

Government of Odisha  
Home Department

No HOME/O.E.-MISC-0016-2012.

24593

/Bhubaneswar, dated the 08.07.13

From

Shri Bansidhar Seet  
Joint Secretary to Government

To

The Deputy Director Advertisement,  
I&PR Department

Sub- Publication of the advertisement for filling up the post of Receptionist under Home Department

Sir,

I am directed to invite a reference to your letter no 7815 dt 01.07.2013 on the subject noted above and to submit herewith required draft advertisement for filling up the post of Receptionist under Home Department

You are therefore requested to publish the same in the two daily leading odias news paper.

Yours Faithfully

Joint Secretary to Government

Memo No.

24594

dated

08.07.13

Copy) along with the draft advertisement forwarded to N.I.C. Coordinator Home Department for information and necessary action.

He is requested to host the draft advertisement in the Home Department Web-site immediately

Joint Secretary to Government

GOVT OF ODISHA  
HOME DEPARTMENT

ADVERTISEMENT NO. OF 2013-14

Recruitment to the post of Receptionist under Home Department.

Applications are invited from eligible S.T. candidates in the prescribed format for recruitment to **1(one)** post of of **Receptionist** (Group-c) under Home Department in the scale of pay of Rs.5,200-20,200/- carrying Grade Pay of Rs.2800/- with usual Dearness and other Allowances as may be sanctioned by the Government of Odisha from time to time .Which should reach to the Joint Secretary to Government, Home Department Odisha Secretariate ,Bhubaneswar on or before 20.07.2013 by Regd. Post only.The detail information regarding the recruitment application format etc. are available in the Home Department official Website w.w.w. Home odisha gov.in vide advertisement "ADVERTISEMENT FOR RECRUITMENT OF RECEPTIONIST"

  
Joint Secretary to Government, Home Department

**GOVT OF ODISHA  
HOME DEPARTMENT  
ADVERTISEMENT NO. OF 2013-14**

**Recruitment to the posts of Receptionist under Home Department.**

Applications are invited from eligible S.T. candidates in the prescribed format for recruitment to **1(one)** post of **Receptionist** (Group-c) under Home Department in the scale of pay of Rs.5,200-20,200/- carrying Grade Pay of Rs.2800/- with usual Dearness and other Allowances as may be sanctioned by the Government of Odisha from time to time.

**3. AGE:** - A candidate must be under 32(Thirty two) years of age and above 18 (Eighteen) years of age on the 1st January, 2013.

The upper age limit prescribed above is relaxable by 5 years for candidates belonging to the categories of Scheduled Tribes.

The Date of birth entered in the High School Certificate or equivalent certificate issued by the concerned Board/Council will only be accepted towards proof of age.

**4. EDUCATIONAL QUALIFICATION**

A candidate must have obtained:-

(i) Degree in any discipline from a recognized University or institution or Equivalent qualification and basic knowledge in computer is necessary

**6. METHOD OF SELECTION:** The selection of candidates for recruitment to the posts will be made on the basis of career assessment and Viva Voice test.

**7. GENERAL CONDITION :-**

1.Should be a citizen of India

2.Should be of good character

3.Should not have more than one spouse living , if married

4 The candidate must be able to speak, read and write Odia fluently and must have passed: at least an examination in Odia language equivalent to that of Middle English School standard conducted by the Board of Secondary Education, Odisha; or the Education Department of Government of Odisha or any other Board or Council of Secondary Education approved by the Government of Odisha in support of passing of Odia Language Test (M.E. School standard)

5. The application in a sealed cover should reach the Joint secretary to Govt , Home Department, Odisha Secretariate, Bhubaneswar, Pin-751001 on or before 20 th July 2013 by 5p.m latest through

Regd.post /Speed post /courier only

The envelope containing the application should be super scribed " Application for the post of RECEPTIONIST"

5. Application received after the stipulated date or in-complete application shall not be entertained. The authority reserves the right to cancel this advertisement at any time without assigning any reason thereof.

6. Any incomplete application is liable to be rejected.

**DOCUMENTS TO BE SUBMITTED**

- (i) H.S.C. or equivalent certificate in support of declaration of age issued by the concerned Board/Council;
- (ii) Intermediate/+2 Examination Certificate or equivalent certificate issued by the concerned Board/ Council;
- (iii) Degree Certificate issued by the recognized University
- (iv) Mark-lists in support of all the examinations passed (i.e. H.S.C. to Degree) issued by the concerned Board/Council/University

(V) Certificate in support of having basic knowledge of Computer.

(vi) Cast certificate issued by the competent authority

(vii) Resident certificate issued by the competent authority

(viii) Two recent passport size photographs duly attested by a Gazetted officer

(ix) Two self address envelope(24X10CM) with stamps affixed worth Rs.40/- on the envelope

(x) Certificate in support of passing Odia as a subject at least up to Class vii standard

(XI) Copy of the Disability certificate (in case of PH candidates) issued by the Competent authority as required.

(xii) Certificate in support of being an Ex. Service man (in case of Ex-Serviceman)only

Joint secretary to Government  
Home Department

APPLICATION FORM FOR APPOINTMENT OF RECEPTIONIST

1. Name of the candidate (in Block Letter)
2. Name of Father/ Husband
3. Nationality
4. Religion
5. Category(S.T/S.C./S.E.B.C./UR/P.W.D/EX.SERVICEMAN)
6. Martial status
7. Permanent address;-
8. Present postal address
9. Date of Birth
10. Age as on 01.01.2013                      year                      month                      days
11. Educational qualification

Name of Examination Passed	Name of Board/ Council/University	Year of Passing	Total marks	Marks obtained	Division/percentage

DECLARATION

I do hereby declare that all the information & facts mentioned in the application are true to the best of my knowledge & belief.

Full signature of the Applicant