

**DISTRICT EDUCATION OFFICE, GANJAM**

**GIRI ROAD, BRAHMAPUR-760005**

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Letter No. 4585

Date. 19/03/2021

**ADVERTISEMENT FOR ENGAGEMENT OF JUNIOR CLERK-CUM-ACCOUNTANT in**  
**ODISHA ADRASHA VIDYALAYAS (OAVs)**

Application forms from willing candidates are invited to fill up the posts of Junior Clerk-cum-Accountant in Odisha Adrasha Vidyalayas under Ganjam District. The number of vacant posts and eligibility for the post are given below.

Name of the Post	Scale of Pay	No. of Posts	Nature of Post	Eligibility
Junior Clerk-cum-Accountant	Rs.8880/- (Consolidated)	2 (SC-1)	Contractual	(i) Bachelors 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/D.D. for Rs. 200/- (Rupees Two Hundred) only payable to DEO, Ganjam by **Registered Post / Speed Post only**. The detailed information regarding eligibility , mode of selection and vacancy is published in the district website of Ganjam at [www.ganjam.nic.in](http://www.ganjam.nic.in)

The last date of receipt of application forms in the office of the District Education Officer, Ganjam, Giri Road, Berhampur is **06.04.2021**.

  
Collector & District Magistrate,  
Ganjam

# DISTRICT EDUCATION OFFICE, GANJAM

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

1. The posts 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.

Name of the Post	Scale of Pay	No. of Posts	Nature of Post
Junior Clerk-cum-Accountant	Rs.8880/- (Consolidated)	02 (UR-1, SC-1)	Contractual

The engagement is subject to vacancy for the post may vary at the time of selection.

2. 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)  | District Project Coordinator, 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 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 University /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 Employee 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 point 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 Organization of Central/ State Government.

(iii) **Application fees:**

Applicant has to pay Rs. 200/- in shape of Indian Postal Order (IPO) /DD payable to District Education Officer, Ganjam 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 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 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 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.

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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 onus of responsibility in this regard lies with the candidate.

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 selected candidate has to execute an agreement to be provided separately at the time of joining.

Incomplete application forms or application forms without IPO/ DD for Rs. 200/- or without self attested copies of all documents required for the post will be summarily rejected.

**(vi) Documents to be submitted with the application form**

The application form duly filled in

Copy of Voter ID/ Aadhar card / PAN card /any other authentic ID proof.

Residence Certificate

IPO/ DD for Rs. 200/-

Declaration about one spouse living (if married)

Self attested copies of-

All educational qualification certificates and mark sheets.

Certificate about computer course done and accounts package with "Tally"

Caste certificate , Employment Exchange Card

PH Certificate

No objection Certificate issued by employer in case of in-service candidates.



CGPA conversion certificate issued by the University for the course done outside the state (for% of marks)

Certificate /Proof to the affect that he has passed ODIA language up to M.E. Standard.


Application will be sent by Registered Post / Speed Post only. No application will be received in the office by hand under any circumstance. The address for communication / submission of forms is:

The District Education Officer, Ganjam  
At- Giri Road, Post-Brahmapur-760005, (Ganjam)

The envelope containing application form and other documents must be superscribed at the top with indication: APPLICATION FORM FOR ENGAGEMENT OF JR. CLERK –CUM-ACCOUNTANT IN OAVs OF GANJAM DISTRICT.

The last date for receipt of application forms in the office is 08.08.2018 . Application 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. 0680-2233350 OR e-mail at [deoganjam11@gmail.com](mailto:deoganjam11@gmail.com).

  
District Education Officer,  
Ganjam, Brahmapur

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**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					

✓ 12

**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**