

ACADEMY OF TRIBAL LANGUAGES & CULTURE
(ST & SC DEVELOPMENT DEPARTMENT, GOVT. OF ODISHA)
Adivasi Exhibition Ground, Unit-1, Bhubaneswar-751 009
Tele. /Fax – 0674- 2597821, Email – atlcbsr_08 @ yahoo.com

No. 621 /ATLC., Bhubaneswar, the dated.....26/07/... 2017

Term of Reference for the Recruitment of Jr. Clerk

Applications are invited from eligible Candidates for recruitment of the Post of a Jr. Clerk in the Academy of Tribal Languages and Culture (ATLC), Bhubaneswar, Odisha with specific Terms and Conditions as per the ToR available in the ST&SC Development Department website www.stscodisha.gov.in and ATLC Website www.atlcodisha.org.

Sl. No.	Name of the Existing Vacancy	Category	Vacancy Position	Pay Band and Scale
1	2	3	4	5
1	Jr. Clerk	U/R	1	5200-20200,GP-1900

The appointment to be made is purely temporary and can be terminated at any time without assigning any reason thereof. The appointment shall be made in a salary of rupees Rs. 5200/- + GP 1900/- applicable to the Post as per Odisha Group-C (Contractual Appointment) Rules, 2013 notified Vide GA Department Notification No. GAD- SC- Rules- 0009-2013-32010/ Gen. Dated. 12.11.2013. The Salary/ Scale of Pay may vary according to the decision of Government from time to time. The service conditions shall be regulated as per relevant Recruitment Rules.

1. Educational Qualifications:

- a) Candidates must have passed minimum degree course in any discipline or equivalent Examination from any Educational Board CHSE/CBSE or any Recognized University with Knowledge in basic Computer Skills of (Diploma in Computer Application) and must have passed in Odia Equivalent to ME Standard.
- b) Preference will be given to Person having work experience in any office associated with Tribal development works and Book keeping.

2. Eligibility Criteria:-

- a) He/ She must be a citizen of India.
- b) He/ She must be within the age of 18 to 32 years by 1st July, 2017.
The upper age limit is relaxable by five years for candidates belongs to ST/SC/OBC/SEBC.
- c) Ten years is relaxable for Candidates belonging to Women/PWD Category/Sports Person/ Ex-Military Person (Document in Support).
- d) He/ She must possess a good character.
- e) He/ She must not have more than one spouse.
- f) He/ She must have passed Class-HSC Examination or Equivalent Examination / Class-VII examination with Odia Language Subject and at least must be able to speak, read and write Odia.
- g) He/ She should have passed Class-VII examination with Odia Language Subject and at least must be able to speak, read and write in Odia.
- h) He/ She must have passed Diploma in Computer Application and have Expertise both in English and Odia DTP.

Mode of Application

3. The application should be accompanied with following documents:-
- Self-attested Xerox copies of Certificates of all Examination and mark sheets.
 - Recent Caste Certificate from the Competent Authority in case of SC/ST/OBC/SEBC.
 - Two self-attested passport size photographs.
 - Two self-addressed envelopes affixing postal stamp of Rs. 6/-.
 - Self-attested Xerox copies of experience and other qualifications.
 - Character Certificate from a Gazetted Officer.
 - The applicants other than the category of S.C., S.T. & PWD candidates are required to deposit examination fee of Rs. 300/- (Three Hundred) in shape of Bank Draft drawn in favour of Member Secretary, ATLC payable at Bhubaneswar.

Procedure of Selection

4. An Examination will be held with Total Mark of 200
- One hour 100 marks aptitude test is to be held. It would be of objective type with multiple choice of answers to be answered in OMR Sheets.
 - Computer Test - - 50 Marks
 - Viva-Voice - - 50 Marks
- The documents as above should be firmly affixed with the application form otherwise the application will be rejected.
 - The application completed in all respects should be send to the **Member Secretary, ATLC, Adivasi Exhibition Ground, Unit-1, Bhubaneswar-751009** by Registered Post/ Speed Post or by hand so as to reach on or before 3 P.M. of 11.08.2017.
 - At the top of the envelop, it should be superscripted "**Application for the Post of Jr. Clerk**".
 - No TA/DA should be allowed to the candidate who appear in the written & skill test as well as the Interview for this requirement

The undersigned reserves right for rejection of application (any or all) and cancellation of advertisement without assigning any reason thereof.


Member Secretary, ATLC.

APPLICATION FORM

1. Name :
2. Father's /Husband's Name
3. Sex (Male/Female)
4. Marital Status (Married/Unmarried)
5. Permanent Address

Affix Passport
sized, self
attested Photo

6. Present Address

7. E-mail ID

8. Phone No

9. Date of Birth

Age on _____

10. Caste & Sub Caste

11. Educational Qualification (Attach self-attested copies):

Sl no	Name of the Board/University	Year of Passing	Aggregate of mark secured	Grade/Division	%of Mark secured

12. Religion

DECLARATION

I do hereby declare that information furnished above are true, complete and correct to the best of my knowledge and belief. I am fully aware that in the event of any information being found false or incorrect at any stage, my candidature/appointment is liable to be cancelled/terminated without any notice by the Authority.

Place _____

Date _____

Signature of the candidate in full.