

DISTRICT EDUCATION OFFICE, JAJPUR

At/Po/Dist-Jajpur, Pin-755001

PH: 06728222069, Email- deojajpur13@gmail.com, deojajpurtown13@gmail.com

No. 05 / Dated 01/01/21

To

The District Information Officer (NIC), Jajpur

Sub:- Guidelines for engagement of Junior Clerk- Cum- Accountant in Odisha Adarsha Vidyalayas.

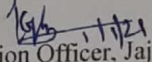
Dear Sir,

I would like to request you to kindly upload the details of guidelines & procedure in respect of engagement of Junior Clerk- Cum- Accountant in Odisha Adarsha Vidyalayas in district website www.jajpur.nic.in.

Enclosure:-

Yours faithfully.

Guidelines & procedure of 08 pages only


District Education Officer, Jajpur

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Office Order No. 06 Date 01/01/21


Advertisement for engagement of Junior Clerk-Cum-Accountant (Contractual) in Odisha Adarsha Vidyalaya in Jajpur District.

Applications are invited from eligible candidates in the prescribed format for engagement of 02 no. Junior Clerk-Cum-Accountant on contractual basis in 02 nos of Odisha Adarsha Vidyalaya in Jajpur District as mention below.

Sl No	Name of the post	No of post	Qualification	Age	Consolidated remuneration
1	Junior Clerk-Cum-Accountant (Contractual)	02 (ST-01 & SEBC - 01)	1. Bachelor degree & knowledge in computer with Tally 2. Proficiency in Odia & English	Candidate must be under 32 years of age & above 21 years age as on the date of advertisement. Upper age limit for SC/ST, women, SEBC candidate shall be relaxed by 05 years & for PH candidate relaxed by 10 years Age limit of ex-servicemen shall be as per G.A department Notification No-22586/Gen.dt.16.10.1985 Age limit up to maximum 5 years will be relaxed for in-service candidates serving in Central/State Govt./Autonomous Organisation of Central/State Govt.	Rs-8,880/- (Per Month)

Application fees :- Rs.200/- in shape of Indian Postal Order (IPO) payable to District Education Officer, Jajpur along with the application form

All applications duly filled in along with self attested photo copies of Education certificates / Mark sheets / Caste certificate / Employment registration card & other documents shall be submitted through Regd. post / Speed post only addressed to the District Education Office, Jajpur, At/Po/Dist- Jajpur, Pin-755001 so as to reach in the District Education Officer on or before the last date i.e.31.01.2021


Collector & District Magistrate, Jajpur

ODISHA ADARSHA VIDYALAYA SANGATHAN

N-1/9, Nayapalli, PO: Sainik School, Bhubaneswar - 751005
Phone No.0674-2302324 Email-mis.oms@gmail.com

Procedure for engagement of Junior Clerk and class IV staff in Odisha Adarsha Vidyalayas (OAVs):

1. The posts of Junior Clerk-Cum-Accountant and Class IV staff have been created for Odisha Adarsha Vidyalayas (OAVs) vide Govt. Order No. 9434/SME dated 13.05.2015 as follows:

Sl.	Name of the Post	Scale of Pay	No. of Posts in each school	No. of posts sanctioned for 111 Vidyalayas	Mode of appointment
i.	Junior Clerk-cum-Accountant	Rs. 7100/- (Consolidated)	1	111 (1 st Phase)	To be appointed contractually
ii.	Class IV (Science Attendant, Office Peon, Night watchman-cum-Sweeper)	Rs. 6250/- (Consolidated)	3	333 (1 st Phase)	To be outsourced

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.

- (b) The qualification for the post of Class IV staff is as follows:

- (i) Passed HSC examination

3. It is decided that, the engagement of Junior Clerk-cum-Accountant will be made on contractual basis and engagement of class IV staff will be made through outsourcing.

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) District Project Co-ordinator, SSA - 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 of 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 furnish 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.Dtd.16.10.1985. Age limit up to maximum 5 years will be relaxed for in-service candidates serving in Central/State Government/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 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. $\frac{1}{3}$ % 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

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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 $6.7 + 6.2 + 7.0 = 19.9$.

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 the 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.

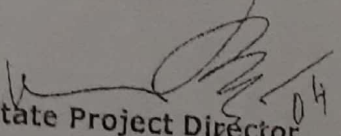
Engagement will be given initially for a period of 01 year which will be renewed on assessment of satisfactory performance on expiry of one year. The candidate has to execute an agreement to be provided separately at the time of joining.

5. Outsourcing of Class IV Staff:

The District Education Officer (DEO) will work out the total Class I posts required to be filled up in respect of the Odisha Adarsh Vidyalayas sanctioned in 1st phase in the concerned district. District Education Officer, with the approval of Collector will invite applications through advertisement from the interested Service Provider who are capable to supply the manpower as per requirement. The selection of Service Provider will be finalized by the committee constituted under the Chairmanship of Collector. requisition will be placed with the Service Provider to provide manpower twice the actual requirement. The efficiency and suitability will be verified through a selection board constituted by the Collector. After finalization of the panel, candidates will be sponsored by the Service Provider and allotted to the respective Principal. If any Service Provider is already approved by the Collector, the same may be asked to sponsor candidates for selection without going for a fresh selection of Service Provider.

(i) Age Limit:

The candidate must not be more than 50 years and must be able bodied both physically and mentally to discharge the duty.


State Project Director
Odisha Adarsha Vidyalaya Sangathan

NB: A candidate furnishing certificates, mark-sheets with grades & 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 in to percentage in terms of conversion norms of University in this regard, candidate will have to produce the certificates/ documents 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 acquiring the qualification & there shall be no relaxation on this account.
9. Contact No:- _____ Email ID:- _____

10. Knowledge on computer and accounts package with "Tally" Yeas/No _____
11. Particulars of IPO enclosed: IPO No _____ IPO Dt _____ Amount Rs _____
12. Copy of certificates enclosed (self attested) (Please tick the certificate which is enclosed)
- HSC certificate with mark sheet
 - +2 certificate with mark sheet
 - Bachelor Degree certificate with mark sheet
 - Certificate & mark sheet in support of knowledge on computer & accounts package with "Tally"
 - Cast certificate
 - NOC in case of in-service candidates
 - Copy of employment exchange registration card
 - One Identity proof
 - Any other certificate

Declaration:

- (1) I declare that, I have gone through the advertisement & I am eligible for the post. I am fully aware of the teams 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:

Signature of the applicant

Place: