

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

No. 684 /SEC

Date: 22/1/2014

Applications in prescribed format are invited for filling up of two posts of Peon (Group-D) belonging to SEBC category in the State Election Commission, Odisha by way of direct recruitment on Contractual basis with consolidated remuneration of Rs.4750/- per month and Grade pay to be decided later on.

A. Eligibility:

1. The candidate must be citizen of India.
2. Candidate must have attained the age of 18 years and must not be above the age of 37 Years as on 01. 01. 2014. (This includes five years age relaxation applicable to SEBC candidates).
3. 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:

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 duly attested.
3. Last date for receipt of application by Regd./Speed Post/Courier is 5.00 P.M of **07.02.2014**.
4. No application will be received by hand.
(Applications received after due date or incomplete shall not be entertained and liable to be rejected).
5. The envelope containing the Application Form in prescribed format shall be super scribed with "**Application for the Post of Contractual Peon**".

C. Selection Procedure:

1. The candidates having experience in working in Government offices/ Public Sector organizations will be given preference as per General Administration Department Notification No.32010/Gen. dated.12.11.2013.The Orissa State Election Commission (Method of Recruitment and Conditions of Services of Staff) Rules, 1996 will also be followed.
2. Only eligible & short listed candidate 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.


SECRETARY

FORMAT

1. Name of the applicant (In block letters):
2. Father / husband's Name:
3. Date of Birth: _____ (Attested copy of evidence to be attached).
4. Permanent Address:
5. Present Address:
6. Educational Qualification: (Attested copies of certificate in support of Education to be attached).
7. Experience: If Any (Attested copy of the certificate issued by the competent authority with seal, signature, letter number and date of the office concerned to be attached).
8. SEBC Caste Certificate: (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).

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: