

OFFICE OF THE COLLECTOR AND DISTRICT MAGISTRATE: KEONJHAR
ADVERTISEMENT

No.XLI-22/2011- 4449 /BBE

dated the 7 th December, 2011

Applications in the prescribed format are invited from the eligible candidates of Keonjhar District for filling up of the following categories of Revenue Field Staff posts under the Revenue Administration Offices in the district of Keonjhar as sanctioned by Govt. in Revenue & D.M. Department vide letter 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., ARI and Amin will be conducted. The category wise vacancies are indicated below.

| Name of Post | Pay Band + Grade Pay | ST | ST(W) | SC | SC(W) | UR | UR(W) | SEBC | SEBC(W) | Total |
|-------------------------|----------------------|----|-------|----|-------|----|-------|------|---------|-------|
| Revenue Inspector | 9300-34800 + 4200 | 07 | 03 | 05 | 02 | 09 | 05 | 07 | 04 | 42 |
| Asst. Revenue Inspector | 5200-20200 + 1900 | 04 | 02 | 03 | 02 | 05 | 03 | 05 | 03 | 27 |
| Amin | 5200-20200 + 1800 | 01 | 01 | 01 | 00 | 02 | 00 | 02 | 01 | 08 |

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, Sportsperson 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 the 41 sanctioned posts of A.R.I. and 12 posts of Amin, 27 posts in the cadre of ARI and 08 posts in the cadre of Amin will be filled up by way of direct recruitment to the extent of 66 ⅔ percent of the sanctioned posts and the remaining 33 ⅓ percent, i.e. 14 posts of A.R.I. and 04 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.

(I) CONDITIONS OF ELIGIBILITY

(a) He / she must be a citizen of India.
(b) He / she must be a permanent resident of Keonjhar 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 05 years in case of SC, ST, SEBC and women candidates and in case of candidate having actual work experience in Settlement & Consolidation. The Physically Handicapped Persons are entitled to relaxation of upper age limit up to 10 years. The Ex-Servicemen who has put in not less than six months continuous service in Armed Forces of the Union shall be allowed to deduct the period of such service from his actual age if the resultant age does not exceed the maximum age limit prescribed for the post.

(d) (i) He / she must 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.

(ii) He / she must have passed a Higher Secondary Examination (10+2) conducted by the Council of Higher Secondary Education, Odisha or equivalent thereto 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 alongwith the application, a certificate of good character from the Head of the Institution in which he / she last studied.

(f) He / she 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 in the test of physical fitness, a candidate:-

(a) must not be less than 160 centimeters (155 centimeters in case of candidates belonging to Scheduled Castes and Scheduled Tribes) in height and 80 centimeters round the chest; and

(b) must be knowing cycling and swimming.

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

(h) He / she must be able to speak, read and write Odia and must have passed High School Certificate Examination or and equivalent examination through Odia medium.

(i) He / she must have registered his / her name in any Employment Exchange of Keonjhar district on or before the date of submission of application.

(j) He / she must not have been debarred from appearing in any other competitive examination or from holding Govt. service as ordered by any competent authority.

(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 ranks equivalent or higher thereto in Settlement & Consolidation Organization and candidates who have passed the All India Trade Test in Surveyor Trade conducted by the National Council for Training in 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 of 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) Handwriting in Odia- | 50 marks |

(IV) No application except in case of candidates belonging to SC & ST category shall be considered unless it is accompanied by a BANK DRAFT showing payment of Rs.100/- (Rupees One Hundred) only for the post of Revenue Inspector and Rs.75/- (Rupees Seventy Five) only for the post of A.R.I. & Amin in favour of the Deputy Collector, Nizarat, Collectorate, Keonjhar payable at State Bank of India, Keonjhar Branch, Keonjhar., which is not refundable.

(V) HOW TO APPLY:

The complete application in the prescribed format dully filled in by the Applicant in his/her own handwriting in Bold Capital Letter in Blue / Black Ball Pen alongwith the required documents shall be submitted in an Envelope superscribed "Application for the post of _____ (write Revenue Inspector or Asst. Revenue Inspector or Amin), Category: _____ (write SC/ST/UR/SEBC/PH/EX-SM/ Sportsperson) in the address of the **COLLECTOR, KEONJHAR, AT/PO/Dist-Keonjhar-758001 through Registered Post / Speed Post only on or before 07.01.2012 by 5.00 P.M.** Submission of application in any other mode will be summarily 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 ARI & Amin, but give their choices in the same application form in Sl. No.1 & 2.

(b) Similarly, the candidates applying for the posts of Amin and Assistant 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.

(cd) The application form & details may be downloaded from the District website www.kendujhar.nic.in.

DOCUMENTS TO BE FURNISHED ALONGWITH THE APPLICATION FORM.

The candidate shall furnish APPLICATION with self attested copies of all relevant certificates and Mark sheets.

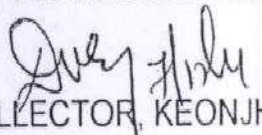
- (i) Certificate and Mark Sheet of High School Examination passed.
- (ii) Certificate and Mark Sheet of Higher Secondary Examination passed
- (iii) Certificate and Mark Sheet of Bachelors degree examination passed.

- (iv) Certificate of character from the Head of the Institution in which the candidate last studied.
- (v) Caste certificate issued by the competent Revenue Authority.
- (vi) Permanent resident certificate issued by the competent Revenue Authority.
- (vii) Declaration regarding the Home district.
- (viii) Certificate of actual work experience, if any, in Settlement / Consolidation Organization issued by the Settlement Officer / Deputy Director, Consolidation.
- (ix) Certificate, if any, indicating successful completion of All India Trade Test in Surveyor Trade conducted by National Council for training in Vocational Trades.
- (x) Valid Employment Registration Certificate.
- (xi) Two recent passport size photographs duly attested. Photographs should be signed by the applicant on the front side and one to be pasted in the appropriate place of the application form.
- (xii) Two self addressed envelope of 15" x 25" affixing postage stamp worth of Rs.25/- (Twenty five).
- (xiii) Original Bank Draft showing deposit of Rs.100/- (One hundred) and Rs.75/- (seventy five) as the case may be for the candidates other than S.C. & S.T. category).
- (xiv) Two character certificates in original from any two Gazetted Officers not related to the Candidates.
- (xv) Declaration regarding one spouse living.
- (xvi) The certificate of passing the Odia standard (for candidates who did not have Odia subject in H.S.C. Exam.)
- (xvii) Attested copy of the certificate in Ex-Servicemen/ Physically Handicapped/ Sportspersons. The candidate claimed as sportsperson shall produce the identity cards issued by the Director of Sports, Odisha.

(VI) CONDITIONS:

- (a) The applications shall be scrutinized to determine the eligibility and to make a screening of the candidates on the basis of percentage of Marks obtained in High School Certificate Examination (Class ten) and percentage of marks obtained in Higher Secondary Examination (Plus two), giving equal weightage and candidates three times the combined number of vacancies of Revenue Inspector, Assistant Revenue Inspector and Amin shall ordinarily be called upon to appear in the recruitment test.
- (b) The list of successful candidates drawn up in order of merit on the basis of the performance in the written test shall be equal to the number of vacancies advertised.
- (c) Two separate merit lists shall be drawn up, one for the post of Revenue Inspectors and another for the post of Amins and Asst. Revenue Inspectors.
- (d) The candidate shall be required to produce the original certificates, if selected in the recruitment tests, failing which he / she shall be liable to be disqualified.
- (e) The selection will be held in accordance with the provisions contained in Odisha District Revenue Services Rules, 1983 and Amendment Rules, 2011 and other relevant Govt. Circulars / Guidelines.
- (f) No TA/DA will be allowed to attend the recruitment tests.
- (g) 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 summarily rejected without assigning any reasons.
- (h) Date, Time and Place of recruitment tests will be intimated to the eligible candidates only in due course.
- (i) The authority reserves the right to cancel or postpone the recruitment tests, if so warranted without assigning any reasons.

Notes: The Advertisement published earlier for the post of R.I. and A.R.I. in Odia daily "The Sambad" on 16.02.2011 and "The Samaj" on 17.02.2011 vide this office Advertisement No.XLI-22/11-496/BBE dated 14.02.2011 are here by CANCELLED due to amendment of ODRS Rules. The applications received on account of this advertisement are also summarily rejected.


COLLECTOR, KEONJHAR

APPLICATION FORM FOR THE POST OF REVENUE INSPECTOR IN THE DISTRICT OF KEONJHAR

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

1. Post Applied for: REVENUE INSPECTOR

2. Additional Post Applied: yes No

If Yes-Preference of Post: 1st Choice- _____, 2nd Choice- _____ (ARI/AMIN)

3. Name of the Applicant:

4. Father's/ Husband's Name:

5. Category belongs to (S.C/S.T/UR/SEBC/PH/Ex-Servicemen/ Sportsperson):

6. Name of Sub-Caste/ Sub-Tribe:

7. (a) Religion :..... (b) Nationality:.....

8. Male/ Female:

9. Permanent Residential Address: At..... PO.....

PS..... Dist.....

10. Present/ Mailing Address: At..... PO.....

PS..... Dist: ..

Mobile No..... Nearest Contact No.....

11 Martial Status: 1. Married 2. Un-Married
 (If, married, How many spouse (husband or wife) living: (a) One more than one

12. Date of Birth: (As per HSC Certificate)

Day: Month Year age as on 01.01.2011..... Years..... Months.....Days

13. Educational Details- From H.S.C onwards.

| 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..... Registration No..... Valid up to.....

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

20. Whether Ex-Serviceman/ Physically Handicapped/ Sportsperson.

21. Details of Bank Draft submitted:

(i) Bank Draft No..... Amount..... Name of 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 respect. In the event of any information given hereby is found incorrect at any stage hereafter, my candidature/ selection/ appointment shall be liable to be cancelled without any notice to me.

Date:

Place:

Full Signature of the Applicant

Space for Photograph duly attested with full signature of the candidate on the front side.

**APPLICATION FORM FOR THE POST OF ASST. REVENUE INSPECTOR & AMIN IN THE DISTRICT
OF KEONJHAR**

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

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 Applicant:

4. Father's/ Husband's Name:

5. Category belongs to (S.C/S.T/UR/SEBC/PH/Ex-Servicemen/ Sportsperson):

6. Name of Sub-Caste/ Sub-Tribe:

7. (a) Religion :..... (b) Nationality:.....

8. Male/ Female:

9. Permanent Residential Address: At..... PO.....
PS..... Dist.....

10. Present/ Mailing Address: At..... PO.....
PS..... Dist:

Mobile No..... Nearest Contact No.....

11. Martial Status: 1. Married 2. Un-Married
(If, married, How many spouse (husband or wife) living: (a) One more than one

12. Date of Birth: (As per HSC Certificate)
Day: Month Year age as on 01.01.2011:..... Years.....Months.....Days

13. Educational Details- From H.S.C onwards.

| 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..... Registration No..... Valid up to.....

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

20. Whether Ex-Serviceman/ Physically Handicapped/ Sportsperson.

21. Details of Bank Draft submitted:

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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 hereafter, my candidature/ selection/ appointment shall be liable to be cancelled without any notice to me.

Date:

Place:

Full Signature of the Applicant

Space for
Photograph duly
attested with full
signature of the
candidate on the
front side.