

## कृषिरत महिला अनुसंधान निदेशालय

### Directorate of Research on Women in Agriculture

(भारतीय कृषि अनुसंधान परिषद) (Indian Council of Agricultural Research)

कलिंग स्टुडिओ के सामने, Opp. Kalinga Studio,

डाकघर - बरमुन्डा, भुवनेश्वर - 751 003 (ओडीशा) भारत

P.O. Baramunda, Bhubaneswar - 751 003 (Orissa) INDIA

<http://www.drwa.org.in>

### **ADVERTISEMENT No. 03 / 2009**

Applications are invited for the following temporary posts but likely to be continued at Directorate of Research on Women in Agriculture (DRWA), Bhubaneswar.

1. Name of the post	: <b>STENOGRAPHER GRADE III</b>
2. No. of post	: 01 (ONE)
3. Scale of pay	: PB-1: Rs.5200-20200/- plus Grade Pay: Rs. 2400/-
4. Qualification	: <b><u>Essential Qualification:-</u></b> Matriculation or its equivalent. <b><u>Professional efficiency:-</u></b> The candidates will be given one dictation test in English or in Hindi at 80 w.p.m. for 10 minutes. The candidates who opt to take the test in English will be required to transcribe the matter in 65 minutes and the candidates who opt. to take the test in Hindi will be required to transcribe the matter in 75 minutes. <b><u>Desirable Qualification:-</u></b> Knowledge of Computer applications.
5. Age limit	: 18-27 years SC/ST/OBC/Others will be given age relaxation as per rules.
6. Reservation	: Unreserved.

1. Name of the post	: <b>LOWER DIVISION CLERK</b>
2. No. of post	: 01 (ONE)
3. Scale of pay	: PB-1: Rs. 5200-20200 plus Grade Pay of Rs. 1900/-
4. Qualification	: <b><u>Essential Qualification:-</u></b> Matriculation or its equivalent. <b><u>Professional efficiency:-</u></b> Proficiency in typewriting at a minimum speed of 30 w.p.m. in English or 25 w.p.m. in Hindi. Candidates who pass the written test of the examination would be required to qualify in a type writing test with a minimum speed of 30 w.p.m. in English or 25 w.p.m. in Hindi as part of the examination. <b><u>Desirable Qualification:-</u></b> Knowledge of Computer application.
5. Age limit	: 18-27 years. SC/ST/OBC/Others will be given age relaxation as per rules.
6. Reservation	: Unreserved

## Terms & Conditions:-

1. The last date for receipt of applications at DRWA is 16/12/2009. Applications received after **last date (16/12/2009)** will not be considered.
2. This Institution will not be responsible for any postal delay.
3. The post is Non-Governmentt under Indian Council of Agricultural Research , New Delhi, but as per rules new Pension Scheme is applicable which is revised by Indian Government from time to time .
4. The post is temporary but in future continuation of this post is possible.
5. Those persons who are already in service may send their application according to rules (Through Proper Channel ) and produce No Objection Certificate (N.O.C.) at the time of interview.
6. Envelope containing duly filled application should be superscribed with "Application for the post of ....."
7. Duly filled in application form alongwith attested true copies should be sent **on or before 16/12/2009** and should reach the Director, Directorate of Research on Women in Agriculture, Opp.. Kalinga Studio, Baramunda Post, Bhubaneswar 751 003.
8. Director, DRWA reserves the right to short-list the candidates for test / interview after due screening of applications.
9. Canvassing in any form will be treated as disqualification.
10. No TA shall be payable for attending the test / interview.
11. Application should be submitted strictly in the prescribed format, only typewritten along with recent photograph, attested copies of testimonials, etc. The applications not submitted as required above shall be summarily be rejected.

**Asstt. Administrative Officer**

**कृषिरत महिला अनुसंधान निदेशालय**  
**Directorate of Research on Women in Agriculture**  
(भारतीय कृषि अनुसंधान परिषद) (Indian Council of Agricultural Research)  
कलिंग स्टुडिओ के सामने, Opp. Kalinga Studio,  
डाकघर - बरमुन्डा, भुवनेश्वर - 751 003 (ओडीशा) भारत  
**P.O. Baramunda, Bhubaneswar - 751 003 (Orissa) INDIA**

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**APPLICATION FORMAT**

Recent  
photograph of  
the candidate

Advertisement No. \_\_\_\_\_

Application for the Post of \_\_\_\_\_

1. Name in full (in Block Letters) :
2. Father's/Husband's name :
3. Nationality :
4. Date of Birth :
5. Age as on closing date of receipt of application, i.e. **16.12.2009** :
6. Sex (Male/Female) :
7. Present address :
8. Permanent Address :
9. Whether belong to SC/ST/OBC/Ex-Serviceman. If yes, state name of caste and enclose attested copy of the caste certificate duly attested by a Gazetted Officer. :
10. Name of the Employment Exchange Registration No. & valid upto :

11. Educational Qualification :

S. No.	Name of the examination	University / Board	Year of passing	Subject passed	Grade. / Division & percentage of marks in aggregate.

12. Typing speed : English: \_\_\_\_\_ w.p.m.  
(copy of the certificate should be enclosed). Hindi : \_\_\_\_\_ w.p.m.

13. Shorthand speed (for the post of stenographers only). English: \_\_\_\_\_ w.p.m.  
(copy of the certificate should be enclosed). Hindi : \_\_\_\_\_ w.p.m.

14. Experience (particulars of all previous and present employment)

S. No.	Name of Employer	Designation	Pay scale / salary	Period		Remarks
				From	To	

15. Any other information the candidate :  
may like to add

16. Declaration :

I do hereby declare that all the statement made in this application are true, complete and correct to the best of my knowledge and belief. I understand and agree that in the event of any information being found false or incorrect / incomplete or ineligibility detected at any time before or after selection / interview, my candidature is liable to be rejected. I shall be bound by the decision of the Director, DRWA, Bhubaneswar.

Place :

Date :

.....  
Signature of the Candidate