

OFFICE OF THE

REGULATED MARKET COMMITTEE, JAGATSINGHPUR

At- Gopalsagar, P.O/Dist- Jagatsinghpur-754103

NO: 379.....

DATE: 04-04-25.....

RECRUITMENT NOTICE

Applications are invited from eligible candidates for the single post of Junior Clerk at RMC, Jagatsinghpur. Interested candidates can visit <https://jagatsinghpur.odisha.gov.in> to download the Application Form alongwith detailed advertisement. Candidates must submit their application along with relevant documents to the Secretary R.M.C., Jagatsinghpur through speed post only.

Important dates		
Event	Start Date & Time	End Date & Time
Submission of Application	Dt. 05.04.2025 / 10.00A.M	By 5.00 P.M on or before Dt.21.04.2025

[Handwritten Signature]
04/4/25

Sub-Collector-Cum-Chairman,
R.M.C., Jagatsinghpur

Memo No. 380 // Dated. 04-04-25 //

Copy forwarded to the Notice Board of Sub-Collector, Jagatsinghpur/ All BDOs/ All Tahasildars/ All CDPOs/ Jagatsinghpur Municipality/ ARCS, Jagatsinghpur/ District Office Notice Board for wide publication.

[Handwritten Signature]
04/4/25

Sub-Collector-Cum-Chairman,
R.M.C., Jagatsinghpur

Memo No. 381 // Dated. 04-04-25 //

Copy to DIO, NIC, Jagatsinghpur with a request to hoist the said notice in District Website for wide circulation.

[Handwritten Signature]
04/4/25

Sub-Collector-Cum-Chairman,
R.M.C., Jagatsinghpur

**OFFICE OF THE REGULETED MARKET
COMMITTEE, JAGATSINGHPUR**

**At-Gopalsagar, Po/Dist:- Jagatsinghpur,
Pin-754103**

ADVERTISEMENT

No. 379

Dt. 04/04/25

Applications in the prescribed format given below are invited from the desirous candidates to fill up one Junior Clerk post under Group- 'C' cadre in the Regulated Market Committee, Jagatsinghpur as per Method of Recruitment and Conditions of Service of Govt. of Odisha.

CATEGORY WISE VACANCY POSITION

Sl. No	Categories of post	UR	SEBC	SC	ST	Total Nos. of Posts
01	Junior Clerk	1	-	-	-	1

SCALE OF PAY AND PAY MATRIX LEVEL:

Scale pay Rs.19,900.00 – Rs.63,200.00, Pay Matrix level 4, cell-I of ORSP Rules, 2017
(Subject to as per decision of Market Committee & OSAM Board)

1. Eligibility of the candidates:-

The candidate shall

- (i) Be a citizen of India, and must belong to Jagatsinghpur district only.
- (ii) Be over 21 years of age and below 38 years of age as on the last date of receipt of applications.
 - Date of birth as recorded in the HSC certificate issued by the Board of Secondary Education, Odisha or equivalent certificate issued by any recognized Board/Council/Indian University shall only be accepted.
 - The candidate must have the prescribed minimum educational qualification as on the closing date of submission of application.
 - The upper age limit is relaxable by 5 years for the candidates belonging to SC/ST/SEBC/Women category.
 - The upper age limit is also relaxable by 10 years in case of Persons with Disabilities (PWD).

- The upper age limit is relaxable by the total period of service rendered in defence service in case of Ex-Servicemen. The persons in Defence Service having more than six months to retire or to be discharged from service as on the last date of the submission of application are not eligible to apply for the post. Provided that those Ex-Servicemen who have already secured regular employment under the State Government in civil post and services would be permitted the benefit of age relaxation as admissible for Ex-Servicemen for securing another employment in any
- (iii) Be able to speak, read and write Odia and have passed at least a test in Odia equivalent to the M.E standard.
 - (iv) Be of good character,
 - (v) Be of sound health, good physique and free from organic defects or bodily infirmity,
 - (vi) Not have more than one spouse living, if married,
 - (vii) There should not be any criminal proceeding pending against him / her till date.
 - (viii) Government servants, whether temporary or permanent, are eligible to apply provided that they possess the requisite qualification and are within the prescribed age-limit. They must inform their respective Heads of Office in writing regarding submission of their applications for this recruitment and obtain "**No Objection Certificate**".
 - (ix) He / She must have registered his / her name in an Employment Exchange.

2. **Educational qualification for the posts of Junior Clerk:**

The candidate

- (i) Shall have passed at least +3 examination certificates or such other qualification as equivalent to +3 examination of a recognized University, as the case may be.
- (ii) Must have passed at least Post Graduate Diploma in Computer Application from a recognized institute with knowledge of Computer Skill.
- (iii) A minimum of 60 % marks is required from matriculation (10th grade) through graduation or equivalent.

3. **Scheme of Examination:**

There shall be an examination on the following subjects for the post of Junior Clerk:-

Written Test

Subject		Maximum Marks	Duration of Examination
Part-I (Written Test)	English	10	60 minutes
	Odia	10	
	Math	10	
	General Knowledge	10	
	Computer Knowledge	10	
Part-II (Practical)	Basic Computer Skill Test	30	30 minutes
Part-III	Viva-Voce Test	20	--
Total Marks		100	

- 0.50 marks will be deducted for each wrong answer.

Maximum 20 nos. of successful candidates in the written examination shall be called for the test of Computer Skill Test (Practical) and the candidates qualified Computer Practical Skill Test (Maximum 10 nos. of candidates) shall be called for Viva-voce Test for the post of Junior Clerk.

N.B. - No travelling allowance is admissible to the candidates. Date of Examination shall be intimated to the eligible candidates in due time.

In case, large number of applications received, the candidates will be shortlisted on the basis of academic career and relevant experience. Only shortlisted candidates will be called to appear for written test.

- The candidates having experiences on official work will be given preference during Viva-Voce.

4. **Syllabus for the examination shall be as follows:**

A. **Written Examination**

(i) **Sub: English**

Active Voice and Passive Voice, Parts of Speech, Transformation of Sentences, Direct and Indirect Speech, Punctuation and Spellings, Words meanings, Vocabulary & Usage, Idioms and Phrases, Fill in the Blanks etc.

(ii) **Sub: Odia**

Transformation of sentences, Interrogative, Complex, Affirmative, Negative, Exclamatory, Simple, Compound, Transformation of words (noun to adjective and adjective to noun), Antonyms and Synonyms, Correction of common errors in words, Idioms and Phrases, Sandhi, Samasa, Taddhita and K.rudanta etc.

(iii) **Sub: Math**

Vulgar fractions and Decimals, HCF & LCM, Simple and compound practice, percentage, profit and loss, mixtures, partnership, average, Rates and Taxes, insurance, square and cubic measures, Problems on time & work and on time and distance, Number system, Ratio and Proportion, Statistics etc.

(iv) **Sub: Computer Knowledge**

MS Windows: Introduction of Windows

MS Office: MS Word, MS PowerPoint, MS Excel & MS Access

(v) **Sub: General Knowledge**

Knowledge of current events and such other matters of every day observations and experience as may be expected from an educated person.

Note: - (a) The standard required of a candidate shall be equal to that of +3 Examinations conducted by a recognized University.

(b) Written exam will be held for 50 Marks (MCQ type in OMR system) in one paper and Practical Computer Skill test of 30 Marks.

B. **Computer Skill Test (Practical):-**

Windows Operating System: To test some of the following basic system operations on file/folders, create, rename, Copy/Cut/Paste, Delete, and using the clipboard,

MS Word: A paragraph in MS Word incorporating some of the tools like: Editing and formatting text and graph. Page and Paragraph set up, Inserting pictures and WordArt.

MS Excel: A problem in a spreadsheet related to some of the tools given below to be tested during the examination. Formatting cells and data, Functions, and Formulae (Relative, absolute, and Mixed reference. A paragraph (English or Odia) will be given which is to be typed by the candidate to ascertain the typing speed and accuracy.

C. **Viva-voce Test:-**

To test and access the suitability of a candidate for the post with reference to alertness, general outlook, potential qualities & experience.

5. **EXAMINATION FEE**

The candidate are required to deposit examination fees of Rs.100/- (Repees one hundred) only through Demand Draft (DD) only in Favour of Secretary, R.M.C., Jagatsinghpur payable at Jagatsinghpur.

6. **Documents to be submitted along with the application:**

The candidate is required to submit his / her applications being duly filled in and signed by his / her own hand furnishing the required particulars as per the **Format- A** along with the following documents.

The candidates who are in Govt. employment are required to apply through proper channel and submit their self- attested copy of “**No objection certificate**” from the employer.

- (i) Self-attested copy of certificates and mark sheets of HSC, +2 & +3 examinations or equivalent thereto of a recognized Board, Council or University, showing the date of birth of the candidate.
- (ii) Self-attested copy of certificate showing at least to have passed PGDCA from a recognized institute.
- (iii) Two character certificates issued by two different **Gazetted Officers/Medical practitioner / Sarpancha etc.** (The names and designation of the Issuing Authority are to be mentioned).
- (iv) Four numbers of self- signed recent passport size photographs (excluding the photograph pasted on the Application form).
- (v) Three self-addressed envelopes duly affixed with postage stamp of Rs.42/- on each for despatching of call letters by Regd. Post / Speed Post.
- (vi) A self declaration to the effect that he/she has no more than one spouse living, if married.
- (vii) Copy of self attested valid Employment Exchange Registration Certificate / Card.
- (viii) Copy of self attested “**Conversion Certificate**” for the candidates who awarded with grade/cgpa marks instead of percentage of marks.
- (ix) Copy of the Resident Certificate issued by the competent authority.

7. **Last Date of Receipt of Application.**

Application along with the required documents and self-attested copies of certificates duly signed by the candidates shall be sent by Speed Post only so as to reach in the Office of Regulated Market Committee, Jagatsinghpur, At- Gopalsagar, Po/Dist- Jagatsinghpur, Pin-754103 **by 5.00 P.M on or before 21.04.2025** positively.

The application received beyond the date and time shall be summarily rejected.

The candidates are required to mention Application for the post of Junior Clerk in **CAPITAL LETTERS** on the top of the envelope containing their application.

N.B:

Apart from the above, the candidates are required to submit the application following the guidelines as enumerated below: -

- (1) The candidates are required to submit their applications duly filled in and signed by their own hands furnishing the required information as per the prescribed format in Form No. 'A'. The candidates who are in government employment are required to apply through proper channel.
Application received without full signature of the applicant shall be summarily rejected.
- (2) All copies of certificates / testimonials shall be signed by the candidate certifying it to be true copy of document.
- (3) The applications, if found defective / incomplete in any respect or non-compliance of any of the requirement mentioned in the advertisement, shall be rejected summarily.
- (4) If any information furnished in the application found false or incorrect, the candidature shall be summarily rejected
- (5) Canvassing in any form shall be a disqualification of candidature.
- (6) The originals of the all certificates are to be produced by the candidates at the time of viva-voce Test for Verification.
- (7) The Regulated Market Committee, Jagatsinghpur has got right to revoke the advertisement/cancel the recruitment process/cancel any application without assigning any reason thereof at any time without prior notice.
- (8) The decision of the Regulated Market Committee, Jagatsinghpur as to the result of the examination shall be final and in no case shall be liable to be challenged.


**Sub Collector-cum-Chairman,
R.M.C., Jagatsinghpur**

(FORM - A)

FORMAT OF APPLICATION

Self-
attested
passport
size
photograph

POST APPLIED FOR: - JUNIOR CLERK

1. Name of the Candidate
(In Capital Letters):
2. Father's/Husband's Name:
3. Sex (Male/Female):
4. Marital status (Married / Unmarried):
5. Permanent Address:
(In Block Letters with Pin Code Number)
6. Present Address:
7. (a) Date of Birth: (b) Age as on 21.04.2025:.....Years.....Months.....days
8. Educational Qualification (Attach self-attested copies of certificates)

Name of the examination passed	Name of the Board/University	Year of passing	Total Marks	Aggregate marks secured	Grade / Division	% of marks secured
H.S.C						
+2 Arts/Commerce/ Science or equivalent						
+3 Arts/Commerce/ Science or equivalent.						
PGDCA						

9. Category(Cast) :
10. Religion:
11. Nationality:
12. Employment Exchange Registration No.:
13. Attach two Character Certificates issued by two different Gazetted Officers / Medical Practitioners / Sarapanch etc. (mention name, designation of the officers).
14. Valid Mobile No. (WhatsApp), if any:
15. Valid Email :

Declaration

I do hereby solemnly affirm and state that, the information submitted above is true to the best of my knowledge and belief. If any information furnished found to be incorrect / false at any stage, my candidature may be rejected without assigning any reason.

Date:

Place:

(Signature of the Candidate)