



DISTRICT EDUCATION OFFICE, JHARSUGUDA

(Near Manmohan ME School, Jharsuguda, Pin-768201)

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ADVERTISEMENT FOR ENGAGEMENT OF JUNIOR CLERK-CUM-ACCOUNTANT (CONTRACTUAL) IN ODISHA ADARSHA VIDYALAYAS OF JHARSUGUDA DISTRICT.

No. 5127 / Date. 26.08.2021

Applications are invited from the eligible candidates in the prescribed format for engagement of Jr. Clerk-cum-Accountant on Contractual Basis in 02 (Two) numbers of Odisha Adarsha Vidyalaya in Jharsuguda District as mentioned below.

Sl. No.	Name of the Post	No. of post	Qualification	Age	Consolidated Remuneration
01	Junior Clerk-cum-Accountant (Contractual)	Total-02 (Two) UR-01 ST-01	1. Bachelor degree and knowledge in computer with tally. 2. Proficiency in Odia and English	Candidate must be under 32 years of age and above 21 year's age as on 26.08.2021 Upper age limit for SC/ST, Women, SEBC candidate shall be relaxed by 5 years and for PH candidate relaxed by 10 years. Age limit of ex-service men shall be as per G.A.Department Notification No-22586/Gen. Dtd.16.10.1985.age limit up to maximum 5 years will be relaxed for in-service candidates serving in Central/State Govt./Autonomous Organization of Central /State Government.	8,880/- (per month)

Application fees: - Rs. 200/-in shape of Indian Postal Order (IPO) is **Payable to District Education Officer, Jharsuguda** along with the application form. Last Date of receiving of application is dt. **15.09.2021. (till 5.00PM).**

For application form, regulating guideline and other details, please visit the District website www.jharsuguda.nic.in. Applications duly filled in along with self attested photo copies of educational certificates/marks-sheets/caste certificate/employment registration card and other documents shall be submitted through Regd. Post/Speed post only addressed to the District Education Officer, Jharsuguda, AT/Po/PS- Jharsuguda, District- Jharsuguda, Pin – 768201, so as to reach the office of the District Education Officer on or before the last date, i.e., dt. 15.09.2021 (till 5.00PM). Application forms received in this office after the last date i.e. dt. 15.09.2021 (till 5.00PM). shall not be entertained.

Sd/-

Collector & District Magistrate,
Jharsuguda



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DETAILS GUIDELINES FOR ENGAGEMENT OF JUNIOR CLERK-CUM-ACCOUNTANT IN ODISHA ADARSHA VIDYALAYAS OF JHARSUGUDA DISTRICT.

The eligible candidates are required to go through the guidelines and submit the prescribed application form duly filled in by Regd. Post/Courier Service (closed cover). The last date of receipt of application form the District Education Officer, Jharsuguda is dt. 15.09.2021 (till 5.00PM).

The candidates need to mention the name of the post on the top of the closed cover.

1. Two (02) no. Odisha Adarsha Vidyalaya institution of Jharsuguda district have already been operational w.e.f. 1st April 2021. it is decided that the engagement of Junior Clerk-cum-Accountant will be made on contractual basis.
2. The engagement of Junior Clerk-cum-Accountant will be made in order of merit. The list of Odisha Adarsha Vidyalayas of this District where sanctioned posts are lying vacant are given below for reference.

List of Odisha Adarsha Vidyalayas

Sl. No.	Name of the District	Name of the Block	Location of the Model School
1	Jharsuguda	Jharsuguda	H. Katapali
2	Jharsuguda	Lakhanpur	Lakhanpur

3. **Profile of the post of Junior Clerk-cum-Accountant in OAVs:** - These posts have been created for OAVs vide Govt. Order No. 9434/SME, Dt. 13.05.2015 and order No. 833/ dt. 03.03.2021 of Govt. in S & ME department details are follows :-

Name of the post	Scale of Pay	No of sanction Post in each school	No of post Vacant for 02 OAVs (each OAVs for 01 Post)	Nature of the post
Junior clerk-cum-Accountant	Rs. 8880/- (consolidated)	01	02	To be appointed contractually

4. **Qualification for the post of Junior Clerk-cum-Accountant**

- i. Bachelor degree and knowledge in computer with Tally
- ii. Proficiency in Odia & English.

There will be a committee at District level under the Chairmanship of the Collector or his authorize representative to finalize the selection of the candidates.

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5. Engagement of Junior Clerk-cum-Accountant.

- (I) **Eligibility** :- In order to be eligible for engagement, a candidates must satisfy the following conditions :-
- He/She must be a citizen of India,
 - Must be of sound mind,
 - Must not be having more than one spouse living.
 - Candidates having Bachelor Degree from any University of the State are eligible. Regarding Universities/ Institutions of outside the State, the candidates shall only be eligible for engagement after verification of genuineness of their educational qualification from concerned Universities/Institutions from which they have obtained the Degree.
 - The case of PH candidates shall be referred to Appellate Medical Board constituted by the W & CD Deptt. vide Notification No. 16430/WCD, Dt. 06.09.2011 for re-examination. Engagement order shall be issued if such candidates are found genuine by the Board.
 - In-service candidates shall furnish No-objection certificate duly signed by the Employer at the time of verification of documents/performance test.
 - A candidate furnishing certificates, mark-sheets with grades and grades-point shall also furnish numerical equivalence of grades/grade-points. The candidate will have to produce the certificate or document issued by the university and evidencing conversion mark of the University/ Board and % of marks when called for conversion.
 - He/She must have passed Odia language up to M.E. standard.
 - The candidate should have registered his/her name in the employment exchange. A copy of the valid employment Registration Card is to be enclosed with the application form.

- (II) **Age Limit**: - Candidates shall be under 32 years of age and above 21 years of age as on the date of advertisement i.e., as on dt. 26.08.2021.

However in case of SC/ ST, Women, SEBC, the upper age limit shall be relaxed by 5 years and in case PH candidates the upper age limit shall be relaxed by 10 years. This is done in conformity with G.A. Deptt. Notification No-33068/Gen. Dt.-27.10.1989 (Odisha Civil Services, fixation of upper age limit Rules, 1989) & SEBC Act.

Age limit of ex-service men shall be as per G.A. Department Notification No-22586/Gen. Dtd.16.10.1985..Age limit up to maximum 5 years will be relaxed for in-service candidates

serving in Central/State Govt./Autonomous Organization of Central /State Government.

(III) **Application Fees:** - applicant has to pay Rs. 200/- in shape of Indian Postal Order(IPO) payable to **District Education Officer, Jharsuguda** along with his/her application form.

(IV) **Reservation:** - The provision of the Odisha Reservation & Vacancies in post and Services Act, 1975 and other Reservation, as prescribed by Government from time to time shall be followed. Up to 33.1/3% of total posts shall be reserved for women candidates. Reservation for physically handicapped persons should be made as per provisions prescribed by Government from time to time.

*Category wise vacant of posts to be kept reserved as per ORV Act shall be as follows.

Sl. No.	Name of the post	No. of vacant posts	ST	UR	Total
01	Junior Clerk-cum-Accountant(contractual basic)	02	01	01	02

(V) **Selection Procedure:** - The application received within the date line will be scrutinized as per the eligibility criteria and merit list will be prepared on the basis of percentage of marks secured in the qualifying examination from HSC to Bachelor Degree. The computation of marks will be made taking 10% of the percentage of marks secured in HSC (without extra optional), +2 and Bachelor Degree Level taken together. For example: if one candidate has secured 67% in HSC examination, 6.7 marks will be taken in to consideration and similarly in +2 & Bachelor Degree Level. If one candidate has secured 67%, 62% and 70% in HSC, +2 and Bachelor Degree examination respectively, his/her computation of marks will be $6.7+6.2+7.0=19.9$.

Candidate must specifically indicate the percentage of marks obtained (calculated to the nearest two decimals) in the relevant column of the application. Where percentage of marks is not awarded by the University but only CGPA/OGPA is awarded, the same shall be converted in to percentage in terms of conversion norms of University in this regard. Candidates will have to produce the Certificate/Document issued by the University evidencing conversion formula of University and percentage of marks, when called for document verification.



The candidates at the ratio of 1:3 of the required vacancies category wise will be invited for verification of documents and performance test on accounts package preferably Tally and adequate computer knowledge. If the candidate qualifies in the performance test, he/she will be selected in order of merit prepared on the basis of percentage of marks secured by them.

A selection Board will be constituted by the Collector and necessary arrangements for performance test will be made at the District Level. The final selection list will be placed before the committee headed by Collector for final approval. Thereafter, the engagement order to Junior Clerk-cum- Accountant will be issued by the Collector. ORV Act/Rules will be followed taking in the account the total posts in the District.

Engagement will be given initially for a period of 01 year which will be renewed on assessment of satisfactory performance on expiry of one year. The candidate has to execute an agreement to be provided separately at the time of joining.

6. Selection committee reserves the right to take the final decision on engagement of the candidates keeping in view the instructions/ Guidelines which may be received from Odisha Adarsha Vidyalaya Sagthan later on.

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District Education Officer
Jharsuguda

[Signature]
Collector & District Magistrate
Jharsuguda

APPLICATION FOR THE POST OF JUNIOR CLERK-cum-ACCOUNTANT (Contractual) in
ODISHA ADARSHA VIDYALAYA

Fill the application form in block letters in own handwriting
Enclose one copy of self-attested ID proof
(Aadhar Card/Voter ID Card/Driving License)

Affix a passport
Size photograph
here

1. Name of the Applicant in (Block letters)

.....
(First Name) (Middle Name) (Last Name)

2. Father's Name

3. Address with PIN CODE:

Present Address :

.....

Permanent Address :

.....

4. Date of Birth :- in Figures (DD/MM/YYYY)

In words:

5. Male Female

6. Category applied under : Please tick [v] whichever applicable

UR SC ST SEBC PH Ex-Servicemen Sportsmen

7. Employment exchange registration no. & date.....

8. Educational Qualifications :

Sl. No.	Exam. passed	Board/University	Year of passing	Full marks	Marks obtained	Percentage
i	HSC					
ii	+2					
iii	Bachelor Degree					



NB:- A candidate furnishing certificates, mark-sheets with grades and grade point shall also furnish numerical equivalence of grades/grade points from the examining bodies.

- (a) Candidate must specifically indicate the percentage of marks obtained (calculated to the nearest two decimals) in the relevant column of the application. Where percentage of marks is not awarded by the University but only CGPA/OGPA is awarded, the same shall be converted into percentage in terms of conversion norms of University in this regard, candidate will have to produce the certificate/document issued by the University evidencing conversion formula of university & percentage of marks, when called for document verification.
- (b) The date of declaration of result/issuance of Mark Sheet shall be deemed to be date of acquiring the qualification and there shall be no relaxation on this account.

9. Contact No., Email ID

10. Knowledge on computer and accounts package with "Tally"(Yes/No)

11. Particulars of IPO enclosed: IPO No IPO Dt. Amount

12. Copy of certificates enclosed (self-attested) (Please tick the certificate which is enclosed)

- i. HSC Certificate and mark-sheet
- ii. +2 Certificate and mark-sheet
- iii. Bachelor Degree Certificate and mark-sheet
- iv. Certificate and mark-sheet in support of knowledge on computer and accounts package with "Tally"
- v. Caste certificate
- vi. NOC in case of in-service candidates
- vii. Copy of employment exchange registration card
- viii. One Identity proof
- ix. Any other certificate

DECLARATION :-

- (1) I declare that I have gone through the advertisement and I am eligible for the post. I am fully aware of the terms of recruitment and agree to abide by them.
- (2) The above information furnished by me is true to the best of my knowledge and belief. If at any stage any information furnished by me is found to be false then my candidature may be cancelled/rejected without assigning any reason thereof.

Date :

Place :

Signature of the applicant

