

**ADVERTISEMENT FOR APPOINTMENT/ENGAGEMENT OF  
DIFFERENT POSTS IN APPELLATE AUTHORITY**

**A/118, Nilakantha Nagar, Paribesh Bhawan, Unit-VIII, Bhubaneswar, 751012, Odisha**

Applications are invited in the prescribed format from interested candidates for filling up of different posts as detailed below in the Appellate Authorities constituted under the Water (P.C.P) Act, 1974, Air (P.C.P) Act, 1981 & Bio-medical Waste (M & H ) Rules, 1998.

2. Details of posts:-

Sl. No	Name of the Post	No. of post	Scale of pay (in Rs.)	Category of Post	Mode of Recruitment
1.	Senior Assistant/Cashier	1(one)	9300-34800 +GP4200/-	General	Open Advertisement
2.	Personal Assistant(with Type, Short Hand & Comp. knowledge)	1(one)	9300-34800 +GP4200/-	General	-DO-
3.	Security & Key duty	1(one)	As per contract	N.A	To be Outsourced through Service Provider
4.	Sweeper	1(one)	As per contract	N.A	-DO-

3. The interested candidates for the posts as at Sl. No. 1 & 2 are to submit their applications in the prescribed format to the undersigned within 15 days from the date of publication of the advertisement along with attested copies of the required documents viz, (a) Certificate showing date of birth (Not below 18 years as on date of application, however age relaxation applicable to different category as per Government regulation), (b) Educational Qualifications with mark sheet (c) Residential certificate (d) Experience certificate, if any. No T.A. D.A. is admissible for attending the written tests/interview.

4. For the posts as at Sl. No. 3 & 4, the interested service providers are to submit their offers to the undersigned within 15 days from the date of publication of the advertisement along with the required copies of the documents as per the Finance Department O.M. NO. 49134/F Dated-29.11.2010.

5. The application format and other relevant details like minimum qualifications and experience for the posts are available in the office of the Appellate Authority as well as in the website of Appellate Authority [www.orienvappellateauthority.nic.in](http://www.orienvappellateauthority.nic.in).

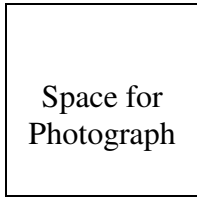
6. Application received beyond the dateline and incomplete will not be taken into consideration and are summarily rejected.

By order of the Chairman

Sd/-  
Designated Officer

**APPLICATION FORM FOR POSTS IN THE APPELLATE AUTHORITY**

1. **POST APPLIED FOR**- Senior Assistant/Cashier or  
Personal Assistant (with Typing & Computer knowledge)



- 2. Name of the Applicant:  
(in Capital letters)
- 3. Father's/ Husband's Name:
- 4. Date of Birth:
- 5. Age as on 01.01.2012:
- 6. Sex:
- 7. Caste: (General/OBC/SC/ST):  
(Caste certificate to be attached)
- 8. (a) Domicile-  
(b) Present Address with Tel. No:  
(c) Permanent Address:  
(Residential certificate to be attached)
- 9. Languages (Read/Write/Speak):
- 10. Educational Qualifications:

Qualification	Degree/Diploma	Name of the School/ College	Year of Passing	Marks Secured with % of marks and Division	Remarks
HSC					
Intermediate					
Graduate					
Post Graduate or any other higher qualification					
Computer Course					
Typewriting and short hand					

- 10. Employment Record, if any (Certificates from the present and previous employers to be attached)  
Total year of experience
  - (a) Present Employment (if any)
  - (b) Previous Employment (if any)(Addl. Sheets may be used; if required)

**NB:** (1) Copies of all certificates & mark sheets, residential certificates, experience certificates and a passport size photograph attested by a Gazetted Officer are to be attached along with the application form.

(2) The engagement is purely temporary and will be governed by the Government of Odisha Rules & Regulations issued from time to time. The selected candidates will be engaged after obtaining an Undertaking in prescribed pro-forma for one year and it will be extended from time to time considering his performance or otherwise the engagement will be terminated.

(3) The candidates should mention the “**APPLICATION FOR THE POSTS OF -----**” on the cover of the envelope and application should contain a self-addressed & stamped envelope.

(4) Application without proper format and required attested copies of relevant documents shall be rejected.

**DECLARATION**

I do hereby declare that the particulars furnished by me in this form are true to the best of my knowledge and belief. In case they are found false, my candidature shall be liable for rejection.

Date:  
Place:

Signature of the candidate

## **Eligibility of the Candidates for Regular Posts to be filled up by open Advertisement**

### 1. Senior Assistant/Cashier - 1(one) - 9300-34800/-+GP4200/- (General)

- (i) The post of Senior Assistant/Cashier shall be filled up through a written test and interview.
- (ii) Minimum Qualification:
  - (a) Graduate or equivalent examination of a recognized University
  - (b) Post Graduate Diploma in Computer Application or equivalent examination of a recognized University/Institution.
  - (c) Must be able to speak, read and write Odia and have passed a test in Odia equivalent to M.E standard.
  - (d) Must be a good character
  - (e) Must be sound health, good physique and free from organic defects or bodily infirmity
  - (f) Must have not more than one spouse living, if married
- (iii) Experiences: Must have 5 years of experience in handling cash & accounts and in office management.
- (iv) Age:-18 - 32 years as on 01.10.2012

### 2. Personal Assistant (with Type & Computer knowledge)-1(one) -9300-34800/-+GP4200/- (General)

- (i) The post of Personal Assistant shall be filled up through a written test and interview.
- (ii) Minimum Qualification:
  - (a) Graduate or equivalent examination of a recognized University
  - (b) Post Graduate Diploma in Computer Application or equivalent examination of a recognized University/Institution.
  - © Must be able to speak, read and write Odia and have passed a test in Odia equivalent to M.E standard.
  - (d) Must be a good character
  - (e) Must be sound health, good physique and free from organic defects or bodily infirmity
  - (f) Must have not more than one spouse living, if married
  - (g) The candidates shall possess minimum speed of 80 words in Shorthand and Typing with 40 words in Type writer and 1000 bytes in Computer per minute.
- (iii) Experiences: Minimum of 5 years of experience in relevant fields.
- (iv) Age: 18 - 32 years as on 01.10.2012