

# MAYURBHANJ DISTRICT OFFICE : BARIPADA

(ST & SC DEVELOPMENT SECTION)

ମୟୂରଭଞ୍ଜ ଜିଲ୍ଲା କାର୍ଯ୍ୟାଳୟ : ବାରିପଦା

(ଅନୁସୂଚିତ ଜାତି ଓ ଜନଜାତି ଉନ୍ନୟନ ବିଭାଗ)

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## ADVERTISEMENT

No. 2235 /DWO,

Date 25-5-19 /

[ Recruitment for the posts of Contractual Non-Teaching Staff in Upgraded High Schools to Higher Secondary Schools (+2 Science) under ST & SC Development Department in Mayurbhanj District ]

Application in prescribed format are invited from intending eligible candidates to apply for engagement in the following category-wise posts of Non-Teaching Staff on contractual basis in 03 (three) nos. of Upgraded High Schools to Higher Secondary School (+2 Science) under ST & SC Development Department in Mayurbhanj District.

Sl. No.	Name of Post	Total Nos. of Posts	UR	UR (W)	SEBC	SEBC (W)	ST	ST (W)	SC	SC (W)	Ex-Serviceman	Sports Person	PWD
1	2	3	4	5	6	7	8	9	10	11	12	13	14
01	Laboratory Assistant (Physics)	03	02	0	0	0	01	0	0	0	0	0	0
02	Laboratory Assistant (Chemistry)	03	02	0	0	0	01	0	0	0	0	0	0
03	Laboratory Assistant (Botany)	03	02	0	0	0	01	0	0	0	0	0	0
04	Laboratory Assistant (Zoology)	03	02	0	0	0	01	0	0	0	0	0	0
05	Junior Clerk	03	02	0	0	0	01	0	0	0	0	0	0
<b>Total</b>		<b>15</b>	<b>10</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>05</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

### 1. (A) Common Eligibility Criteria:-

- Candidate must be a citizen of India.
- Candidate must be a permanent resident of any one District of Odisha state.
- Candidate must not have more than one spouse living.
- Candidate must have a good character and furnish the copy of character certificate issued from Head of the institution last studied.
- Candidate must not be less than 21(Twenty-One) years and not more than 32(Thirty-Two) years of age as on 01/01/019. The Upper age limit shall be relaxed by 5 (Five) years for the candidates belonging to SC/ST/SEBC/Woman category and 10 (Ten) years for the candidates belonging to persons with disability and by total period of service rendered in defence service in case of Ex-Service man. However a candidate can avail only any one type of age relaxation as per rules. The persons with defence service having more than six months to retire /be discharged from service as on the last date of submission of application are not eligible to apply.
- Candidates must specifically indicate the percentage of marks obtained (calculated to the nearest two decimals) in the relevant column of the application. Where percentage of marks is not awarded by the University but only CGPA/OGPA is awarded, the same shall be converted into percentage in terms of conversion norms of University in this regard, besides indicating the CGPA/ OGPA in the application, candidate will have to produce the certificate/ document issued by the University evidencing conversion formula of university & percentage of marks, when called for document verification.

- (g) Candidate must have registered their names in the Employment Exchange Office.
- (h) Candidate must be able to read and write Odia. Any one of the following qualifications will be taken into consideration to ascertain this ability of the candidate.
- He/ she must have passed HSC Exam conducted by Board of Secondary Education, Odisha or an equivalent examination conducted by any other State Board or Central Board (like CBSE, ICSE) with Odia as a Language Subject i.e. First/Second/Third Language.
  - He/she must have passed +2/Higher Secondary Examination conducted by the Council of Higher Secondary Education, Odisha with Odia as an examinable subject.
  - He must have passed Odia examination of HSC/Tenth standard conducted by BSE, Odisha.
- (i) The date of declaration of result/ issuance of Mark Sheet shall be deemed to be date of acquiring the qualification and there shall be no relaxation on this account.
- (j) Such outside University/ institution pass out candidates shall have to produce the authenticated proof of equivalency and NCTE recognition in support of their qualification at the time of verification falling which their case will not be entertained.

**(B). Requisite academic and professional qualification for the Non- Teaching posts:-**

Sl. No.	Name of the Post	Academic and Professional Qualification
1	Laboratory Assistant (Physics)	Bachelor Degree in Science having Physics (Hons.) PCM with 1 <sup>st</sup> Division from a recognized University
2	Laboratory Assistant (Chemistry)	Bachelor Degree in Science having Chemistry (Hons.) PCM with 1 <sup>st</sup> Division from a recognized University
3	Laboratory Assistant (Botany)	Bachelor Degree in Science having Botany (Hons.) CBZ with 1 <sup>st</sup> Division from a recognized University
4	Laboratory Assistant (Zoology)	Bachelor Degree in Science having Zoology (Hons.) CBZ with 1 <sup>st</sup> Division from a recognized University
5	Junior Clerk	Graduation in any discipline having Computer Knowledge.

**2. Reservation:-**

The Odisha Reservation of Vacancies (In posts and services for ST&SC) Act, 1975 and the Odisha Reservation of Posts & Services for Socially & Educationally Backward Classes Act, 2008 and the rules made there under and such other principles of the post based reservation as prescribed by the State Government on the land mark judgment of Hon'ble High Court/ Supreme Court, from time to time, shall be followed.

Instruction contained in SSEPD Deptt. Resolution No.7140/Dtd.05/09/2017 shall be adhered to for (PwDs) candidates.

**3. Remuneration:-**

Sl. No.	Category of Post	Consolidated Remuneration
01	Laboratory Assistant (Physics)	Rs.9,300/- with Grade Pay Rs.4,200/- only per month
02	Laboratory Assistant (Chemistry)	Rs.9,300/- with Grade Pay Rs.4,200/- only per month
03	Laboratory Assistant (Botany)	Rs.9,300/- with Grade Pay Rs.4,200/- only per month
04	Laboratory Assistant (Zoology)	Rs.9,300/- with Grade Pay Rs.4,200/- only per month
05	Junior Clerk	Rs.5,200/- with Grade Pay Rs.1,900/- only per month



**4. Mode of application:-**

Application complete in all respect alongwith the relevant documents should be sent in a closed cover addressed to the District Welfare Officer, Mayurbhanj, At-Murgabadi, PO-Bhanjpur Dist.- Mayurbhanj Pin-757002 by Regd. Post /Speed Post only so as to reach to the office on or before dt. ~~24.06.2019~~ at 5.00 PM. The applications received after due date /Courier Service / By Hand shall not be considered.

**5. Documents to be enclosed with the APPLICATION FORM:-**

The following required documents should firmly be enclosed with the Application Form duly filled up by the applicant as directed failing which his/her application will not be considered for the purpose.

**Self - Attested Xerox copies of**

- (a) All Academic Qualification Certificates up to the minimum qualification required for the post applied.
- (b) Mark Sheets of all Examinations up to the minimum qualification as required for the post applied.
- (c) Valid Caste Certificate issued from the competent authority in case of ST/SC/SEBC applicants
- (d) Valid Residential Certificate issued in the year 2018/2019 from the competent authority
- (e) Valid Employment Exchange Registration Certificate
- (f) Character Certificate issued from the Head of the Institution last studied

**And Original**

- (a) 3(Three) nos. of recent Photographs of Passport Size Colour Picture with white background signed by the applicant in the front side, out of which one should be pasted in the appropriate space provided in the application form and other two should firmly be tagged with the application form &
- (b) Original Bank Draft towards Examination Fees & Postal Charges of non-refundable amount of Rs.300/- (Rupees Three Hundred) only drawn in any Nationalised Bank in favour of the District Welfare Officer, Mayurbhanj payable at SBI Main Branch, Baripada should be submitted by the applicant along with the Application Form. (ST/SC/PWD candidate are exempted from the fee).

[The applicant should write his/her full name and address on the backside of the Original Bank Draft.]

**6. Selection Procedure:-**

Selection will be made by the District Selection Committee headed by the Collector & District Magistrate, Mayurbhanj, and other member as per Govt. Guidelines .Selection shall be made only on merit i.e. on the basis of percentage of marks obtained by the candidates in different examination starting from HSC or Equivalent up to the minimum qualification required for the posts without extra optional. After verification Merit List (150% )shall be prepared for each category of candidates.

- (i) In case of two or more candidates secured the same marks the candidate older in age will be placed above in the rank or as per prevailing Govt. Guidelines.

**7. Selection Procedure for the post of Junior Clerk:-**

(I) Candidate shall be required to appear in the Written Tests to be held as follows:

(a) PAPER-I

- |                                    |     |           |
|------------------------------------|-----|-----------|
| (i) Language Test (English & Odia) | ... | 100 Marks |
| (ii) Objective General Knowledge   | ... | 100 Marks |

(b) PAPER-II

- |  |     |           |
|--|-----|-----------|
| (i) Objective Mathematics              | ... | 100 Marks |
| (ii) Basic Computer Skills (Objective) | ... | 100 Marks |

The standard of examination shall be equivalent to that of Secondary school.

- (II) The candidates qualified in the written test (with minimum qualifying marks in each paper) shall have to appear in a Basic Computer Skill Test (Practical).
- (III) The selection list of successful candidates shall be drawn up in order of merit on the basis of their marks in the Written Examinations if they qualify in Basic Computer Skill Test (Practical).


**8. How to Apply:-**

The Application Form duly filled in by the applicant in his/her own handwriting in Capital Letter using ball point pen of Blue/Black colour ink along with the required documents in an Envelope super scribed "APPLICATION FOR THE POST OF CONTRACTUAL ... .." should reach the office of THE DISTRICT WELFARE OFFICER, MAYURBHANJ, AT: MURGABADI, PO: BHANJPUR, DIST.: MAYURBHANJ, PIN-757002 by Registered/Speed Post only on or before 24.06.2019 till **05:00 P.M.** The application received after last date will not be considered. The authority will not be responsible for any postal delay.

**9. Terms & Conditions:-**

- (a) The remuneration as revised/instructed by Govt. from time to time will be entitled.
- (b) The application either without any requisite documents or without Original Bank Draft or without signature of the applicant in the space provided or filled in incompletely by the applicant or received after the due date shall be summarily rejected without assigning any reason thereof.
- (c) No Application Form other than the prescribed Application Form will be accepted.
- (d) The Date, Time & Place of tests of the recruitment shall be intimated to the eligible candidates in due course.
- (e) No TA/DA will be paid to attend the recruitment tests.
- (f) The authority reserves the right for cancellation / modification of the advertisement without assigning any reason thereof.
- (g) The authority reserves the right to increase / decrease of no(s) of post(s) advertised without assigning any reason thereof.
- (h) The authority reserves the right to cancel / postpone the recruitment tests if so warranted without assigning any reason.
- (i) The authority also reserves the right for rejection of application for the recruitment advertised without assigning any reason thereof.
- (j) The candidate shall be required to produce all the originals certificates if selected in the recruitment tests, failing which he/she shall be liable to be disqualified.
- (k) Candidates in order of merit shall be engaged on contractual basis against the available vacancies through a counseling process.
- (l) Inclusion in the merit list confers no rights to appointment.
- (m) The case of PH candidates shall be referred to appellate Medical Board constituted by the W & CD Department vide Notification No.16430/WCD, Dt.06.09.2011 for re-examination. Engagement Order shall be issued if such candidates are found genuine by the Board.
- (n) The engagement will be made as per the provisions of ORV Act and other reservation rules as prescribed by Govt. from time to time will also be followed.

- (o) In case the applicants are found to have furnished false information regarding any of the qualifying criteria and other documents at any moment, his/her candidature shall be rejected and also the agreement for engagement, if made, shall automatically get cancelled from the date of such knowledge.
- (p) The detailed information in this regard is available in the Office Notice Boards of the District Welfare Officer, Mayurbhanj/ All PAs, ITDAs/ Sub-Collectors/ Block Development Officers of this district and also available in District Website i.e. [www.mayurbhanj.nic.in](http://www.mayurbhanj.nic.in).
- (q) The Collector, Mayurbhanj reserves all the rights to cancel/modify the whole or part of Advertisement without assigning any reason thereof.
- (r) The Collector, Mayurbhanj reserves all the rights to increase/decrease the notified vacancy on exigency without assigning any reason thereof.

  
(Vineet Bhardwaj, IAS)  
COLLECTOR & DISTRICT MAGISTRATE,  
MAYURBHANJ.





# APPLICATION FORM

[To be filled up in BLOCK LETTER]

FOR THE POST OF NON-TEACHING STAFF (CONTRACTUAL)

IN UP-GRADED HIGH SCHOOLS TO HIGHER SECONDARY SCHOOLS UNDER SSD DEPARTMENT IN MAYURBHANJ DISTRICT FOR THE YEAR-2019

1. Name of Post applied for:
2. Name of Applicant (in full):
3. Name of Father/ Husband:
4. Permanent Address:  
AT:  
PO: Via: District:  
PS: PIN: Mob. Phone No.
5. Present Postal Address For Correspondence:  
AT:  
PO: Via: District:  
PS: PIN: Mob. Phone No.

Space for pasting one recent photograph of passport size colour picture with white background with full signature of the applicant on its front side.

6. Nationality:
7. Religion:
8. Sex (Male/Female):
9. Marital Status (Married/Unmarried):
10. Category (ST/SC/SEBC/Un-Reserved):

/ Sub-Caste:

11. Whether Physically Handicapped (Yes/ No):

If Yes, Tick Mark (√) the Type of Disability: (Visually Impaired/ Hearing Impaired/ Orthopedically Handicapped)

Percentage of Disability:

(Enclose the certificate issued by Competent Authority)

12. Whether a Sports Person (Yes/ No):

(If Yes, enclose the Identity card issued by the Sports & Youth Services Department)

13. Whether an Ex-Serviceman (Yes/ No):

(If Yes, enclose Identity Card & Discharge Certificate)

14. Date of Birth in Christian era: Day  Month  Year

15. Age as on 01/01/2019:  Years  Month(s)  Day(s)

16. Details of Employment Exchange Registration Certificate:

(a) Name of Employment Exchange:

(b) Registration No.:

(c) Month & Year of Validity:

17. Details of Bank Draft:

(a) Name of Bank:

(c) Amount Rs.:

(b) Bank Draft No.:

(d) Date:

18. Educational Qualification:

Sl. No.	Name of Examination Passed	Name of School/ College	Name of Board/ University	Year of Passing	Total Marks	Marks secured
1	2	3	4	5	6	7
(I)						
(II)						
(III)						
(IV)						
(V)						

19. List of Enclosures:

## DECLARATION

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

Place:

Date:

**Full Signature of the Applicant**