OFFICE OF THE PANCHAYAT SAMITI: RAYAGADA (GAJAPATI)

P.O. RAYAGADA, PIN:761213, DISTRICT: GAJAPATI, ODISHA

No. 2717 /CS Date: 11/11/2026

ADVERTISEMENT

Applications are invited from the eligible candidates of Puttar Gram Panchayat through a pro-forma application for the post of Jogana Sahayak on purely contractual basis for Puttar Gram Panchayat Fair Price Shop.

Sl. No.	Name of the Gram Panchayat	Number of Posts	Monthly Honorarium (In Rupees)
1	Puttar	01	8000.00

(Eligibility Criteria)

1. The applicant must be a permanent resident of the concerned Gram Panchayat for which She / he applies.
2. She / he should be aged between 21 to 35 years on the date of advertisement of the application.
3. She / he should have passed Minimum 10th class or equivalent to matriculation or H.S.C. The applicant must have passed H.S.C. examination with Odia as a subject.
4. She / he should have basic computer knowledge.

(Selection Procedure)

The selection will be based on career marking with weightage for matriculation being 30%, for +2 being 30% and for +3 or graduation being 40%. A Committee under the Chairmanship of Block Development Officer with Inspector of Supplies as convener and Sarapanch of the concerned Gram Panchayat as member will do the selection and provide a panel of 3 names to the Collector for approval of appointment of the 1st person (scoring highest mark) as Jogana Sahayak. Upon approval by the Collector, the panel of names will be provided to the concerned GP for appointment of the 1st person (scoring highest marks) as Jogana Sahayak. If there is no Graduate candidate applied, priority will be given to +2 examination passed candidates; if not, then 10th class passed candidates will be given weightage for appointment as Jogana Sahayak.

(Availability / submission of application form)

Applicants can obtain the prescribed application form from the Gram Panchayat Office, Puttar from 13.11.2026 to 02.12.2026 on any working days and submit the same filled duly with copies of relevant documents in a closed envelope by citing the name of the applicant and the name of the Gram Panchayat on the envelope to the undersigned only through speed post or registered post latest by 14.12.2026 (05.00 P.M.) as per the address mentioned below. (Drop box facility not available). Applications not filled in all respects or not attached with required documents will be summarily rejected. Application will not be accepted after the due date and time under any circumstances.

Address for Communication:

Block Development Officer, Rayagada (Gajapati)
Office of the Panchayat Samiti, Rayagada
At / Po - Rayagada, Dist: Gajapati, Odisha
PIN: 761213

Check List

1. Completely filled Application form.
2. Two self-addressed stamped envelopes (Rs.10 each).
3. Recent Residential Certificate issued by the competent authority.
4. Self attested educational qualification certificate and mark sheet.
5. Character Certificate issued by the Local Police Station.
6. In case of marks obtained in CGPA, the percentage conversion table of the concerned university must be enclosed.
7. Self attested computer certificate.

THE LAST DATE FOR SUBMISSION OF APPLICATION FORM IS 14th DECEMBER 2026.

For any queries please contact-9040807976, 9439333915

The undersigned has all the rights to cancel, amend or alter the above advertisement without assigning any reason thereof.

Block Development Officer
Rayagada (Gajapati)

Memo No. 2718 **Date:** 11/11/2026

Copy to Panchayat Executive Officer, Puttar Gram Panchayat for information. She / he is directed to display the advertisement at Gram Panchayat notice board and other prominent places of the Gram Panchayat for vide publicity and make available the prescribed application form for the post of Jogan Sahayak on all working days from 13.11.2026 to 02.12.2026 to desired applicants.

Block Development Officer
Rayagada (Gajapati)

Memo No. 2719 **Date:** 11/11/2026

Copy to notice board of the Office of Panchayat Samiti, Rayagada.

Block Development Officer
Rayagada (Gajapati)

Memo No. 2720 **Date:** 11/11/2026

Copy forwarded to Civil Supplies Officer, Gajapati for information and necessary action.

Block Development Officer
Rayagada (Gajapati)

Memo No. 2721 **Date:** 11/11/2026

Copy submitted to District Panchayat Officer, Gajapati / DIPRO, Gajapati for information and necessary action.

Block Development Officer
Rayagada (Gajapati)

Memo No. 2722 **Date:** 11/11/2026

Copy submitted to Sub-Collector, Paralakhemundi for favor of kind information and necessary action.

Block Development Officer
Rayagada (Gajapati)

Memo No. 2723 **Date:** 11/11/2026

Copy submitted to Collector, Gajapati for favor of kind information.

Block Development Officer
Rayagada (Gajapati)

APPLICATION FORM FOR THE POST OF JOGANA SAHAYAKA

Last date for submission of filled application form is 01 November 2026

(Must be filled in Capital Letters)

Recent Color Passport Size Photograph

1. Name of the Candidate:

2. Name of Father/Husband:

3. Gender (Male/Female/Others):

4. Present Address:

5. Permanent Address:

6. Name of the G.P. Applied For:

7. Nationality:

8. Religion:

9. Category (SC/ST/SEBC/OBC/GEN):

10. Date of birth (DD/MM/YY):

11. Educational Qualification:
Educational Qualification Details

Sl. No.	Exam Passed	Board/University	Year of Passing	Total Marks	Marks Secured	Percentage
1	H.S.C./10th					
2	CHSE/+2/Diploma					
3	Graduation					
4	Computer Knowledge					

12. Residence certificate must be attached.

13. (a) Contact Number:

(b) E-Mail ID:

(c) WhatsApp Number:

DECLARATION

I do hereby declare that all the statements mentioned above are true and to the best of my knowledge and belief.

PLACE:

DATE: Full Signature of the Candidate