

COLLECTORATE, GAJAPATI, PARALAKHEMUNDI

No.12164 /Estt.

(XVIII-21/2011)

Dated: 20.12.2011

ADVERTISEMENT

Applications in the prescribed format are invited from eligible candidates of the resident of Gajapati District only for filling up the following categories of Revenue Field staff posts in Gajapati District under the administrative control of the Collector, Gajapati in the Pay Band with Grade Pay and other allowances as admissible mentioned against each post to the State Government employees from time to time. A written Examination for the post of R.I. and A.R.I. will be conducted. The category-wise vacancies are furnished below:-

| Sl. No. | Name of the post | Pay Band And Grade Pay (in Rs.) | Total Vacancies | | | | | | | | |
|---------|-----------------------------|------------------------------------|-----------------|-------|------|-------|---------|---------|------|-------|-------|
| | | | S.C. | | S.T. | | S.E.B.C | | U.R. | | TOTAL |
| | | | SC | SC(W) | ST | ST(W) | SEBC | SEBC(W) | UR | UR(W) | |
| 1. | Revenue Inspector | Rs. 9300-34000/- Gr. Pay-4200/- | - | 02 | 02 | 01 | 02 | 01 | 04 | - | 12 |
| 2. | Assistant Revenue Inspector | Rs. 5200-20200/- Gr. Pay-1900 | - | 02 | 02 | 01 | 02 | 01 | 03 | - | 11 |
| 3. | Amin | Rs. 5200-20200/- Gr. Pay-1900 | 01 | 01 | 01 | 01 | 03 | - | 04 | - | 11 |

N.B.: (1) The authority reserves the right to modify/cancel the advertisement without assigning any reason thereof.

(2) The above vacancy position may change as per actual requirement in the exigencies of circumstance.

(3) The vacancies meant for women candidates in all categories would be filled up by male candidates, if suitable women candidates do not qualify or are not available.

(4) The reservation for physically handicapped, sports person and ex-serviceman is to be followed strictly as per G.O No. 25384 / Gen., dt. 20.09.2005 at the time of selection.

(I) Eligible Criteria:-

(a) He/she must be a citizen of India.

(b) He/she must be a permanent resident of Gajapati District.

(c) He/she must be below 32 years and over 20 years of age on the 1st day of January 2011. The upper age limit shall be relaxed by 5 years in case of SC, ST, SEBC and women candidates.

(d) (i) He/she must have passed a Bachelor Degree in Examination Arts/Science/Commerce including Bachelor in Business Administration or Bachelor in Computer Application or Equivalent there to from a recognized university and Must possess knowledge in Computer operation in case of Revenue Inspector.

(ii) He/she must have passed a Higher Secondary Examination (10+2) conducted by the Council of Higher secondary Education, Orissa or equivalent there to from a recognized Board and Must possess Knowledge in Computer operation in case of Amin and Asst. Revenue Inspector.

(e) He/she must be of good character and shall furnish a character certificate from the Head of the institution in which he last studied/Any Gazetted Officer.

(f) He/she must not be having more than one spouse living.

(g) He must be able to speak, read and write Oriya and must have passed the High School Certificate Examination or an equivalent examination through the Oriya medium.

(h) He must be of sound health, good physique and active habits and free from organic defects, physical and mental infirmity and must qualify in the test of physical fitness. In order to qualify for the test of physical fitness a candidate

- (i) Male candidate must not be less than 160 centimeters in case of UR and SEBC category and 155 centimeters in case of SC and ST category in height and 80 centimeters round the chest.
- (ii) If a female, must not be less than 145 centimeters in height.
- (iii) He/she must know cycling and swimming.
- (i) He/she must have registered his name in the Employment Exchange of Gajapati district on or before the date of submission of application.

(II) Candidates who have rendered not less than five years of actual service (in the regular or Job-contract establishment) in the rank of Amin or in the ranks equivalent or higher thereto in Settlement/ Consolidation Organisation and candidates who have passed All India Trade test in Survey Trade conducted by the National Council for Training in the Vocational Trades may also eligible to apply.

(III) Candidates who qualify in the test of physical fitness shall be eligible to appear in the written test comprising the following papers, namely:-

- (a) General Awareness : 100 marks
(for Revenue Inspector only)
- (b) Arithmetic : 100 marks
- (c) Computer (Written Test) : 50 marks
- (d) Computer (Practical Test) : 50 marks
- (e) Hand writing in Odia : 50 marks

(IV) No application except the candidates belonging to SC/ST category shall be considered unless accompanied by the examination fees in shape of A/c Payee Bank Drafts amounting to Rs.100/- (Rupees Hundred) only in case of post of Revenue Inspector and Rs.75/- (Rupees Seventy-five) only in case of Asst. Revenue Inspector & Amin in favour of Deputy Collector, Nizarat, Collectorate, Gajapati payable at SBI, Gajapati. The candidates belonging to SC/ST are exempted from paying the examination fees.

(V) HOW TO APPLY:-

The complete Application in the prescribed format duly filled in by the applicant in his/her own hand writing in Block Capital Letters In Blue/Black Ball Pen alongwith the required documents shall be submitted in a Envelope superscribed "Application for the post of _____ (Write Revenue Inspector/Asst. Revenue Inspector) Category: _____" in the address of the Collector, Gajapati-761200 through Register /Speed Post only. Submission of application in any other mode will be uprightly rejected. Application should reach on or before 31.1.2012 till 5:00 P.M. The application received beyond the date and time shall not be taken into consideration and the authority will no way be responsible for any postal delay.

DOCUMENTS TO BE FURNISHED ALONG WITH THE APPLICATION FORM:

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


- (i) Certificate and Mark Sheet of High School Examination passed.
- (ii) Certificate of Bachelor Degree Examination passed.
- (iii) Two Character Certificates from the Head of the Institution he/she last studied or from any Gazetted officer.
- (iv) Caste Certificate (SC/ST/SEBC) issued by the competent authority during the year,2010-11.
- (v) Permanent Resident Certificate issued by the competent authority during the year,2010-11.
- (vi) Certificate of actual work experience, if any, in Settlement/Consolidation Organisation issued by Settlement Officer/Deputy Director, Consolidation.
- (vii) Certificate if any, indicating successful competition of All India Trade Test in the Surveyor Trade conducted by National Council for Training in Vocational Trade.
- (ix) Two self-addressed envelope of 15"X25"cm. affixing postage stamp worth Rs.25/- thereon.

(VI) CONDITIONS:-

- (i) The application shall be scrutinized to determine the eligibility and to make a screening of the candidates on the basis of percentage of marks obtained in the Bachelor Degree & High school Examination (Class-X and percentage of marks obtained in Higher Secondary Examination (10+2) giving equal weightage) in case of R.I. and A.R.I./Amin candidates respectively three times the number of vacancies shall ordinarily be called upon to appear the recruitment test.
- (ii) The candidates shall be required to produce the above certificates-if selected in the recruitment tests, failing to which he/she be liable to be disqualified.
- (iii) The selection will be held in accordance with the Orissa District Revenue Service (Method of recruitment and conditions of Service) Rules, 1983 as amended up-to-date.
- (iv) No TA/DA will be allowed to attend the recruitment tests.
- (v) The incomplete application without any requisite documents or the application form without any signature of the applicant or the application forms received after the last date shall be summarily rejected without assigning any reason.
- (vi) Date, Time and Place of recruitment test will be intimated to the eligible candidates in due course.
- (vii) The authority also reserves the rights to reject any application without assigning any reason.
- (viii) The authority also reserves the right to cancel or postpone the recruitment tests if so warranted without assigning any reason.
- (ix) The list of successful candidates drawn up in order of merit on basis of the performance in the written test, shall not ordinarily exceed double the number of the vacancies.
- (x) Candidate in order of merit shall be appointed against the available vacancies.
- (xi) Inclusion in the merit list confers no right to appointment which shall depend among other circumstances, on actual availability of the vacancies.
- (xii) The merit list shall remain valid for a period of one year or till the drawal of the fresh merit list whichever is earlier.

NOTE: 1. Candidates working in the Settlement/Consolidation Organisation shall submit their application through the Settlement Officer, Deputy Director, Consolidation.
2. The application form & details may also be downloaded from District website www.gajapati.nic.in. The same may also be available in Block/Tahasils/Sub-Collector Offices/ Collectorate District.

Memo No. 12165 /Estt.



COLLECTOR, GAJAPATI.

Dated 20.12.2011

Copy to the Sub-Collector, Paralakhemundi / All Tahasildars / All Block Development Officers of the district for information. They are requested to display the advertisement in the Notice Boards of their respective Offices for information of general public.

Copy to the D.I.O, NIC, Gajapati with a request to hoist this advertisement in the Gajapati district website.

Copy to the Notice Board of Collectorate, Gajapati.


Collector, Gajapati

20.12.11

**APPLICATION FORM FOR THE POST OF REVENUE INSPECTOR, ASST. REVENUE
INSPECTOR, AMIN IN THE DISTRICT OF GAJAPATI**

(Write in CAPITAL LETTER in English in own hand. Put Tick mark in the appropriate Box.)

1. Post Applied for _____ Post Code _____
2. Additional Post Applied : Yes No
3. Name of the Applicant _____ :
4. Father's/Husband's Name _____ :
5. Category (S.C./S.T./S.E.B.C./U.R.) _____ :
6. Name of the Sub-Caste/Sub-Tribe _____ :
7. (a) Religion _____ : (b) Nationality _____ :
8. Male/Female _____ :
9. Permanent Address: _____ At: _____ Po: _____
Ps: _____ Dist: _____
10. Present Address _____ At: _____ Po: _____
Ps: _____ Dist: _____
- Mobile / Contact No.(if any) _____ :
11. Marital Status _____ : Married Un-Married
(If Married, How many spouse (Husband or Wife) living with :
One : More than one
12. Date of Birth (As per H.S.C. Certificate) _____ :

Affix Two
Passport Size
Photos duly
attested with full
signature of the
candidate on
the front side

13. Educational Details : From HSC Onwards

| Sl. No. | Exam | Year of Passing | Board/University | Mark Obtained | Full Mark | Percentage (%) |
|---------|------|-----------------|------------------|---------------|-----------|----------------|
| | | | | | | |
| | | | | | | |
| | | | | | | |

14. Language Skill _____ :
ODIA : Read Write Speak
15. Whether ODIA is one of the subject in H.S.C. Exam. Yes : No :
16. Whether passed the HSC or equivalent Exam through Oriya Medium. Yes : No :
17. Have you registered your name in Employment Exchange . Yes : No :
18. Name of the Employment ExchangeRegistration No. Valid upto
.....
19. Work Experience (not less than 05 years)if any in Settlement/Consolidation Organisation :
20. Whether Ex-Service Man/Physically Handicapped.
*Before mailing please verify and attach attested copy of the following documents-Checklist
(a) Residential Certificate (b) Caste Certificate (c) Educational Certificate & Mark Sheet
(d) 3 passport size photos (e) Two Self Address stamped (Rs. 25/- each) Envelope.

DECLARATION

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

Date : _____
Place : _____

Full signature of the Applicant