

OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE, NUAPADA

Letter No 19011 /Estt. I Dated 13.12.2021

To

The Executive Officer, Zilla Parishad, Nuapada  
The Sub-Collector, Nuapada  
The Project Director, Watersheds, Nuapada  
All Tahasildars/Block Development Officers/CDPOs of Nuapada Dist  
The District Social Welfare Officer, Nuapada/Dist Social Security Officer,  
Nuapada/District Welfare Officer, Nuapada/District Panchayat Officer,  
Nuapada/District Small Saving Officer, Nuapada/Civil Supplies Officer,  
Nuapada/District Information & Public Relation Officer, Nuapada/Deputy  
Director, DPMU(P&S), Nuapada/District Employment Officer,  
Nuapada/DI&PRO, Nuapada/District Culture Officer, Nuapada/District  
Tourist Officer, Nuapada/Superintendent of Excise, Nuapada/Chief District  
Veterinary Officer, Nuapada/Chief District Medical & Public Health Officer,  
Nuapada/Drugs Inspector, Nuapada/District Education Officer,  
Nuapada/Chief District Agriculture Officer, Nuapada/ Asst. Registrar of Co-  
operative Societies, Nuapada/Executive Engineer, RWS & S,  
Nuapada/Khariar/Executive Engineer, Rural Works Division,  
Nuapada/Khariar/Superintending Engineer, Jonk Irrigation Division,  
Nuapada/Nuapada Irrigation Division, Nuapada/ Superintending Engineer,  
R & B Division, Khariar/Minor Irrigation Division, Nuapada/Special Land  
Acquisition Officer, LIIP, Khariar/Project Director (R&R), LIIP, Khariar/Chief  
Construction Engineer, LIIP, Khariar/ General Manager, DIC, Khariar  
Road/District Labour Officer, Khariar Road/Asst. Director, Horticulture,  
Khariar/Divisional Forest Officer, Sunabeda Wild Life, Nuapada/KL,  
Khariar/Territorial, Khariar/District Treasury Officer, Nuapada/District Audit  
Officer, Local Fund, Nuapada/CTO, Khariar Road/Head Master, Govt.  
SSD High School, Sialati/Darlipada/Boden/Govt. SSD Girls High School,  
Kotenchuan/Principal Govt. SSD Higher Secondary School,  
Dharambandha/Principal, Polytechnic College, Nuapada/ITI, Khariar  
Road/Khariar/Model Degree College, Khariar/DRC, Nuapada.

Sub: Transmission of proposal of eligible Group-D employees having HSC or equivalent qualification for promotion to the post of Junior Assistant..

Sir/Madam,

With reference to the subject cited above, I am to intimate that as per rule 8 of Odisha Ministerial Services(Method of Recruitment and Conditions of Service of Junior Assistants, Senior Assistants and Section Officers in the District Offices and offices Sub-ordinate thereto) Rules, 2019, 10 % of the vacancies in the post of Junior Asst. in the district will be filled up by way of promotion from among the eligible Group-D employees of the district offices on the basis of recommendation of Departmental Promotion Committee. The criteria for promotion of Group D employee to the post of Junior Clerk is as follows:

1. He/she must have given willingness to the effect in writing
2. He/she must have completed minimum of 10 years of continuous service
3. He/she must have passed the Matriculation or equivalent examination.
4. He/she must have a clean career of services.

You are therefore requested to furnish the list of eligible Group-D employees as per criteria mentioned above along with the service particulars in the enclosed proforma in respect of your establishment including sub-ordinate establishment under your control to this office. The recommendations shall not be entertained without countersignature of the Head of Office. The line Deptt. Officials are requested to communicate this letter to their parent office/next higher authority if they are not appointing authority and they are not appropriate authority to sponsor the names. The designation of appointing authority and Department may please be mentioned in the recommendation letter so as to enable to this office for sponsoring the selected candidates for issue of appointment order

The recommendation along with required application and service particulars of the Group-D employees should be reach office on or before 18/12/2021 in close cover. The recommendations received beyond dateline or incomplete in any aspect will not be taken into consideration.

A sample copy of the proforma and willingness are enclosed for reference.

Yours faithfully,

  
Addl. District Magistrate,  
Nuapada.

Memo No. 12012 /Date. 13.12.2021

Copy to all Deputy Collector/Asst. Collector of Collectorate, Nuapada/ Land Acquisition Officer, Nuapada/PA to Collector/Steno to ADM, Nuapada for information and necessary action. They are requested to intimate all Group-D employees working under their control.

  
Addl. District Magistrate,  
Nuapada.

Memo No. 12013 /Date. 13.12.2021

Copy to Notice Board of Collectorate, Nuapada for information all concerned.

Copy to DIO, NIC, Nuapada for information and necessary action. He is requested to hoist this letter along with enclosures for wide information of all concerned.

  
Addl. District Magistrate,  
Nuapada.

APPLICATION FOR RECRUITMENT OF GROUP-D EMPLOYEE TO THE POST OF  
JUNIOR ASSISTANT BY THE WAY OF PROMOTION FOR THR YEAR 2020.

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1. Name of the Group D employee  
(in capital letter)
2. Designation
3. Permanent address
4. Present address
5. Date of birth as per Service Book  
(Xerox copy of Service Book attached)
6. Age as on 01.01.2021
7. Date of entry into Govt. regular service
8. Length of service as on 01.01.2021
9. Present scale of pay (Level) as per  
ORSP Rules 2017
10. Present pay with Cell No.
11. Whether any Disciplinary Proceeding/Vigilance Case/  
Criminal Case is pending or not

Signature of the applicant

CERTIFICATE

- This is to certify that
1. The particulars furnished Sl. No. 01 to 11 by the applicant (Group-D employee) has been verified with reference to Service Book and found correct.
  2. I have gone through the Service Book on the basis of entries therein and consider him/her to be clean career service holder.
  3. No CBI/Vigilance/Departmental Proceeding is pending against the applicant.
  4. Vacancy position of Junior Clerk for the year 2020.
  5. \_\_\_\_\_ nos. of posts requisition filed to OSSSC, Bhubaneswar for sponsoring the suitable candidate for appointment in the post of Junior Clerk.
  6. \_\_\_\_\_ nos. Junior Clerk posts are lying vacant after deduction of requisition filed to OSSSC, Bhubaneswar for promotion of Group-D employees

Signature of the Head of Office with seal

**NB :** The information from Sl. 4 to 6 are not required for  
Head of offices under administrative control of Revenue Administration, Nuapada.

Willingness

I Sri/Ms \_\_\_\_\_ S/O-W/O- \_\_\_\_\_ of  
village \_\_\_\_\_ PO \_\_\_\_\_ Dist \_\_\_\_\_ is  
working as \_\_\_\_\_ in the office of \_\_\_\_\_ do  
hereby give my willingness to take part in the recruitment process by the way of  
promotion of Group-D employee to the post of Junior Assistant & I will join in any  
office appoint in the promotional post of i.e Junior Assistant in the event of my  
selection in the recruitment process.

Signature of the Applicant

Countersigned

Signature of Head of Office with seal