

OFFICE OF THE COLLECTOR, CUTTACK.
(DISTRICT EDUCATION OFFICE, CUTTACK)

NO. 633

DT. 13.01.2021

ADVERTISEMENT FOR ENGAGEMENT OF JUNIOR CLERK CUM – ACCOUNTANT IN
ODISHA ADARSHA VIDYALAYAS (OAVs)

Applications forms from willing candidates are invited to fill up the posts of Junior Clerk –cum – Accountant in Odisha Adarsha Vidyalayas (OAVs) under Cuttack District. The number of vacant posts and eligibility for the post are given below:

<i>Name of the Post</i>	<i>Scale of Pay</i>	<i>No. of Posts</i>	<i>Nature of posts</i>	<i>Eligibility</i>
Junior Clerk cum – Accountant	Rs. 7100/- (Consolidated)	06	Contractual	(i) Bachelor Degree and knowledge in Computer with tally. (ii) Proficiency in Odia & English.

The candidates in the age group of 21-32 years as on the date of advertisement (with relaxation of upper age limit for SC/ST, Women, SEBC, P.H. and Ex-service men) are directed to apply for the post in the prescribed application format along with self-attested copies of required documents and IPO for Rs. 200/- (Rupees two hundred) only payable to D.E.O. Cuttack by **Registered Post / Speed Post only**. The detailed information regarding eligibility, mode of selection and vacancy is published in the District website of Cuttack at www.cuttack.nic.in.

The last date of receipt of application forms in the Office of the District Education Officer, Cuttack, is 02.02.2021.

Bhabani Shankar Chayam
Collector & District Magistrate,
Cuttack.

COLLECTOR, CUTTACK.

OFFICE OF THE COLLECTOR, CUTTACK.

(DISTRICT EDUCATION OFFICE, CUTTACK)

No. 634

Dt. 13.01.2021

PROCEDURE FOR ENGAGEMENT OF JUNIOR CLERK IN ODISHA ADARSHA VIDYALAYAS (OAVs):

1. The post of Junior Clerk – cum – Accountant have been created for Odisha Adarsha Vidyalayas (OAVs) vide Govt. Order No. 9434/SME, dated 13.05.2015 as follows:

Sl. No.	Name of the Post	Scale of Pay	No. of Posts in each School	No. of Posts sanctioned	Nature of the post
1	Junior Clerk cum – Accountant	Rs.7100/- (Consolidated)	01	01	To be appointed contractually

2. (a) **The Qualification for the post of Junior Clerk – cum – Accountant is as follows:-**

- (i) Bachelor degree and knowledge in Computer with Tally.
- (ii) Proficiency in Odia and English.

3. It is decided that, the engagement of Junior Clerk – cum – Accountant will be made on contractual basis. There will be a Committee at District level under the Chairmanship of Collector to finalize the selection of the candidates. The Committee will be constituted with the following members:

- (i) Collector :- Chairman
- (ii) District Education Officer :- Member convener
- (iii) District Welfare Officer :- Member
- (iv) D.P.C. SS, Cuttack :- Member
- (v) Any two Principals of OAVs :- Member to be nominated by Chairman

4. Engagement of Junior Clerk – cum – Accountant:

(i) Eligibility:

In order to be eligible for engagement, a candidate must satisfy the following conditions:

- (a) He / She must be a citizen of India,
- (b) Must be sound mind,
- (c) Must not be having more than one spouse living.
- (d) Candidates having Bachelor Degree from any University of the State are eligible. Regarding Universities / Institutions of outside State, the candidates shall only be eligible for engagement after verification of genuineness of their

educational qualification from concerned University / Institutions from which they have obtained the degree.

- (e) The case of PH candidates shall be referred to Appellate Medical Board constituted by the W&CD Department 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.
- (f) In –service candidates shall No-objection certificate duly signed by the Employer at the time of verification of documents / performance test.
- (g) A candidate furnishing certificates, mark-sheets with grades and grade-point shall also furnish numerical equivalence of grades / grade points from the examining bodies.
- (h) He / She must have passed Odia language up to M.E. standard.
- (i) The candidate should have registered his name in the employment exchange.
- (ii) **Age Limit:**

Candidates shall be under 32 years of age and above 21 years of age as on the date of advertisement.

However in case of SC/ST, Women, SEBC, the upper age limit shall be relaxed by 5 years and in case of 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 Service, fixation of upper age limit Rules, 1989) and SEBC Act.

Age limit of ex-service men shall be as per G.A. Department Notification No. 22586/Gen. Dated 16.10.1985. Age limit up to maximum 5 years will be relaxed for in-service candidates serving in Central / State Government / Autonomous Organisation of Central / State Government;

(iii) Application Fees:

Applicant has to pay Rs. 200/- (two hundred) only in shape of Indian Postal Order (IPO) payable to District Education Officer along with his /her application form.

(iv) Reservation:

The provision of the Odisha Reservation & Vacancies in post and Service Act, 1975 and other Reservation, as prescribed by Government from time to time shall be followed. Up to 33⅓% of total posts of each category shall be reserved for women candidates. Reservation for physically handicapped persons should be made as per provisions prescribed by Government from time to time.

(v) Selection Procedure:

The District Education Officer will work out the total post of Junior Clerk – cum – Accountant sanctioned in respect of Odisha Adarsha Vidyalayas in the concerned Districts in the first phase. DEO with the approval of the Collector will invite application from the eligible candidates through advertisement.

The applications 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 mark 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 into consideration and similarly in +2 and Bachelor Degree level. If one candidate has secured 67% , 62% and 70% in HSC, +2 and Bachelor degree examination respectively, his computation of marks will be $6.7+6.2+7.0=19.9$.

Candidates 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.

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 to Junior Clerk – cum – Accountant will be issued by the Collector. ORV Act / Rules will be followed taking into 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.

(vi) Documents to be submitted with the application form


- i) The application form duly filled in.
- ii) Copy of Voter ID / Aadhar Card / Pan Card / Any other authentic ID Proof.

- iii) Residence Certificate.
- iv) Postal IPO of Rs. 200/- (Rupees two hundred) only.
- v) Declaration about one spouse living (if married)
- vi) Self attested copies of all educational qualification certificates and mark sheets.
- vii) Certificate about Computer Course done.
- viii) Caste certificate, Employment Exchange Card.
- ix) PH Certificate in case of Physical handicapped candidates.
- x) No objection certificate issued by employer in case of in-service candidates.
- xi) CGPA conversion certificate issued by the University for the course done outside the State (for % of marks)
- xii) Certificate / Proof to the affect that he has passed ODIA language up to M.E. Standard.

Applications will be sent by Registered Post / Speed Post only. No applications will be received in the Office by hand under any circumstances. The address for communication / submission of form is: The District Education Officer, Cuttack, At/Po:- Chandinichowk, Cuttack – 753002.

That last date for receipt of application forms in the Office is 02.02.2021. Applications received beyond the last date will not be accepted. The authorities are not responsible for postal delay or loss of the application by Postal Department.

For enquiries the candidates may contact at Phone No. 0671-2368193 or e-mail at deocuttack@gmail.com.


Collector & District Magistrate,
Cuttack.

COLLECTOR, CUTTACK.

**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(Voter Card/Driving License/Aadhar Card)

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 (✓) whichever applicable

UR ☐ SC ☐ ST ☐ SEBC ☐ PH ☐ Ex-Servicemen ☐ Sportsmen ☐

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

8. Educational Qualifications :

Sl	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