

ଆଦିବାସୀ ଭାଷା ଓ ସଂସ୍କୃତି ଏକାଡେମୀ
ACADEMY OF TRIBAL LANGUAGES & CULTURE
Regd. No. 22488/ 78 of 2007-2008
(Under the Societies Registration Act, XXI of 1860)
Adivasi Exhibition Ground, Unit-1, Bhubaneswar-751 009
Tele. /Fax – 0674- 2597821, Email – atlcbbbsr_08 @ yahoo.com

No. 360 /ATLC, Bhubaneswar, Dated. 19/3 2021.
ADVERTISEMENT

Academy of Tribal Languages & Culture (ATLC), Bhubaneswar, Odisha invites Applications from the Candidates having requisite qualification & experience for recruitment to the post of Junior Clerk (Contractual) of ATLC. The intending applicants may submit their applications in the prescribed Application Form (Annexure-A) to the Member Secretary, ATLC on or before 16.04.2021 by Registered/ Speed post only.

Sl No.	Name of the Position	Category	Vacancy Position	Pay Band & Scale
1.	Junior Clerk (Contractual)	UR	01(One)	Rs. 5200/-- Rs. 20, 200/-Rs. GP- Rs. 1900/- Contractual Pay – 1 st yr.- Rs. 8880/-

Educational Qualification & Other Eligibility Criteria-

- i) The Applicant should be a permanent Resident of Odisha possessing Indian Nationality.
- ii) The Candidate having the minimum qualification of +3 Examination pass or such other equivalent to +3 Examination pass qualification, will be eligible to apply for the Post of Jr. Clerk.
- iii) The Candidate must have acquired minimum Computer Diploma with proficiency in English & Odia DTP.
- iv) He/ She should have passed 7th Class Examination with Odia Language Subject and be able to read, write and speak Odia clearly.
- v) He/ She should be of good mental and physical health & free from any defect likely to interfere with the discharge of his/ her duties in service. Any candidate, who after Medical Examination as may be preferred, is not found to satisfy this requirement, shall not be appointed to the service.
- vi) He/ She, if married, must not have more than one spouse living.
- vii) Preference will be given to the Candidates having command over both Odia and English typing including work experience in Govt./ Govt. undertaking Office/ Organization.

Remuneration & Conditions of Service-

- The appointment to be made in the post of Junior Clerk is purely Contractual.
- The person appointed in the post of Jr. Clerk of ATLC shall continue on contractual basis for a period of six years to be counted from the date of his / her joining in the post of Jr. Clerk (contractual), subject to satisfactory performance.
- During the period of contractual appointment, he/she shall draw consolidated monthly remuneration prescribed for the Jr. Clerk (contractual) vide FD. Circular letter no. 28090/ F/ 22.09.2017, which may vary from time to time as per decision of Govt.
- There shall be no entitlement of DA, HRA, & OA to the Jr. Clerk during the period of his/ her contractual appointment.
- After regularization of service, Annual Increase of Remuneration, Leave, Conduct & Discipline etc. shall be regulated as per the prevailing orders being applied in-respect of the employees of ATLC.
- The other financial benefits like revision of pay etc. shall be subject to approval/ concurrence of Finance Department, Govt. of Odisha.
- He/ She will be covered under EPF Scheme like other employees of ATLC.

Age limit and Relaxation-

The Candidate must have completed 18 yrs. and less than 32 yrs as on 01.01.2021. Candidates belonging to Reserved Categories like ST, SC, SEBC, Women and Special Category such as PWD, Ex- servicemen & Sports Persons will be entitled for relaxation of upper age limit as per the relevant rules of Govt. in force.

Mode of Selection-

There will be a written Examination, a Practical Test in Computer Skill and Viva-Voce Test carrying 250 marks in total.

1. <u>Written Examinations (2 Hours)</u>		
i) Language Test (English & Odia)	-	50
ii) G.K (Objective Type)	-	50
iii) Mathematics (Objective Type)	-	50
2. <u>Practical Test (30 Minutes)</u>		
Computer Skill Test	-	50
3. <u>Viva Voce Test</u>	-	50

Total- 250

- The List of short-listed candidates along with rejected applications will be published in the Office Notice Board of ATLC as well as in office website www.atlcodisha.org after preliminary scrutiny of the documents.
- The date/ time/venue of the written examination will be conveyed to the eligible candidates through admission letters, which can also be accessed by the candidates in the above websites.
- Those who qualify the Written Test securing minimum qualifying marks of 50 marks, shall be called for the Computer Skill Test(Practical) and Viva-Voce Test to be conducted on a same date.
- The Final Merit List will be prepared on the basis of total marks secured in written, practical and viva-voce test.
- In case, the marks of two or more candidates become the same, the older candidate will be given preference and get higher place in the merit list.
- The selected candidates will be called in person for verification of original documents in due course through intimation letter.
- The candidates should furnish correct active mobile number for sending “SMS” relating to Examination etc. by ATLC.
- The candidates should use blue/ black ball point pen in answer scripts and strictly prohibited to use eraser/ whitener.
- No TA/ DA will be paid to the candidates for attending the Written, Practical & Viva-Voce Test.

Application-

- The candidates intending to apply for the Post of Jr. Clerk of ATLC (Contractual), shall submit their ink-signed filled in Applications in the prescribed Application Form at “**Annexure- A**” along with required self-attested photo copies of the documents to Member Secretary, ATLC by Registered/ Speed Post only, so as to reach ATLC **on or before** 16.04.2021.
- The Envelope containing the Applications and Documents should be super-scribed as “**Application for the Post of Jr. Clerk**”.
- The applicants intending to avail of any relaxation shall furnish supportive documents in support of the claim along with the Application.
- The candidate who is already in employment shall furnish the “**No Objection Certificate**” (NOC) from the employer along with the Application.
- Incomplete Applications, Applications received after the specified time-line and applications sent by any other mode other than Registered/ Speed post shall be liable for rejection.
- Authority will not be responsible for any postal delay or loss of application in transit.
- If at any stage of Recruitment or thereafter, it is found that information furnished by the candidate in his/ her application is false/ incorrect/ suppressed, his/ her candidature/ appointment will be rejected/ cancelled forthwith and action will be taken as per provisions of law.

Copies of Documents to be submitted along with the Applications-

1. HSC Examination/ 10th Standard pass Board Certificate (Self attested photo copy)
2. HSC Examination/ 10th Standard pass Mark Sheet (do)
3. +3/ Equivalent Exam Pass University Certificate (do)
4. +3/ Equivalent Exam Pass University Mark sheet (do)
5. Computer Proficiency Certificate (do)
6. Domicile Certificate (do)
7. Two Self attested pass port size colour Photograph
8. Two Self addressed envelopes affixing postal stamp of Rs. 22/- each
9. Character Certificate from One Gazetted Officer.
10. No Objection Certificate (in case of applicant in employment) (Self attested photo copy)

The Authority reserves all rights to reject or accept any or all applications and cancel the Advertisement without assigning any reason thereof.

-Sd-

Member Secretary

Application Format for the Post of Junior Clerk of ATLC

passport size
recent colour
Photograph

1. Name of the Applicant in full
2. Applicant's Father's & Mother's Name
3. Applicant's Husband's Name (In case of married woman applicant)
4. Present Address with PIN, Contact No. & E-mail id
5. Permanent Address with PIN
6. Gender
7. Age (As on 01.01.2021 as per 10th Class Board Certificate)
8. 10th Class Roll No. with Year of Pass - (As recorded in Board Certificate)
9. Total Marks, Marks secured in 10th Board Exam and Percentage
10. +3/ any other equivalent Exam Roll No. with Year of Pass (As per University Certificate)
11. Total Marks, Marks Secured in +3/ any other equivalent Exam & Percentage
12. Whether passed, minimum 7th Class Examination in Odia
13. Qualification in Computer Proficiency

Declaration

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

Place: _____

Date: _____

Signature of the Applicant