

**DISTRICT EDUCATION OFFICE, KHORDHA**  
**ADVERTISEMENT**

Applications are invited from interested eligible candidates for engagement of Junior Clerk-cum-Accountant on contractual basis in different Odisha Adarsha Vidyalayas of Khordha district. Application must be sent through **Speed post / Registered post** only. The envelope must be super scribed as "Application for the post of Junior Clerk-cum-Accountant in Odisha Adarsha Vidyalayas, Khordha District". The application must be accompanied by Indian Postal Order (IPO) for Rs. 200/- payable to District Education Officer, Khordha along with the Bio data and required documents. The details procedure regarding qualification, eligibility, age limit, application fees, reservation, selection procedure etc is available in the website [www.khordha.nic.in](http://www.khordha.nic.in).

| Name of the post            | Scale of Pay   | No. of post | Eligibility  |
|-----------------------------|--|-------------|--|
| Junior Clerk-cum-Accountant | Rs.8880/-<br>(Consolidated)<br>excluding EPF<br>amount | 07          | (i) Bachelor's Degree and knowledge in Computer with Tally,<br>(ii) Proficiency in Odia and English. |

The last date of receipt of application forms in the office of the District Education Officer, Khordha is **06.04.2021**. Application received beyond the dateline & incomplete application in any form is liable for rejection.

  
Collector & District Magistrate,  
Khordha

**DISTRICT EDUCATION OFFICE, KHORDHA**  
**ADVERTISEMENT FOR ENGAGEMENT OF JUNIOR CLERK-CUM-ACCOUNTANT ON**  
**CONTRACTUAL BASIS IN ODISHA ADARSHA VIDYALAYAS (OAVs)**

Application in the prescribed format are invited from desirous candidates for recruitment to the post of Junior Clerk-cum-Accountant on contractual basis in different Odisha AdarshaVidyalayas (OAVs) of Khordha District.

1. The posts of Junior Clerk-cum-Accountant has been created for Odisha Adarsha Vidyalayas (OAVs) vide Govt. order No.9434 /SME, dated 13.05.2015.

| Sl. No.      | Name of the OAV            | Name of the Post         | Scale of pay   | No. of sanctioned post in each OAV | Nature of the post            |
|--------------|----------------------------|--------------------------|--|------------------------------------|-------------------------------|
| 1            | OAV, KUSHAPALLA, BEGUNIA   | JR. CLERK-CUM-ACCOUNTANT | Rs. 8880/-<br>(Consolidated)<br>excluding EPF amount | 1                                  | To be appointed contractually |
| 2            | OAV, SIALIA, KHORDHA       |                          |  | 1                                  |                               |
| 3            | OAV, PRATAPSASAN, BALIANTA |                          |  | 1                                  |                               |
| 4            | OAV, THEKUAPALLI, BANPUR   |                          |  | 1                                  |                               |
| 5            | OAV, TIKATALA, BOLAGARH    |                          |  | 1                                  |                               |
| 6            | OAV, GAINADA, CHILIKA      |                          |  | 1                                  |                               |
| 7            | OAV, SANDHAPUR, JATNI      |                          |  | 1                                  |                               |
| <b>TOTAL</b> |                            |                          |  | <b>7</b>                           |                               |

2. **Qualification:** - (i) Bachelor degree and knowledge in computer with Tally,  
(ii) Proficiency in Odia and English.
3. **Eligibility:** - In order to be eligible for engagement, a candidate must satisfy the following conditions:
- (i) He/She must be citizen of India.
  - (ii) Must be of sound mind.
  - (iii) Must not be having more than one spouse living.
  - (iv) 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.
  - (v) The case of PH candidates shall be referred to Appellate Medical Board constituted by the W & CD Department vide notification No.16430/WCDDt.06.09.2011 for re-examination. Engagement order shall be issued if such candidates are found genuine by the Board.
  - (vi) In-service candidates shall furnish no objection certificate duly signed by employer at the time of verification of documents/performance test.
  - (vii) A candidate furnishing certificates, mark-sheets with grades and grade-point shall also furnish numerical equivalent of grades / grade-point from examining bodies.
  - (viii) He/ She must have passed Odia language up to M.E. standard,
  - (ix) The candidate should have registered his/hers name in the employment exchange.
4. **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.

5. **Application fees:** Applicant has to pay Rs.200/- in shape of Indian Postal Order(IPO) payable to District Education Officer, Khordha along with his/her application form.
6. **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.

| Name of the Post         | Total no. of sanctioned posts | Vacancies |        |          |    |    |       |
|--------------------------|-------------------------------|-----------|--------|----------|----|----|-------|
|                          |                               | UR        |        | SEBC/OBC | SC | ST | Total |
|                          |                               | Male      | Female |          |    |    |       |
| JR. CLERK-CUM-ACCOUNTANT | 7                             | 3         | 1      | 1        | 1  | 1  | 7     |

7. **Selection Procedure:** The District Education Officer will work out of the total post of Junior Clerk-cum-Accountant sanctioned in respect of Odisha Adarsha Vidyalayas in Khordha District in the District level. The application received within the dateline 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 10% of the percentage of marks secured in HSC (without extra optional), +2 and Bachelor Degree level taken together.

Candidate must specifically indicate the percentage of marks obtained (calculated to the nearest two decimal) 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 in 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 candidates qualify in the performance test, he/she will be selected in order of merit prepared on the basis of percentage of marks secured by them.

The final selection list will be placed before the committee headed by the 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.

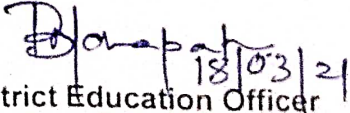
8. **Last Date for receipt of Applications:-** The last date of receipt of application forms in the office of the District Education Officer, Khordha is **06.04.2021**. Application received beyond the dateline & incomplete application in any form is liable for rejection. This authority is not responsible for postal delay or loss of application by postal department.

**Note Below:-**

- (i) The envelop containing application form and other documents must be superscribed at the top with indication: "Application form for the post of Jr. Clerk-cum-Accountant in OAVs of Khordha District".
- (ii) Applications will be sent by Registered Post/Speed Post only.
- (iii) Non-compliance of any of the requirements mentioned in the advertisement shall entail rejection of his/her application out-rightly. Applications found defective and/or incomplete in any respect and received after the last date, shall be summarily rejected.
- (iv) Engagement will be made on contractual basis and 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.

**LIST OF DOCUMENTS TO BE SUBMITTED ALONGWITH THE APPLICATION:**

- (a) Copy of self-attested HSC Examination Certificate or any equivalent certificates in support of date of birth.
- (b) Copy of self- attested + 2 Examination Certificate or equivalent examination of recognized Council/Board/University as the case may be.
- (c) Copy of self-attested certificate showing bachelor degree from any university of the state/ institution of outside state or any equivalent certificates of bachelor degree.
- (d) Copy of self-attested mark sheet of the H.S.C Examination or equivalent examination.
- (e) Copy of self-attested mark sheet of the +2 Examination or any equivalent examination.
- (f) Copy of self-attested mark sheet of bachelor degree from any university of the state/ institution of outside state or any equivalent certificates of bachelor degree.
- (g) Copy of self-attested Certificate of Computer Course with Tally.
- (h) Applicant has to pay Rs.200/- in shape of Indian Postal Order (IPO) payable to District Education Officer, Khordha.
- (i) Two self-attested passport size recent colour photographs (one is to be affixed in the application on the space provided).
- (j) One declaration regarding marital status showing to have one spouse living, if married.
- (k) Copy of self-attested caste certificate issued by the appropriate Authority in respect of candidates belonging to Schedule Caste/ Schedule Tribe and SEBC/OBC categories.
- (l) Copy of self-attested medical certificate showing the physical disability issued by the appropriate Authority in respect of physically handicapped candidate only.
- (m) Character Certificate issued recently by any Gazetted Officer.
- (n) Copy of self attested CGPA conversion certificate issued by the University for the course done outside the State (for % of marks)
- (o) Copy of self attested Certificate/proof in respect of passing Odia language upto ME standard.
- (p) Copy of self attested Voter-ID/Aadhar card/PAN Card/ or any other authentic document ID proof.
- (o) NOC in case of in-service candidates.
- (q) Self attested copy of employment exchange registration card.
- (r) Self attested copy of Residence Certificate issued by the competent authority.

  
18/03/21  
District Education Officer  
Khordha

