

**COLLECTORATE: MALKANGIRI  
(B.B.E.SECTION)**

No 1553 /XIII-7/10.

Dated:- 28/07/2010

**ADVERTISEMENT**

I. Applications in the prescribed format are invited from eligible candidates for direct recruitment by means of competitive examination for filling up of 02 nos of vacant posts of Junior Clerks in the Treasury/Sub-Treasuries of Malkangiri District and 21 nos of vacant posts of Junior Clerks in the Dist. Offices/Subordinate Offices under Revenue Administration as mentioned below in detail category wise vacancy in the time scale of Pay Band- 1 Rs. 5200 – 20,200/- with Grade Pay Rs. 1900/- and other allowances as admissible from time to time. The vacancies are provisional and subject to change. **The last date of receipt of the applications is 23rd August 2010.** Incomplete and defective applications and application received after due date shall not be considered and liable for rejection. The authority will be no way responsible for any postal delay 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.

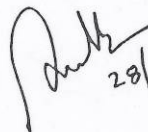
Offices	Categories						Total Vacant Posts
	ST	ST (Women)	SC	SC (Woman)	UR	UR (Women)	
Dist. Treasury/Sub-Treasuries	1	-	-	-	-	1	2
Dist. Offices/Subordinate Offices	7	5	3	1	3	2	21

Out of 21 vacancies, 01 post is reserved for Sportsperson and 01 post for Ex-Serviceman, as applicable under Govt rules. All previous advertisements for clerical recruitment made vide this office are hereby cancelled.

**II. ELIGIBILITY TO APPLY FOR THE POST**

A candidate in order to be eligible for appearing in the competitive examination shall-

- a) be a citizen of India,
- b) must have registered his/her name in the Employment Exchange in the Malkangiri District on or before the date of submission of application.
- c) have passed the Matriculation or equivalent Examination,
- d) not be less than eighteen years and not more than 32(Thirty-two) years of age on the 1<sup>st</sup> day of April 2010. Maximum upper age limit is relaxed by 05 (Five) years in case of SC/ST/Women candidates
- e) be of good character,
- f) be of sound health, good physique, active habits,
- g) be able to speak, read and write Oriya and has
  - (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 subjects, or
  - (iii) Passed in Oriya as language subject in the final examination of Class-VII or above, or
  - (iv) Passed a test in Oriya in M.E School standard conducted by the Education Department.
- h) not having more than one spouse living,
- i) must not have been debarred from appearing in any other competitive examination or from holding government service as ordered by any competent authority/court.

  
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### III. EXAMINATION FEES:

The application should be accompanied by a Treasury Challan showing payment of Rs.75/-(Seventy Five) only into the Government Treasury as fees for application and examination under the Head "0075- Miscellaneous General Services-00-800-Other Receipts (A) Other Examination Fees-0097-02082" The candidate belonging to SC/ST categories are exempted from paying the examination fees. No claim for refund of fee shall be entertained in any cause.

**IV. HOW TO APPLY:** The complete application in the prescribed format duly filled in by the applicant in his/her handwriting in Bold Capital letters with the required documents shall be submitted in a Envelope super scribed "Application for the post of Junior Clerk under Category (Write SC/ST/UR/(Woman)/Sportsperson/Ex-Serviceman) ----- in the address of the COLLECTOR, MALKANGIRI through registered post/Speed post only. Submission of applications in any other mode will be rejected. Applications should reach the Collectorate Malkangiri before 5.00PM August 23<sup>rd</sup> 2010. The Authority will not be responsible for any postal delay.

### V. DOCUMENTS TO BE ENCLOSED WITH THE APPLICATION:

The candidates shall furnish photocopy of following documents duly attested by any Gazetted Officer with the application form.

- 1) Certificate of Matriculation or equivalent examination along with Mark sheets (2) Caste Certificate(SC/ST) issued by the competent authority.(3) Two character Certificates from two Gazetted Officers (4) Valid Employment Registration Card ( 5) A declaration to the effect that the candidate has not more than one spouse living ( if married) (6) Two recent pass port -size photographs duly attested by any Gazetted Officer which should be signed by the applicant in the front side and one photograph should be affixed in the appropriate place in the application form. (7) Two self addressed envelop of 23 x 10 cm affixing postage stamp worth Rs. 27/- thereon. (8) Original Treasury Challan bearing Challan No & date.

The Original certificates shall be produced at the time of appointment by the Successful candidates.

### VI. SCHEME OF EXAMINATION

The Scheme and Subject for the competitive examination is given below:-

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	<b>1 hour</b>

The standard of examination shall be equivalent to that of Secondary School. Those who will qualify the written test shall be called for the practical skill test .The practical Computer skill test shall be of qualifying nature only, as determined by the Board of Examiners. The Computer Skill Practical Test will be conducted for the candidates as per merit in the Written List category-wise, based on the number of vacancies only. The Final Merit list will be based on the written test marks only. All decisions of the Board of Examiners, in this regard, shall be final. Inclusion in the merit list confers no right to appointment.

### VII. SYLLABUS FOR EXAMINATION

#### PAPER I

Part -I Language Test (English & Oriya)

A. English Language Test :

(50 marks)

- (i) Verbs: Tenses, Modal, Active & Passive Voice, Subject-verb Agreement.
- (ii) Connectors, Types of sentences, Direct & indirect Speech, Comparison.
- (iii) Articles, Nouns, Pronouns, Prepositions.
- (iv) Unseen passage (400-450 words in length) with a variety of comprehension

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questions.

B. Oriya Language Test:-

(50 marks)

(a) Grammar : (20 marks)

(b) Composition :

Essay writing on familiar topics (within 250 words) (10 marks)

Letter writing ( Personal letter, applications, Business and Official)  
(within 150 words) (5 marks)

Translation ( One English Passage of around 100 words to be translated into Oriya). (5 marks)

(c) Comprehension of an unseen prose passage. Five Short Question to be asked. (10 marks)

Part – II Objective General Knowledge

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

Matching Historical events with dates, personalities & places, Geographical facts with places, States, Countries, & institutions with Headquarters, Books & authors, Scientific facts & discoveries with dates, persons & uses, Current events with places & personalities and Matching questions of miscellaneous type.

PAPER II Part I - Objective Mathematics –

Number system, HCF & LCM, Squares & Square Roots, Cube & Cube Roots, Percentage & Average, Simple

Interest & Compound Interest, Profit, Loss & Discount, Partnership, Ratio & Proportion. Under this, there

will be a series of question in practical mathematics required for day-to-day use. The question would be

such as to test candidate's ability to work out with quickness and accuracy.

Part II - Basic Computer Skills -

MS Windows: Introduction of Windows, MS Office: MS Word, MS Power Point & MS Excel

Practical Skill Test :

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

Create, Rename, Copy/cut/paste, Delete.

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

Editing and formatting text and paragraph, Page and Paragraph Setup.

MS Power Point : \* A Power Point presentation with 2/3 slides using Editing and formatting slides.

MS Excel: \* A problem in spreadsheet related to Formatting cells and data, Functions

NOTE :-

a) The authority reserves the right to reject any application and modify/cancel the advertisement/examination without assigning any reason thereof.

b) No. TA/DA will be allowed to attend the Recruitment Test,

c) The advertisement can be downloaded from District website [www.malkangiri.nic.in](http://www.malkangiri.nic.in)

**FORM OF APPLICATION FOR RECRUITMENT OF JUNIOR CLERKS IN MALKANGIRI DISTRICT DURING THE YEAR 2010.**

1. Name of the candidate in full(In Block letters) :-
2. Father's /Husband's Name :-
3. SEX (Male/Female)
4. Permanent Address :-
5. Present Address ( for Correspondence) :-
6. Nationality :-
7. Educational Qualification( in detail ) :-
7. Date of birth and age as on 01.4.2010 :-
8. If belongs to SC/ST/UR/Woman/ Sportsperson/ Ex-Serviceman category (Indicate the Category) :-
9. Whether married or un-married :-
10. If registered his/her name in the Employed Exchange:-  
(Name of the Employment exchange and Registration No, year and Date of validation)
11. Treasury Challan No & Date and name of the

Affix one recent  
passport size  
photograph duly  
attested and with full  
signature of the  
candidate on top

*Handwritten signature*  
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Treasury in which the Examination fees deposited :-  
12 Preference for Department, if selected (Revenue/ Treasury) :

**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.

Specimen Full Signature for reference in box below.

Full Signature of the Applicant with date

One recent  
Passport size  
photograph to be  
stapled here

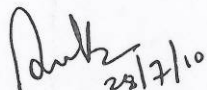
Memo No. 1554 / 110

Date. 28/07/2010

Copy to the DI & PRO, Malkangiri for information with a request to publish this advertisement in two Odiya Daily News Papers for wide publication.

Copy to Sub-Collector, Malkangiri /All Tahsildar / Block Development Officers of this District, Executive Officer NAC, Malkangiri /Balimela/ All District level officers with request to affix this Advertisement in the Notice Board.

Copy to the DIO, NIC, Malkangiri for information with a request to publish this Advertisement through internet on NIC, Web site

  
28/7/10  
**COLLECTOR : MALKANGIRI**