

**OFFICE OF THE DISTRICT MAGISTRATE & COLLECTOR,  
SAMBALPUR**

**ADVERTISEMENT No...505...../Estt. Dated...07/-3/2011**

**FOR RECRUITMENT OF JUNIOR CLERKS**

Applications in the prescribed format are invited from eligible candidates for filling up of the post of Junior Clerks for the District and Sub-Ordinate Offices of Sambalpur District under Revenue Administration / Office of the Superintendent, V.S.S, Medical College Hospital, Burla / Joint Commissioner, Commercial Taxes, Sambalpur on regular basis, in the pay band PB -I 5200-20200/- along with Grade Pay 1900/- Per Month, which should reach to the Collector, Sambalpur on or before **04-04-2011** by Regd. Post / Speed Post / By Hand only. The successful candidates should produce the required documents in original at the time of the appointment. Incomplete, defective and applications received after due date shall not be taken into consideration and liable for rejection. The date and place of examination will be intimated to the candidates whose applications are found to be in order and complete in all respect. Inclusion in the merit list confers no right to appointment.

	ST	ST(W)	SC	SC(W)	SEBC	SEBC(W)	UR	UR(W)	Total
Revenue Administration	9	6	7	3	12	5	7	4	53
Superintendent V.S.S, Medical College Hospital, Burla.	1	-	-	1	1	-	-	-	3
Joint Commissioner, Commercial Taxes, Sambalpur	-	-	-	-	1	-	-	-	1

Out of the above 53 posts 3 posts of Physically Handicapped, 2 posts of Ex-serviceman and 1 post of Sportsman will be adjusted against the vacancies of SC, ST, SEBC & UR Category which the candidate belongs to.

**ELIGIBILITY OF THE CANDIDATES TO APPLY FOR THE POST:**

1. Be a citizen of India.
2. Have registered his / her name in any Employment Exchange of Sambalpur District on or before the date of submission of application.
3. Have passed the matriculation or equivalent examination.
4. Not be less than 18 (eighteen) years and not more than 32 (thirty-two) years of age as on 1<sup>st</sup> March, 2011, the upper age limit shall be relaxed by 3 years for SEBC candidates, by 5 years in cases of SC, ST, Women & 10 years for Physically Handicapped candidates.
5. Be of good character.
6. Be of sound health, good physique, active habits.
7. Be able to speak, read and write Oriya as language subject and have

- (i) Passed the M.E. examination with Oriya as language subject, or
  - (ii) Passed the matriculation or equivalent examination with Oriya as the medium of Examination in non-language subject, or
  - (iii) Passed in Oriya as language subject in the final examination of Class VII or above, or
  - (iv) Passed a test in Oriya in M.E. School standard conducted by the Education Department.
8. No person who has more than one spouse living shall be eligible for appearing in the examination.

**THE CANDIDATES SHALL FURNISH THE FOLLOWING DOCUMENTS WITH THEIR APPLICATION FORM.**

1. Two copies of recent passport size photographs duly attested by Gazetted Officer.
2. Two self addressed envelopes of 23 cms. x 10 cms. with required postage stamp for Under Certificate of Posting.
3. Attested copy of certificate of High School Certificate Examination or Equivalent Examination.
  1. Attested copy of Mark Sheet of High School Certificate Examination or Equivalent Examination.
  2. Two Character Certificates in Original from any two Gazetted Officers not related to the candidates.
  3. Attested copy of the (recent within six months) Caste Certificate issued by the Competent Revenue Authority.
  4. Attested copy of the (recent within six months) Residential Certificate issued by the Competent Revenue Authority.
  5. Attested copy of Valid Employment Registration Certificate.
  6. Declaration regarding one spouse living.
  7. Original Bank Draft.
  8. In case of Sports Persons attested copy of the certificate representing in the State/National Level Sports event.
  9. In case of Physically Handicapped candidate Disability Certificate of 40 % & above.
13. In case of Ex-Serviceman Certificate from the concerned authority.

**Note:**

- (a) **The candidates who have applied in response to our Advertisement No.51/Estt. Dated 06-01-2011 for recruitment of Junior Clerk need not apply again.**
- (b) The authority reserves the right to reject any application and modify / cancel the advertisement / examination without assigning any reason thereof.
- (c) No TA/DA will be allowed to attend the recruitment test.
- (d) The advertisement can be downloaded from District Website [www.sambalpur.nic.in](http://www.sambalpur.nic.in).
- (e) How to apply : Application in the prescribed form along with required documents may be submitted to the Collector, Sambalpur in an envelope superscribed (i) **“APPLICATION FOR THE POST OF JUNIOR CLERK”**
  - (ii) **Category : UR / UR(W) / SEBC / SEBC(W) / ST / ST(W) / SC / SC(W) / P.H / Ex-Serviceman / Sportsman** (whichever is applicable)  
by Registered Post / Speed Post / By Hand in the Primary Receipt Section of Collectorate, Sambalpur within office hours.
- (f) The authority shall not be liable for any postal delay or loss of application in transit at any stage.

**APPLICATION FEES** : - No application, except in cases of candidates belonging to SC/ST shall be considered unless it is accompanied by Bank Draft of Rs.10/- (Rupees

Ten)only in favour of the Collector, Sambalpur payable at State Bank of India, Main Branch Sambalpur as fees for application and examination (which is not refundable)

**THE COMPITITIVE EXAMINATION SHALL CONSIST THE FOLLOWING PAPERS**

Papers	Subjects	Maximum Marks	Time
<b>WRITTEN TEST</b>			
Paper – I	Part-I Language Test (English & Oriya)	100	3 Hours
	Part-II Objective General Knowledge	100	
Paper - II	Part-I Objective Mathematics	100	3 Hours
	Part-II Basic Computer Skill (Objective)	100	
<b>Total</b>		<b>400</b>	<b>6 Hours</b>
<b>PRACTICAL SKILL TEST</b>			
Basic Computer Skills		50	1 Hour

Note :

- (1) The standard of examination shall be equivalent to that of Secondary School.
- (2) Those who will qualify the written test shall be called for the practical skill test.
- (3) The practical skill test shall be of qualifying nature.
- (4) The syllabus of examination can be ascertained from the Collectorate, Sambalpur or can be downloaded from District Website [www.sambalpur.nic.in](http://www.sambalpur.nic.in).

Sd/-

**Collector, Sambalpur.**

**Memo No...../Estt. Date.....**

Copy to the D.I.O, NIC, Collectorate, Sambalpur for information and necessary action. He is requested to hoist the above advertisement in the website for wide publicity.

Copy to the O.S, Collectorate, Sambalpur for information and necessary action.

Sd/-

**Collector, Sambalpur.**

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

(1) Full Name of the Candidate (in Block Letters) :

(2) Father's/Husband's Name :

(3) Date of Birth and Age as on 01-03-2011

(4) Permanent Address (in Block Letters) :

(5) Present Address (For correspondence ) (in Block Letters) :

(6) Sex

(7) Nationality :

(8) Educational Qualification :

Sl. No.	Name of the examination	Year of passing	Board / University	Full Marks	Marks Secured	Percentage of Marks Secured	Remarks

(9) Category belongs to (SC/ST/SEBC/UR/PH/Ex-Serviceman/Sports Person) :

(10) Married /Unmarried (If married, declaration of having not more than one spouse should be attached) :

(11) name of the Employment Exchange of Sambalpur District, Number and Validity of the Registration :

(12) Bank Draft Number & Date and Name of the Bank :

\*Incomplete Application Form, Unsigned Application Form, Application Form without necessary documents, Application not in prescribed format will be summarily rejected.

**DECLARATION**

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

Place.....

Signature of the candidate.

Date.....

**“APPENDIX  
(See Rule 10)**

**Scheme and Subjects for the Examination**

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

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

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

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

## SYLLABUS

### 1. Language Test (English and Oriya) –

#### A. English Language Test–

**50 marks**

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

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

- (1) Essay writing on familiar topics (within 250 words) (10 marks)
- (2) Letter Writing (Personal letter, applications, Business or Official) (within 150 words) 05 marks
- (3) Translation (One English passage of around 100 words to be translated into Oriya): 05 marks

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

Five short questions to be asked

**2. Objective General knowledge –**

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

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

**3. Objective Mathematics –**

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

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

**4. Basic Computer Skills-**

(1) MS Windows: Introduction of Windows

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

**5. Practical Skill Test:****Topics for practical test**

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

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

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

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

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

- Editing and formatting slides

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

- Formatting cells and data
- Functions

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

By order of the Governor



Special Secretary to Government