

**STATE ELECTION COMMISSION, ODISHA,
TOSHALI BHAWAN, B-2, 1ST FLOOR, SATYANAGAR,
BHUBANESWAR-751007
E-MAIL ID-sec.odisha@gov.in
WEBSITE- www.secodisha.nic.in**

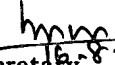
No.Estt.58/2017/ 6561/SEC

Date: **17.08.2017**

Applications are invited from eligible candidates for the following post to be appointed on contractual basis.

Sl. No.	Name of the Post	No. of Post	Category	Remuneration Per Month
1.	Peon (Group-D)	01 (one)	UR	Rs.4,750/- + Grade Pay of Rs.1,700/-

The detail information regarding eligibility criteria, Application Form, conditions & mode of selection etc. can be obtained from Commission's website: www.secodisha.nic.in (under **Notice and Circular** link). The last date for receipt of application through Regd. Post/ Speed Post/Courier is **5.00 P.M.** of **08.09.2017** and no application will be received by hand. Applications received after due date shall be rejected.


Secretary 17/8/17

**STATE ELECTION COMMISSION, ODISHA,
TOSHALI BHAWAN, B-2, 1ST FLOOR, SATYANAGAR,
BHUBANESWAR-751007**

No. **6561**/SEC.,
Estt.58/2017

Date: **17.08.2017**

Application in prescribed format (attached below) are invited for filling up of one post of Peon (Group-D) belonging to UR category in the State Election Commission, Odisha by way of direct recruitment on Contractual basis with consolidated remuneration of Rs.4750/- and Grade pay of Rs.1700/- per month.

A. Eligibility:

1. The candidate must be a citizen of India
- 2.(i) **Age:** Must not be below the age of 18 years and above 32 Years of age as on 01.01.2017.
- (ii) **Upper age relaxation:** 5 years in case of the Candidates belongs to SC, ST, SEBC, Women categories. 10 years for PWD candidates & total period of service rendered in Defence Forces in case of Ex-servicemen.
PWD candidates in the ST & SC category shall be entitled to avail cumulative age relaxation of ten years over & above the normal relaxation specified for the category.
For in services Contractual employees, relaxation of upper age limit up to 45 years as on 01.01.2017 shall be allowed as per provisions contained in the concerned Rules Notified by the G.A. Department.

3. **Minimum Educational Qualification:** The Candidate must have passed an examination up to Middle English Standard (Class-VII) & must be able to read, write and speak Odia.
4. Be physically fit to be supported by a Medical Certificate from a Medical Officer of a recognized medical institution.
5. Submit a declaration to the effect that he is not prosecuting studies in any educational institution.

B. Conditions of Service:

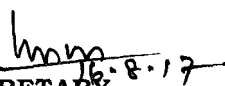
1. Appointment is Contractual initially to be guided by the Odisha Group-"C" and Group-"D" (contractual appointment) Rules, 2013 notified by the G.A. Department Notification No. 32010-GAD-SC-Rules-0009-2013/Gen., dated 12th November, 2013.

C. Selection Procedure:

1. The candidates having experience of working in Government offices/Public Sector organizations will be given preference as per General Administration Department Notification No.32010-GAD-SC-Rules-0009-2013/Gen., dated 12th November, 2013. The Orissa State Election Commission (Method of Recruitment and Conditions of Services of Staff) Rules, 1996 and Amendment Rules, 2015 shall also be followed.
2. Only eligible & short listed candidates shall be called for an interview after a screening process.
3. The authority competent reserves the right to cancel/republish the advertisement or cancel/postpone the process of recruitment at any point of time without assigning any reason thereof.
4. The list of applicants and short listed candidates will be available in the Commission's website.

D. Important:

1. The Commission reserves the right to relax the age in case of eligible candidate having experience.
2. Interested candidates may apply to the undersigned in the prescribed format given below along with 2 nos. of recent passport size photograph self attested.
3. Last date for receipt of application by Regd. Post/Speed Post/Courier is **5.00 P.M. of 08.09.2017**.
4. No application will be received by hand.
5. **Applications received after due date or incomplete shall not be entertained and liable to be rejected.**
6. The envelope containing the Application Form in prescribed format shall be super-scribed with the word "**Application for the Post of Contractual Peon**".


SECRETARY

FORMAT

Recent
Passport size
photograph
must be affixed

1. Name of the applicant (In block letters):
2. Father/Husband's Name:
3. Date of Birth: _____ (Self attested copy of evidence to be attached).
4. Permanent Address:
5. Present Address:
6. Educational Qualification: (Self attested copies of certificate in support of Education to be attached).
7. Experience: If any (Self attested copy of the certificate issue by the competent authority with seal, signature, letter number and date of the office concerned to be attached).
8. Caste Certificate: If any (Self attested copy of certificate issued by the competent authority is to be attached).
9. Employment Registration. No. _____ (If available).
10. List of Documents enclosed.
 - (i).
 - (ii)
 - (iii)
 - (iv)
 - (v)
 - (vi)

DECLARATION

Certified that all the particulars mentioned above are correct & true to the best of my knowledge & belief.

Full Signature of the Applicant

Date:
Place: