

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 – atlcbbbsr_08 @ yahoo.com

No. 439 /ATLC, Bhubaneswar, dated. 02/09/2014

Term of Reference for Recruitment of Personnel for different Posts

Applications are invited from eligible candidate for Recruitment of the following posts in Academy of Tribal Languages and Cultures, Odisha, Bhubaneswar.

1. Posts

| Sl. No. | Name of the Existing Vacancies | Category | Vacancy Position | Scale of Pay |
|---------|--------------------------------|----------|------------------|------------------------|
| 1 | 2 | 3 | 4 | 5 |
| 1 | Clerk-cum-Typist | U/R | 1 | 5200-20200 PB-2000 |
| 2 | Peon | ST | 1 | 4440-7440 IS-1400/1600 |

2. The vacant posts against existing vacancies are purely temporary and can be terminated at any time without assigning any reason thereof.

3. Eligibility Criteria:-

- a. He/ She must be a citizen of India.
- b. He/ She must be between the age of 21 to 32 years as on 1st January, 2014.
- c. The upper age limit is relaxed for five years in case of candidates belonging to ST/SC and women category, and three years for SEBC category ten years for Physically Handicapped category and age relaxation as admissible to Sports Person/ Ex-Military Person shall be given.
- d. He/ She must possess a good character.
- e. He/ She must not have more than one spouse living.
- f. He/ She must be able to speak, read and write Odia. In case of post of Peon He/ She must have passed Class-VII examination with Odia as a language subject. In case of Clerk He/ She must passed HSC examination or equivalent examination with Odia as the medium of examination in non-language subject.
- g. For post of Clerk He/ She must passed certificate course in Computer Programme and expertise both in English and Odia DTP.

4. Essential Qualifications

- a. **Clerk-cum-Typist:-**
 - (a) Graduate in any discipline from any recognized University.
 - (b) Computer literacy is compulsory, having command both in Odia & English typing.
 - (c) Preference will be given to Person having work experience in office management and book keeping, essentially in establishment dealing with Tribal related issues.

- b. **Peon:-**
- (a) At least class-VII passed from Board of Secondary Education, Odisha having able to communicate read and write in Odia.
- (b) Preference will be given to candidates having work experience in dealing tribals and managing Hostels for tribals.
- Eligible candidates shall be selected through Viva-Test by an expert committee.
 - The Candidates should be present to produce their Original Certificates for verification at the time of Interview failing which his/ her applications shall be cancelled.
 - No TA/ DA is allowed for the purpose.
 - The application should be accomplished with following documents:-
 - a. Self attested Xerox copies of Certificates of all Examination and mark sheets.
 - b. Recent Caste Certificate from the Competent Authority in case of SC/ST/SEBC.
 - c. Two self attested passport size photographs.
 - d. Two self addressed envelopes affixing postal stamp of Rs. 6/-.
 - e. Self attested Xerox copies of experience and other qualifications.
 - f. Character Certificate from a Gazetted Officer.
 - 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 18/09/2014.
 - At the top of the envelop it should be superscribed in Red Ink. **Application for the Post of....** (Clerk-cum-Typist/ Peon).
 - The undersigned reserves the right for rejection of application (any or all) and cancellation of advertisement without assigning any reason thereof.

Sd-
Member Secretary