

OFFICE OF THE COLECTOR & DISTRICT MAGISTRATE, NUAPADA
ADVERTISEMENT

No 2431 Estt.I Dated 17/12/2011

Applications in prescribed format are invited from the intending eligible candidates of Nuapada District for filling up of the following categories of Revenue field staff posts under the Revenue Administration Offices in the district of Nuapada as sanctioned by Govt. in Revenue & D.M.Deptt. vide L.No.49393/R&DM Dated 01.12.2011. The Pay Band with Grade Pay will be as mentioned against each post and other allowances as admissible to the State Govt. employees from time to time are also applicable. The Combined written Examination for the post of R.I, A.R.I. and Amin will be conducted in due course. The category wise vacancies are indicated below:

Category of post	Pay Bank + G.P.	No. of Vacancy category-wise								
		S.C.		S.T.		S.E.B.C.		U.R.		Total
			W		W		W		W	
R.I.	9300-34800 +4200/-	Nil	Nil	Nil	Nil	Nil	Nil	04	02	06
A.R.I.	5200-20200+1900/-	01	Nil	01	Nil	01	Nil	05	02	10
Amin	5200-20200 +1800/-	01	Nil	01	Nil	Nil	Nil	02	01	05

2. 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. The reservation for Physically Handicapped is governed in accordance with circular No.15338/Gen dated 04.05.1981 and Sports person and Ex-Servicemen is to be followed strictly as per G.O.No.25384/Gen dated 20.09.2005 at the time of selection. Out of 10 sanctioned posts of A.R.I. and 05 posts of Amins, 07 posts in the cadre of A.R.I. and 03 posts in the cadre of Amin will be filled up by way of direct recruitment and 03 posts of A.R.I. and 02 posts of Amin shall be filled up by way of promotion from among the eligible Class-IV employees of the Collectorate and the Subordinate Offices under the Administrative control of the Collector as per ODRS Rules,1983 and Amendment Rules'2011. The number of vacancies may decrease/increase in pursuant to Govt. instructions.

3. (1) Eligibility of Candidates:

Eligibility of the Candidate to apply for the Post:

- be a citizen of India.
- have registered his/her name in any Employment Exchange of Nuapada District on or before the date of application and possessing valid Employment Registration receipt.
- have passed a Bachelors Degree examination in Arts, Science or Commerce including Bachelor in Business Administration or Bachelor in Computer Application or equivalent thereto from a recognized University and must possess knowledge in Computer Operation in case of Revenue Inspector and must have passed a Higher Secondary Examination (10 +2) conducted by the Council of Higher Secondary Education, Orissa or equivalent thereto from a recognized Board and must possess knowledge in Computer Operation in case of Amin and Asst. Revenue Inspector.

- (d) Be not less than **20** years and not more than **32** years of age as on 1st January' 2011. The upper age limit shall be relaxed by 05(five years) incase of S.C./S.T./SEBC/ Women Candidates.
- (e) Be of good character and shall furnish, along-with the application a certificate of good character from the Head of the institution in which he/she last studied.
- (f) 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.
- (g) In order to qualify in the test of physical fitness, a candidate (i) If a male, Must not be less than 160 Centimeters (155 Centimeters in case of candidates belonging to Scheduled Caste and Scheduled Tribe) in height and 80 Centimeters round the chest. (ii) If a woman, must not be less than 160 Centimeters (145 Centimeters in case of candidates belonging to Scheduled Caste and Scheduled Tribe)in height and (iii) must be knowing cycling and swimming.
- (h) Must not be having more than one spouse living.

Be able to speak, read and write ODIA and must have passed the High School Certificate Examination or an equivalent examination through the ODIA medium.

(i) Must not have been debarred from appearing in any other competitive Examination or from holding Govt. service as ordered by any Competent Authority.

(j) 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 ranks equivalent of higher thereto in Settlement & Consolidation Organization and candidates who have passed the All India Trade Test Surveyor Trade conducted by the National Council for Training in Vocational Trades may also apply.

(2) (a) The candidate shall furnish application with self attested copies of all relevant certificates and mark sheets including those relating to minimum educational qualification, Caste Certificate in case of SC, ST&SEBC, resident certificate , certificate of work experience in settlement or Consolidation Organization granted by Settlement Officer or Deputy Director, Consolidation and All India Trade Test conducted by the National Council for Vocational Training, if any.

(b) The candidate shall furnish original certificate at the time of tests failing which he shall be disqualified.

4. Scheme and Subject for the Examination:

Candidates who qualify in the test of physical fitness shall be eligible to appear in tests comprising the following papers namely:

(a) General Awareness: (for Revenue Inspector only)	100 Marks
(b) Arithmetic :	100 Marks
(c) Computer (Written test):	50 Marks
(d) Computer (practical test):	50 Marks
(e) Hand writing in Oriya:	50 Marks

5. How to Apply:

The complete application in the prescribed format duly filled in by the Applicant in his/her own handwriting in Capital Letter along with the required documents shall be submitted in an Envelope superscribed "Application for the post of.....(write Revenue Inspector /Asst. Revenue Inspector / Amin)Category.....(with SC/ST/SEBC/UR/PH/Ex-SM/Sports person)in the address of the COLLECTOR,NUAPADA,At/P.O/Dist-NUAPADA,PIN-766105 through Registered Post/Speed Post only **on or before 20.01.2012 by 5.00P.M.**..Submission of application in any other mode will be rejected. The Authority will be no way responsible for any postal delay.

- (a) The eligible candidates can apply for all the three posts and the candidates applying for the post of R.I. need not apply separately for the post of A.R.I. & Amin, but give their choices in the same application form in Sl.No.01 & 02 .
- (b) Similarly, the candidates applying for the posts of Amin and Asst.Revenue Inspector will also indicate their first and second preference for these posts in the prescribed application form in Sl.No.1 & 2 failing which it will be deemed that their first preference is for the post of Amin.
- (c) Candidates working in the Settlement and Consolidation Organization shall submit their applications through the Settlement Officer/Deputy Director, Consolidation
- (d) The application form & details may be down loaded from the District website www.nuapada.nic.in.

6. **Examination Fees:**

Candidates other than ST/SC category are required to deposit **Rs.200/-** (Rupees Two hundred non-refundable) only for the post of Revenue Inspector and Rs.150/-(Rupees One hundred and fifty non-refundable) only for Asst.Revenue Inspector & Amin through **Bank Draft in favour of, Establishment Officer, Collectorate, Nuapada payable at S.B.I.Nuapada.** The S.T./S.C. Candidates are exempted from payment of examination fee.

7. **Documents to be attached:**

Candidates are required to send the following documents along-with the application form:

- (a) Attested copies of all relevant educational certificates and Mark sheets.
- (b) Certificate and Mark sheet of High School Examination Passed, Certificate and Mark sheet of Higher Secondary Examination passed and Certificate and mark sheet of Bachelors degree examination passed
- (c) Certificate of Character from the Head of the Institution in which the candidate last studied.
- (d) Caste Certificate issued by the competent Revenue Authority.
- (e) Resident Certificate issued by the competent Revenue Authority.
- (f) Certificate of actual work experience, if any, in Settlement /Consolidation Organization issued by the Settlement Officer/Deputy Director, Consolidation.
- (g) Certificate, if any, indicating successful completion of All India Trade Test in Surveyor Trade conducted by National Council for training in Vocational Trades.
- (h) Valid Employment Registration Certificate.
- (i) Two character certificates in original from any two Gazetted Officers not related to the Candidates.
- (j) Original Bank Draft of Rs.200/-(Rupees two hundred only) for R.I. and Rs.150/-(Rupees one hundred and fifty only) for Asst.R.I. & Amin (non-refundable) only other than SC/ST category.
- (k) Two recent colour passport size photograph duly attested by Gazetted Officer, one should be pasted on the application form at the space provided for the purpose and another be attached.
- (l) Two self addressed envelope of 15" X 25" affixing postage stamp worth of Rs.25/- (Rupees twenty five) only.
- (m) Declaration regarding one spouse living.
- (n) The certificate of passing the ODIA standard (for candidates who did not have ODIA subject in H.S.C. Exam.)
- (o) Attested copy of the certificate in Ex-Servicemen/Physically Handicapped /Sports persons. The candidate claimed as sports person shall produce the identity cards issued by the Director of Sports, Odisha.

ditions:

. No T.A./D.A. will be allowed to attend the recruitment test.

b. The incomplete application form without any requisite documents or the application without signature of the applicant or the application received after the last date shall be rejected without assigning any reason thereof.

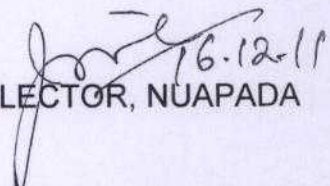
c. Date, Time and Place of recruitment tests will be intimated to the eligible candidates in due course and also will be notified in the district website.

d. The authority reserves the right to cancel or postpone the recruitment tests, if so warranted without assigning any reason thereof.

Advertisement can be down loaded from District website- www.nuapada.nic.in.

e. The authority shall not be liable for any postal delay or loss of application in transit at any stage of examination.

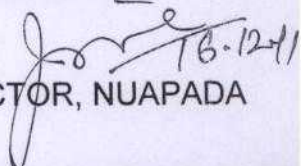
f. The Candidates shall be required to produce Original Documents, if selected in the Recruitment Tests, failing which he/she shall be disqualified.

 16.12.11
COLLECTOR, NUAPADA

Memo No. 2432 Dated 17.12.2011

Copy to D.I.O.N.I.C.Nuapada for information and necessary action. He is requested to hoist the advertisement in the District website.

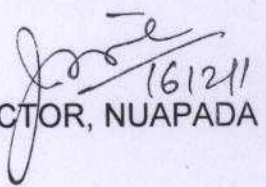
Copy to D.I.P & R.O.Nuapada for information and necessary action. He is directed to take necessary steps for wide publication of the Advertisement.

 16.12.11
COLLECTOR, NUAPADA

Memo No. 2433 Dated 17.12.2011

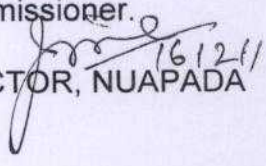
Copy to P.D.DRDA, Nuapada / Sub-Collector, Nuapada / P.D.Watershed, Nuapada / all Block Development Officers / Tahasildars / C.D.P.Os / Notice Board Collectorate, Nuapada for information and wide publication of the Advertisement.

Copy to G.F.Esst.I.

 16.12.11
COLLECTOR, NUAPADA

Memo No. 2434 Dated 17.12.2011

Copy submitted to the Secretary to Revenue Divisional Commissioner (S.D.) Orissa, Berhampur for kind information of Revenue Divisional Commissioner.

 16.12.11
COLLECTOR, NUAPADA

Memo No. 2435 Dated 17.12.2011

Copy submitted to the Spl. Secretary to Govt. Revenue & Disaster Management Deptt. Orissa, Bhubaneswar for favour of information and necessary action with reference to his L.No.49393/R&DM Dated 01.12.2011.

 16.12.11
COLLECTOR, NUAPADA

APPLICATION FORM FOR THE POST OF REVENUE INSPECTOR FOR NUAPADA DISTRICT DURING 2011

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

1. Post applied for :
 2. Additional Post Applied : Yes No
 If yes, Preference of post. 1st Choice 2nd Choice (ARI/Amin)

3. Name of the Candidate: (in Block letters)

4. Father's /Husband's Name:

5. a) Permanent Address: At P.O: _____ Dist: _____ Pincode _____
 b) Present/Mailing Address: At P.O: _____ Dist: _____ Pincode _____
 c) Mobile No.

6. Nationality: 7. Religion:

8. Sex: Male Female

9. Whether belongs to SC/ST/SEBC:
 10. Whether Ex-Servicemen/Sportsman/P.H.:

11. Married or Un-married: (if married declaration of having not more than one spouse should be attached):

12. Date of Birth: (As per H.S.C. Certificate)
 Day Month Year
 Age as on 01. 01.2011Years.....months.....Days.

13. Educational Qualification.

Exam	Year of passing	Board/University	Full Marks	Marks obtained	Percentage (%)	Division	Subject
1	2	3	4	5	6	7	8

14. Language Skill-ODIA: Read Write Speak
 15. Whether ODIA is one of the subjects in H.S.C. Exam : Yes No.
 16. Whether Passed the HSC or equivalent Exam through Odia Medium. Yes No.
 17. Have you registered your name in Employment Exchange: Yes No
 18. Name of the Employment Exchange..... Regd.No..... Valid upto.....
 19. Work Experience (not less than 05 years) if nay in Settlement/Consolidation Organization:
 20. Whether Ex-Serviceman/P.H./Sportsperson.
 21. Details of Bank Draft submitted B.D.No..... Amount.....
 Name of the Issuing Branch..... Date of issue.....

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 be liable to be cancelled without any notice to me.

Place
Date

Full Signature of the Candidate

**APPLICATION FORM FOR THE POST OF ASST. REVENUE INSPECTOR & AMIN FOR
NUAPADA DISTRICT DURING 2011**

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

1. Post applied for :
 2. Additional Post Applied : Yes No
 If yes, Preference of post 1st Choice 2nd Choice (ARI/Amin)

3. Name of the Candidate: (in Block letters)
 4. Father's /Husband's Name:

- 5.a) Permanent Address: At P.O: Dist: Pincode
 b) Present/Mailing Address: At P.O: Dist: Pincode
 c) Mobile No.
 6. Nationality: 7. Religion:

8. Sex: Male Female

9. Whether belongs to SC/ST/SEBC:
 10. Whether Ex-Servicemen/Sportsman/P.H.:

11. Married or Un-married (if married declaration of

having not more than one spouse should be attached):
 12. Date of Birth: (As per H.S.C. Certificate)
 Day Month Year
 Age as on 01. 01.2011 Years..... months..... Days.

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 19. Work Experience (not less than 05 years) if nay in Settlement/Consolidation Organization:
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Date

Full Signature of the Candidate