

- (j) should have registered his/her name in an employment exchange.
- (k) There should not be any criminal proceeding pending against him/her.

The candidates are required to submit their applications being duly filled in and signed by their own hands furnishing the required particulars as per the format given below. The Candidates who are already in Government service are required to apply through proper channel.

NOTE : **Non-compliance of any of the requirements mentioned in the notice shall entail rejection of his/her application. The application, if found defective/incomplete in any respect shall be summarily rejected. No T.A./D.A. will be allowed to the candidates for attending the recruitment examination. The candidates need not submit their original educational testimonials with their applications, which are to be produced at the time of Viva-Voce Test. If any documents filed by the candidate is found subsequently to have been obtained fraudulently, the appointment, if made, shall be cancelled.**
No application or examination fees is required to be paid in view of Govt. of Odisha G.A. & P.G. Deptt. Notification No. 9897/Gen. Dtd. 11.04.2022.

3. THE SCHEME OF EXAMINATION:

(A) For the post of Jr. Clerk-cum-Copyist: -

	<i>Subject</i>	<i>Marks</i>	<i>Duration of Tests</i>
Part-I	English	100	2 hrs.
	Arithmetic	100	1 hr.
	General knowledge	100	1 hr.
Part-II	Computer Science Test (Practical)	100	-
Part-III	Viva-Voce	45	-

(B) For the post of Jr. Typist/Jr. Stenographer: -

	<i>Subject</i>	<i>Marks</i>	<i>Duration of Tests</i>
Part-I	English (qualifying in nature)	100	2 hrs.
Part-II(a)	Short-hand & Typewriting Test (For Stenographer)	50	15 minutes
Part-II(b)	Type writing Test (For Typist)	50	10 minutes
Part-III	Computer Science Test (Practical)	100	-
Part-IV	Viva-Voce	35	-

The candidates who have qualified in the written test. shall be called for Computer Science (Practical) and shorthand/type writing tests as the case may be, the candidates selected in the practical tests shall be called for viva voce test. The candidates who would appear for the typewriting test shall bring their own typewriter machine.

The date of examination shall be intimated to the eligible candidates in due time.

4. LAST DATE OF RECEIPT OF APPLICATIONS:

Applications along with required documents and **self-attested copies** of Certificates, Mark Sheets and other particulars. as the case may be, must reach the Office of the undersigned by **22.06.2022**, either in person during office hours on each working day or by registered/speed post. Applications received in the office after the last date shall be summarily rejected.