMICALS AND FERTILIZERS LTD., FOR PROVIDING ANY JOB / EMPLOYMENT TO THE APPRENTICE.

RESERVATION POSITION:

The overall reservation for engaging apprentices in all categories is as given below:

SC	ST	OBC (NCL)	EWS	Unreserved	Total
60	30	106	40	160	396

CONCESSIONS AND RELAXATIONS:

- 1) 4% relaxation will be for PWBD candidates.
- 2) Reservation of posts for SC/ST/OBC(Non-Creamy Layer)/EWS candidates will be as per Govt. directives/Guideline.
- 3) 5% marks relaxation into the final selection of SC/ST and PWBD
- 4) Age relaxation for SC/ST candidates :-5 years, OBC :-3 years and PWBD :-10 years. Children/Family members of the victims of 1984 riots :-5 years.

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ELIGIBILITY:

- 1) Candidate should not be less than eighteen years (18) of age as on **01.04.2022**
- 2) The prescribed qualification shall be from a recognized University/Institute as a regular full time course.
- 3) Candidates who have completed Act Apprentice training or job experience for a period of one year or more shall not be eligible.
- 4) The candidate should have the passing certificate/ final year marksheet of the required qualification as on **01.04.2022**.
- 5) Date of passing of the Final Qualifying examination for Apprenticeship (as per the eligibility criteria mentioned in this advertisement) should be greater than equal to **01.01.2020**.

STIPEND

- 1) The stipend applicable to apprentices is as per notification dated **25.09.2019** of **Ministry of Skill Development and Entrepreneurship** will be applicable.
- 2) The Apprentice Trainees shall not be entitled to any other benefit / facilities / allowances apart from the consolidated stipend.
- 3) Medical Facility on OPD basis in RCF Hospital will be provided to the trainees for self only.
- 4) Rashtriya Chemicals and Fertilizers Limited will not provide any assistance towards transportation from any point.

STIPEND PER MONTH

Sr. No.	Category	Prescribed Minimum Amount of Stipend
(1)	(2)	(3)
(i)	School pass – outs (class 5 th – class 9 th)	Rs.5000/- per month
(ii)	School pass – outs (class 10 th)	Rs.6000/- per month
(iii)	School pass – outs (class 12 th)	Rs.7000/- per month
(v)	Technician (vocational) apprentice or Vocational Certificate holder or Sandwich Course (Students from Diploma Institutions)	Rs.7000/- per month
(vi)	Technician apprentices or diploma holder in any stream or sandwich course (students from degree institutions)	Rs.8000/- per month
(vii)	Graduate apprentices or degree apprentices or degree in any stream	Rs.9000/- per month

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POSTING OF TRAINING

The Apprentices shall be provided training at **TROMBAY, MUMBAI AND THAL, RAIGAD DISTRICT** as per Company's requirement.

MODE OF SELECTION

1. A merit list will be drawn in the order of the percentage secured by the applicant in the prescribed essential educational qualification.
Wherever CGPA/CPI or other grades in qualifying examination is awarded, equivalent % of marks should be indicated in the application as per norms adopted by concerned University / Institute. The candidate shall be required to submit a certificate to this effect from the University/Institute at the time of reporting, in case of final selection.
2. The candidates from the merit list will be called for Documents Verification
3. After successful completion of **Documents Verification** and successful **Contract Approval of Apprenticeship on the respective portal** only then they will be appointed as **Apprentice Trainee**. Seven (7) days period will be given to the trainee for joining. The Apprentice is expected to join on the given date, failing which his/her candidature may stand cancelled.
4. The wait list of candidates will be prepared and operated as and when required.
5. In case of candidates securing equal marks in the merit list (even after considering the decimal points) the candidate having higher qualification or in case of same qualification, the candidate securing more marks in the preceding educational qualification will be placed at higher position in the merit list.

OTHER FACILITY

Uniform and Safety equipment will provide by Rashtriya Chemicals and Fertilizers Limited.

REGISTRATION ON PORTALS:

- a) Candidates aspiring for Trade Apprenticeship shall register on :
<http://apprenticeshipindia.org/candidate-registration>
- b) Candidates aspiring for Technician Apprentice shall register as a student on :
<https://www.mhrdnats.gov.in>
- c) Candidates aspiring for Graduate Apprentice such as BA, B. Com., B. Sc., BBA/Graduation with Economics will be registered after joining at RCF as an Apprentice.

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(A Government of India Undertaking)
Priyadarshini Building, Eastern Express Highway, Sion, Mumbai – 400022
Email id: apprentice2022@rcfltd.com

HOW TO APPLY:

- STEP 1: Visit website www.rcfltd.com
- STEP 2: Click on “RECRUITMENT” and then click on “**ENGAGEMENT OF APPRENTICES – 2022**”
- STEP 3: View the full Advertisement Details and read the instructions and terms and conditions carefully before applying.
- STEP 4: Click on “I Accept” and then click on “Apply Online” to fill the Application Form.
- STEP 5: Candidate should keep the scanned copy of their passport size colour photograph in .jpg/.jpeg format of not more than 75 KB size and their signature in .jpg/.jpeg format of not more than 25 KB size.
- STEP 6: After you fill the Application form, click on “SAVE/SUBMIT” to save/submit the data entered.
- STEP 7: After submission of the application, the Application form will be generated.
- STEP 8: Click on “Print” button to print the Application form which will be required at the time of Joining, if shortlisted. The candidates are not required to send the print out of the registered application form filled online.

IMPORTANT DATES:

Commencement of online registration of applications by candidates	30.07.2022 at 10:00 am
Last date for receipt of online applications	14.08.2022 till 05:00 pm

OTHER REQUIREMENTS :

- a) Latest Passport Size Photos
- b) Candidate should have a PAN Card.
- c) Candidate should have an Aadhar Card.

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- d) Candidate should have a Bank Account & Cheque Book with their names printed. The stipend will be deposited in the same account only.
- e) Marksheets / Passing Certificates in the qualifying examination.

IMPORTANT INSTRUCTIONS:

1. The Online submission of application will commence from **30.07.2022 to 14.08.2022**.
2. The email address and mobile number specified in the application should be valid / functional for at least from the date of the submission of application.
3. The candidate who is selected as Apprentice must possess an Aadhar linked Bank Account on his/her own name (preferably a nationalized bank with internet banking / electronic facilities) to receive stipend from Rashtriya Chemicals and Fertilizers Limited.
4. The candidate should mandatorily possess PAN Card at the time of reporting if selected for engagement as Apprentice.
5. In case of selection for Apprenticeship in Rashtriya Chemicals and Fertilizers Limited, the candidates shall be required to bring the following original certificates along with attested photocopies as documentary proof at the time of reporting (as applicable):
 - a) Latest Passport Size Photos.
 - b) Proof of Age. (SSC certificate/Birth Certificate/School leaving certificate)
 - c) Educational Qualifications (All the Passing Mark sheets & Certificates of all semesters and yearwise).
 - d) Certificate from University / Institution regarding equivalent percentage of marks in qualifying examination.
 - e) Medical Fitness certificate from a Registered Medical Officer / Practitioner of Government. Municipal Hospital giving complete name, address and registration number of the medical authority (format of medical certificate for Apprentice 2022-23 is given as Annexure A)
 - f) Caste Certificate in case of SC/ST candidates,

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- g) OBC (NCL) certificate for candidates belonging to OBC (NCL) category and
 - h) EWS certificate for candidates belonging to EWS category.
6. Applicants having B. Sc with Chemistry, Physics, Mathematics or Biology will only be considered for **AOCP trade under RDSDE**.
 7. In case of candidates not having Biology in their Graduation degree but having only Zoology or only Botany, may apply as Graduate Apprentice in area training mentioned in Table A (Accounts Executive, Secretarial Assistant and Recruitment Executive (HR)).
 8. **Candidates who reside within 50 kms of respective units are encouraged to apply. Preference will be given to candidates residing in the local areas within 50 kms.**
 9. Candidates with qualification acquired through Distance Learning Mode or Part Time Mode or Correspondence mode shall NOT be considered.
 10. Apprentices not completing entire training period or absent from training without valid grounds as per the provisions of the Apprenticeship Act, 1961, their Contract shall be terminated without notice and NO Certificate will be considered/ issued by Authority, which may be noted.
 11. Candidates are advised to carefully read the full advertisement for details of Educational Qualification and other eligibility criteria before submission of online application.
 12. All the candidates are advised to keep the copy of the printout of the online application form for reference as candidates are required to quote their application no. and date of birth for downloading the Accepted Application form from our website.
 13. The medical certificate in the given format will only be accepted.
 14. The intimation of reporting for the documents verification will be given through email and sms. Rashtriya Chemicals and Fertilizers Limited shall not be responsible for any loss of email/SMS, due to invalid/wrong email id /Mobile no etc. No request in this regard will be entertained.
 15. Only those who meet the prescribed eligibility criteria should apply: If at any stage it is found that the candidate does not meet the prescribed eligibility criteria in the advertisement, his/her candidature will be rejected without giving any reason.

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16. In case it is found at any stage that the candidate is neither meeting the requirements as laid down in the advertisement nor has given correct information while filling up the on-line application form, his/her candidature shall be cancelled.
17. Any legal proceedings in respect of any matter claim or dispute arising out of this advertisement and/or an application in response thereto can be instituted only in Mumbai and courts/forums at Mumbai only.
18. Rashtriya Chemicals and Fertilizers Limited reserves the right to cancel the advertisement and/or the selection process there under without assigning any reason.
19. Any change in the advertisement shall be reflected on Rashtriya Chemicals and Fertilizers Limited website.
20. Candidates have to apply for any ONE DISCIPLINE ONLY as per their eligibility. If any candidate/applicant submits application for more than one area of training, all their application will be rejected.
21. Screening and selection will be based on the details provided in the on-line application form, hence it is necessary that only accurate, full and correct information is furnished by the applicants. Furnishing of wrong/false information will be a disqualification and Rashtriya Chemicals and Fertilizers Limited will NOT be responsible for disqualification as a consequence of furnishing of such wrong/false information.
22. The applicant is not requested to send any document at this stage.
23. Merely Meeting the minimum eligibility criteria will not entitle any candidate for being selected for Apprenticeship.
24. Management may raise the minimum eligibility or any other conditions to restrict the number of candidates to be selected for Apprenticeship.
25. The decision of Management will be final and binding on all candidates on all matters related to eligibility, acceptance or rejection of the applications, mode of selection, and cancellation of selection process either in part or full, etc. No correspondence will be entertained in this regard.
26. ONLY Online Application form filled on the website of RCF will be considered.

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27. In order to maintain the quota, as per the targets for engagement of Apprentices, there would be variations in the posts earmarked in the advertisement upto 10% depending upon the response.
28. In case if we do not get enough response from the advertisement to fulfill the quota, we may accept applications on first come first serve basis. Only those candidates fitting the eligibility criteria mentioned in the advertisement will be considered.
29. The Company shall have no obligation to give regular employment to Apprentices. The Apprentices shall have no right to claim regular employment from Company on the basis of this apprenticeship at any point of time. This apprenticeship shall not create any liability on Rashtriya Chemicals and Fertilizers Limited for providing any job to the Apprentice.
30. The decision of the Management will be final and binding on all candidates on all matters relating to eligibility, acceptance or rejection of the applications, mode of selection, cancellation of the selection process either in part or full, etc. No correspondence will be entertained in this regard. Filling up of the seats is solely at the discretion of the management based on suitability of candidates and no claim will arise for engagement, if some of these seats are not filled due to unsuitability/insufficient number of candidates.
31. Mail for further any communication: apprentice2022@rcfltd.com.

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STEEL AUTHORITY OF INDIA LTD
(A Govt. of India Enterprise)
ROURKELA STEEL PLANT
ROURKELA-769011, ODISHA, INDIA

Ref. No: PL-M&HS/1635
Date:01/08/2022

**INTERVIEW FOR SELECTION OF TRAINEES FOR TRAINING PROGRAMMES
IN ISPAT GENERAL HOSPITAL (IGH), ROURKELA ON STIPEND BASIS
(TRAINING PROGRAMME FOR EMPLOYABILITY AND SKILL ENHANCEMENT)**

Online applications are invited from the interested eligible underprivileged candidates for the following Training programmes of one year duration at Ispat General Hospital, Rourkela.

ELIGIBILITY CRITERIA (As on Date of Issue of Advertisement):

A) QUALIFICATION	No. of seats	Stipend Rate (Rs./Month)
Medical Attendant Training Minimum Matric or equivalent.	100	Rs.7,000/- (Rupees Seven Thousand only)
Critical Care Nursing Training The candidate should have passed Diploma in General Nursing & Mid-Wifery Course from recognized Nursing Institutes of Odisha or Institutes run by SAIL Plant Units OR B.Sc Nursing from any recognized Institute. Certificate of Registration issued by Nursing Council. The candidates presently undergoing their one year training under ASNT / earlier trained ASNT or who have completed equivalent training programme from a reputed Institute/Hospital, having at least 1 year experience in patient care are eligible.	20	Rs.17,000/- (Rupees Seventeen Thousand only)
Advanced Specialized Nursing Training (ASNT) The candidate should have passed Diploma in General Nursing & Mid-Wifery Course from recognized Nursing Institutes of Odisha or Institutes run by SAIL Plant Units OR B.Sc Nursing from any recognized Institute. Certificate of Registration issued by Nursing Council.	40	Rs.15,000/- (Rupees Fifteen Thousand only)
Data Entry Operator/ Medical Transcription Training The candidate should have the minimum Intermediate (10+2) qualification with PGDCA from a recognized University. <i>Preference will be given to the candidates having higher qualification.</i>	6	Rs.9,000/- (Rupees Nine Thousand only)
Medical Lab. Technician Training The Candidate should have passed Diploma in Medical Laboratory Technology (DMLT) course from an Institution Recognized by Government.	10	Rs. 9,000/- (Rupees Nine Thousand only)
Hospital Administration Training The candidate should have passed MBA/BBA/PG Diploma/Graduate in Hospital Management / Hospital Administration.	10	Rs.15,000/- (Rupees Fifteen Thousand only)
OT/ Anesthesia Assistant Training The candidate should have passed Intermediate Examination from a recognized Council. Should have completed 01 year of Hospital Attendant/ Anesthesia Attendant Training programme from a reputed Institute/Hospital.	5	Rs. 9,000/- (Rupees Nine Thousand only)
Advanced Physiotherapy Training Passed Bachelor of Physiotherapy (BPT) Course from a recognized University with completion of Internship from a recognized Institute.	3	Rs.10,000/- (Rupees Ten Thousand only)
Radiographer Training The candidate should have passed Diploma in Medical Radiation Technology from an Institution Recognized by Government.	3	Rs.9,000/- (Rupees Nine Thousand only)
Pharmacist Training The candidate should have passed Diploma in Pharmacy OR B. Pharmacy from an Institution Recognized by Government	3	Rs.9,000/- (Rupees Nine Thousand only)
B) AGE: The candidate should be minimum 18 years of age and should not be more than 35 years of age.		

The period of training shall be one year. Selection is subject to medical fitness as per rules of the Company. Candidates who have undergone similar training programme at IGH earlier shall not be eligible for second tenure.

Preference in selection shall be given to the underprivileged applicants in order of:-

- i) Peripheral areas of RSP
- ii) Sundargarh district
- iii) Aspirational districts of Odisha
- iv) Other districts of Odisha

HOW TO APPLY:

Candidates fulfilling the above specifications shall apply "ONLINE" through <http://igh.sailrsp.co.in> only. No other means/mode of applications shall be accepted.

Steps to fill online form:

- 1) Go to website <http://igh.sailrsp.co.in>
- 2) Click on "Apply for Trainee Advt. no.-Ref. No. PL-M&HS/1635, Date: 01/08/2022" under "what's new".
- 3) In the next page there are two options
 - 1 Online Application Form.
 - 2 View Filled Form.Click on option 1, "Online Application form".
- 4) After filling up all the required fields in the application form, Click on "Submit" button. After Successful submit, an application ID will be generated. Candidates are required to note the Application ID for future reference. After Submit, Candidates shall not able to change anything, so Submit Carefully.
- 5) After submit you can view your filled data. Click on **PRINT** button and take print out of the following forms.
 - 1 Filled in application form (Page-1)
 - 2 Declaration Form (Page-2)
 - 3 Document verification form.(Page-3)
- 6) Sign on above forms wherever required and paste 01 (One) recent Passport size Colour photograph at appropriate place of application form.
- 7) If applicant has submitted the form, but forget to take print outs, then follow step 1 to 3 above. In step 3 Click on "**View Filled Form**". Give your Application ID and you will get filled form. Take the print out by click on **PRINT** button.

Note: While filling online application, candidates must carefully follow all the steps. Incomplete application/ application not fulfilling the eligibility criteria will be summarily rejected. No communication in this regard will be entertained from the applicant.

IMPORTANT INFORMATION:

- 1) Eligible candidates are required to appear the interview on the scheduled date. **Venue, Date and time of the interview shall be intimated to the eligible candidates through SMS in their registered Mobile No. mentioned in the application form, shall also be notified in the aforesaid website and also to be displayed in the Notice Board at IGH.** No other correspondence shall be made regarding schedule of the interview to the candidates.
- 2) Eligible candidates are required to attend the interview on the scheduled date & time with the downloaded/ printed application form submitted online, filled in declaration form & document verification form along with their original as well as self attested photocopies of the following certificates/documents, failing which, the candidature shall be summarily rejected.
 - (i) Two recent passport size colored photographs (Self attested).
 - (ii) All Educational Certificates, Experience Certificate (if any), Caste/Category Certificate, Residential Certificate, Aadhaar Card, etc.
 - (iii) BPL Card/ Ration Card/ Income Certificate.
 - (iv) NOC from present employer, if employed in Govt./ PSU/ Autonomous body.

3) IMPORTANT DATES:

Starting Date for submitting online applications: 05/08/2022

Closing Date for submitting online applications: 20/08/2022

****Candidates are requested to strictly adhere the use of mask, follow social distancing & proper Hygiene.****

Registered Office: Ispat Bhawan, Lodi Road, New Delhi 110003

Corporate Identity No:L27109DL1973GOI006454, Website: www.sail.co.in

There is a little bit of SAIL in everybody's life