



OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE: BHADRAK  
(Establishment Section)

(email-bdk.estt@gmail.com)

No. COLBDK-ESTT-MISC-0051-2023 <sup>\*\*\*</sup> 11165 /Estt Dated 22/12/2023

**NOTICE**

**Sub:- Notice to candidates for verification of documents for recruitment to the post of Junior Assistant and Panchayat Executive Officer(PEO)-2023 under CRE-2023.**

It is hereby informed to the candidates who have been provisionally screened for recruitment of **Junior Assistant & Panchayat Executive Officer-2023** as per the provisional screening list published by the Odisha Sub-Ordinate Staff Selection Commission, Bhubaneswar vide Notification No.718/OSSSC dated 15.09.2023, No.889/ dated 08.12.2023 and No.909/OSSSC Dated 20.12.2023 in respect of Bhadrak district to produce their original documents for verification with reference to their Bio-data and necessary validation thereof as per the following schedule.

**Venue:- Salandi Sabha Gruha, Collectorate, Bhadrak Time:- 10.00 AM onwards**

Date of verification	Candidates allowed
26.12.2023	Roll No- 0362000044 to 0362003501 (50 candidates)
27.12.2023	Roll No- 0362003506 to 0362007896 (50 candidates)
28.12.2023	Roll No- 0362008000 to 0362012303 (50 candidates)
29.12.2023	Roll No- 0362012591 to 0362016479(50 candidates)
<b>Total</b>	<b>200 candidates</b>

**A. List of original documents to be produced by a candidate for verification**

- One ink signed (candidate's full signature) of online application form (Bio-data) with full signature in the declaration/undertaking part.
- Original HSCE pass certificate and mark sheet as proof of age issued by BSE, Odisha. In case a candidate has passed any other equivalent examination such certificate can be accepted provided that equivalence to such examination by BSE, Odisha is produced.
- Original +2 Pass/Intermediate or equivalent Certificate and Mark sheet
- Original +3 Pass/Degree or equivalent Certificate and Mark sheet
- Original Certificate of passing Odia as language subject in the final examination of Class-VII from any school/educational institution of Odisha/Central Govt or passing a test in Odia language in Middle School standard examination conducted by S & ME Deptt, Odisha.
- Original Caste Certificate (ST/SC/SEBC) issued by the Tahasildar. Women candidates belonging to ST/SC category are required to submit original Caste certificates by birth showing ("daughter of....."). Caste certificates by virtue of marriage/adoption are not acceptable at all. In case of SEBC certificate it should have been issued within three years prior to issue of appointment order.
- Original Residence certificate issued by the Revenue Officer/Tahasildar of Bhadrak district only.
- Original ID card and Discharge certificate for Ex-Servicemen candidates. He/she shall submit a declaration that he/she has not availed any re-employment in any Govt organization after his/her retirement/discharge from service.
- Original ID card & Sports person Certificate issued by Sports & Youth Services Deptt, Govt. of Odisha for Sportsperson candidates.
- Original Employment Exchange Registration Card issued by the competent authority.
- Original Disability Certificate(indicating percentage of permanent disability having more than 40% permanent disability issued by the competent authority. PwD candidates shall produce an original



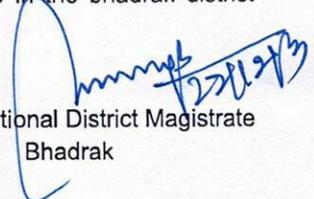
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undertaking to the effect that he/she will appear before a State Appellate Medical Board to examine and certify their disability prior to issue of appointment order.

- xii. Original certificate contractual work experience in any organization in prescribed format at Annexure-II as claimed by the candidate at the time of applying for the post.
- xiii. **Apart from this, all the candidates are directed to bring their original ID card viz. AADHAR/PAN/DL/EPIC etc, two(02) recent Passport size photographs(self attested) similar to the photo in the online application format i.e Bio-Data along with one set photocopy (self attested) of above mentioned documents positively for attending document verification.**

**B. Important points to note:-**

- i. All the candidates shall carry their personal hand sanitizers and proper wearing mask at all times during document verification is a must. Candidates must obey all the Covid guidelines while attending verification.
- ii. Candidates have to attend the verification venue personally on the scheduled date and time. No authorized representatives shall be allowed.
- iii. Candidates shall attend the verification venue at their own cost.
- iv. Candidates will have to sign the undertakings before the Verifying Officer.
- v. If a candidate fails to attend the verification on the scheduled date and time as per this notice, his/her candidature shall not be considered.
- vi. The photo and signature in the Bio-data will be matched with physical appearance & signature to prevent impersonation.
- vii. Any further communication to the candidates shall be made through notice in the bhadrak district portal [www.bhadrak.nic.in](http://www.bhadrak.nic.in).

  
Additional District Magistrate  
Bhadrak

Memo No 11166 /Estt Dated 22/12/ 2023

Copy forwarded to the District Informatics Officer, NIC, Bhadrak for information with a request to upload this notice in the district portal [www.bhadrak.nic.in](http://www.bhadrak.nic.in) for information of all concerned.

Copy forwarded to the CDO-cum-EO, Zilla Parishad, Bhadrak for information.

Copy forwarded to the Addl. EO(Admin), Zilla Parishad, Bhadrak/Deputy Collector, Estt, Collectorate, Bhadrak/District Welfare Officer, Bhadrak/ District Social Security Officer, Bhadrak and District Employment Officer, Bhadrak-cum- Verifying Officers for their information and necessary action.

Copy to Deputy Collector, Nizarat, Collectorate, Bhadrak for information with a request to keep reserve Salandi Sabha Gruha on the scheduled date and time for the above purpose.

Copy to DeGM, Collectorate, Bhadrak for information and necessary action.

Copy to PA to Collector for kind information of the Collector, Bhadrak

  
Additional District Magistrate  
Bhadrak

Memo No 11167 /Estt Dated 22/12/ 2023

Copy submitted to the Secretary, Odisha Sub-Ordinate Staff Selection Commission, Bhubaneswar for kind information with reference to his letter No. 914(C)/OSSSC Dated 20.12.2023

  
Additional District Magistrate  
Bhadrak