

**RED CROSS COMPUTERISED BRAILLE PRESS, City Hospital Road, Berhampur.**

Letter No. 30/2018-19

Date: 08.08.2018

**ADVERTISEMENT**

Applications are invited from intending candidates for temporary engagement on consolidated remuneration, against the following vacant post of the Braille Press, Berhampur

Name of the post	No. of posts	Age limit as on 1.1.2018	Consolidated remuneration	Minimum educational qualification and experience	Modalities of selection
COPY HOLDER	01	21 to 35 yrs	10,000/-	(a) Graduate or its equiv. from a recognised University (b) English & Odia as subjects at HSC level (c) Knowledge of standard English & Bharati Braille (d) Proficiency in Computer application (e) Minimum 2 years experience in a printing press, preferably a Braille Press, in the capacity of Proof Editor or Copy Holder	

1. The posts are purely temporary in nature for one year only, and may be terminable at any time and bears fixed consolidated remuneration;
2. The applications should be submitted as per the Proforma attached.
3. The candidates must attach photocopies of all relevant certificates, mark sheets and experience certificate, caste certificate and one recent passport size photograph along with the application;
4. Candidates of reserved category will be eligible for age relaxation as per Govt. norms and necessary documents should be attached to this effect.
5. The application form completed in all respect with relevant enclosures must be sent by Registered Post/Speed Post to the **Dist. Social Security Officer, Ganjam Collectorate, CHATRAPUR – 761020 (Odisha), so as to reach on or before 5.00 PM of 25.08.2018.**
6. Incomplete application forms, absence of required documents and applications received after the stipulated date may summarily be rejected without assigning thereof.
7. The authorities reserves the right to cancel or alter this advertisement without assigning whatsoever thereof.

Hon. Secretary, RCCBP, Berhampur –cum– DSSO, Ganjam

**APPLICATION FOR THE POST OF : COPY HOLDER**

Sl. No. \_\_\_\_\_

Date of receipt : \_\_\_\_\_

Signature of the receiving Officer

1. Name of the candidate :  
(in block capitals)
2. Father's/Husband's name :
3. Date of birth (as recorded in the HSC Certificate) :
4. Age, as on 01.01.2018 :
5. Gender : Male / Female :
6. Marital status (married/unmarried) :
7. Permanent Address :
8. Present address for communication :  
(with mobile No. & e-mail ID)  
(please also indicate PIN code No.)
9. Caste : SC / ST / UR :

Affix a passport size photograph
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10. Educational qualification : Please attach self-attested certificates and mark sheets of the examinations passed.

Sl.No	Name of the examination	Year of passing	Name of the Board/Council/ University	Total marks (without extra opt.)	Marks secured (without extra opt.)	Percentage of marks

11. Details of experience :-

Name of the Printing press	Registration number	Post held	Period : from ... to	Nature of work entrusted

DECLARATION

I do hereby declare that, the information furnished above by me are true to the best of my knowledge and belief.

Place :

Date :

Signature of the candidate

Enclosures :-

1. HSC Certificate and Marks Sheet;
2. +2 Certificate and Marks sheet;
3. +3 Certificate and Marks sheet;
4. Caste Certificate;
5. Certificate showing the knowledge in Braille;
6. Certificate showing proficiency in computer application;
7. Certificate of Experience in a Registered Offset Printing Press.