

**DISTRICT EDUCATION OFFICE, KANDHAMAL, PHULBANI**

No 220 /Date 12-01-2021 //

**ADVERTISEMENT**

Applications are invited from interested eligible candidates for engagement of Junior Clerk-cum-Accountant on Contract basis in Odisha Adarsha Vidyalaya (Model School) of Kandhamal District. Applications must be sent through speed post/ Registered post only. The envelopes must be super- scribed as "Application for the post of Junior clerk-Cum-Accountant in Odisha Adarsha Vidyalaya" The application must be accompanied by Indian Postal Order of Rs. 200/- payable to District Education Officer, Kandhamal, Phulbani along with the bio data and required documents. The details regarding age, Qualification etc. is available in the website [www.kandhamal.nic.in](http://www.kandhamal.nic.in). The breakup of vacant post is given below.

Total post	UR	UR(W)	SC(W)	PH(VI)*
3	1	1	1	1

\*PH Candidates will be selected from the respective category only.

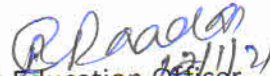
The last date of receipt of application in the office of the District Education Officer, Kandhamal is 31-01-2021. The application received after due date shall not be entertained.

By the Order of  
Collector & District Magistrate  
Kandhamal, Phulbani

  
District Education Officer  
Kandhamal, Phulbani.

Memo No 221 /Date 12-01-2021 //

Copy along with guideline is sent to the District Informatics Officer, Kandhamal for information & necessary action. He is requested to publish in the Kandhamal website immediately.

  
District Education Officer  
Kandhamal, Phulbani.

Memo No 222 /Date 12-01-2021 //

Copy to the Editor, 'The Sambad' / The Prameya for information and necessary action. He is requested to publish the advertisement using minimum space of 8 cm X 8cm in the inner page.

  
District Education Officer  
Kandhamal, Phulbani.

Memo No 223 /Date 12-01-2021 //

Copy forwarded to the State Project Director, Odisha Adarsha Vidyalaya Sangathan, Bhubaneswar for information & necessary action.

  
District Education Officer  
Kandhamal, Phulbani..

**APPLICATION FOR THE POST OF JUNIOR CLERK-CUM-ACCOUNTANT IN OAVS OF  
KANDHAMAL DISTRICT**

Photograph

1. Name of the Candidates(In Block Letters) :
2. Fathers /Husband Name :
3. Permanent Address : At-  
Post-  
P.S  
District:-
4. Present Address : At-  
Post-  
P. S  
District
5. E-Mail Address/Telephone No./Mobile No. :
6. Nationality :
7. Date of Birth :
8. Sex(Male/Female) :
9. Marital status(Married/un-married) :
10. Category(SC/ST/SEBC/Women/PH) :
11. Educational Qualification :
12. Employment Reg. Number :
13. Details of Educational Qualification :
14. Application Fees & IPO No :

Exam Passed	Board/ University/ Institution	Year of passing	Division/ Grade	Full Marks	Marks Secured	% of Marks
HSC						
CHSE						
Graduation						
DCA/PGDCA						
Computer Course						

**DECLARATION**

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

Full signature of the Candidate

Place:-

Date :-

Enclosure:

1. Attested copy of Residential Certificate
2. Attested/Self signed photocopy of all Educational Qualification
3. Attested copy of Caste Certificate in case of SC/ST/SEBC

## ODISHA ADARSHA VIDYA LAYA SANGATHAN

N-1/9 Nayapalli, Po:- Sainik School, Bhubaneswar-751005

### Procedure for engagement of Junior Clerk in Odisha Adarsha Vidyalays (OAVs)

1. The posts of Junior Clerk-Cum-Accountant have been created for Odisha Adarsha Vidyalays (OAVs) vide Govt. Order No. 9434/SME dated 13-05-2015

Sl. No.	Name of the post	Scale of pay	No. of posts in each school	Nos. of Vacant post	Nature of the post
1	Junior Clerk-Cum-Accountant	Rs. 7100 (Consolidated)	1	UR-1 UR (W)-1 SC (W)-1 <b>Total-3</b>	To be appointed contractually

2. (a). The Qualification of 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 candidate

**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 a 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/Institution 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 candidate 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, Kandhamal 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 33.1/3% 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 Vidyalays in the concerned district 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 marks secured in the qualifying examination from HSC to Bachelor Degree. The Computations 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 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 conversion formula of university & percentage of marks, when called for document verification

The candidate 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

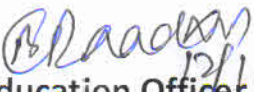
A selection Board will be constituted by the Collector and necessary arrangements for performance test will be made at the District level. The final selection list will be placed before the committee headed by Collector for final approval. Thereafter, the engagement to Junior Clerk-cum- account will be issued 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 and agreement to be provided at the time of joining.

Sd/

State Project Director  
Odisha Adarsha Vidyalaya Sangathan

/True copy attested/

  
District Education Officer  
Kandhamal, Phulbani.