

DISTRICT EDUCATION OFFICE, DEOGARH

No. 3510 / Date 12.11.2021

ADVERTISEMENT.

In pursuance to the 1116/OAVS/(18)/Dt.29.05.2018 of the State Project Director, OAVS, Bhubaneswar, the applications in the prescribed format are invited from eligible **SEBC/OBC candidates** having with the requisite qualification for the post of **Junior clerk-cum-Accountant** for engagement in Odisha Adarsha Vidyalaya, Barkote on **contractual basis** with the **consolidated pay of Rs.8.880/-per month**.

Sl.No	Name of the Post	No. of vacancy Post	Category
1	Junior Clerk-cum-Accountant (for OAV, Barkote)	01 (one)	SEBC/OBC Only

The applicant has to pay **Rs.200/- (Rupees Two hundred) only in shape of Indian Postal Order (IPO)** payable to **District Education Officer, Deogarh** along with the application form. The application along with all relevant documents should be reached to the District Education Office, Deogarh through **Regd. Post/Speed Post/ by hand delivery in the Drop Box of District Education Office, Deogarh or before 15.12.2021 by 05.00PM**. The detail of advertisement with eligibility, qualification, age limit, and application forms are available briefly in the district Website. www.deogarh.nic.in w.e.f 16.11.2021. **Any delay including postal delay will not be entertained.**

The Collector-cum-Chairman, OAVS, Deogarh reserves the right to accept or cancel the candidature /recruitment process without any assigning any reason thereof.

By order of
Collector-Cum-Chairman, OAVS, Deogarh

Sub 12.11.21
District Education Officer,
Deogarh

**APPLICATION FOR THE POST OF JUNIOR CLERK-CUM- ACCOUNTANT
(CONTRACTUAL) IN ODISHA ADARSHA VIDYALAYA**

Fill the appointment form in Block letters in own handwriting

Enclose one copy of self attested to proof (Voter Card/ Driving Licence/ Aadhar Card)

1. Name of the Applicant (Block Letter)

.....
 First Name Middle Name Last Name

Affix a passport
size photograph
here

2. Father's Name:-.....

3. Address with PINCODE:.....

Present Address:-.....

Permanent Address:- :.....

4. Date of Birth:- (DD/MM/YYYY)
 (in Figure)

In Words:.....

5. Male Female

6. Category applied under tick(√) which ever applicable

UR SC ST SEBC PH Ex-serviceman Sportsmen

7. Employment exchange registration No. &Date:-.....

8. Educational Qualification:

Sl.No	Exam Passed	Board/University	Year of Passing	Full Marks	Marks Obtained	Percentage
1	H.S.C.					
2	+2					
3	Bachelor Degree					

NB:- A candidate furnishing certificates, mark sheet with grade and grade point shall also furnish numerical equivalence of grades/grade points from the examining bodies.

(a) 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 to terms of conversion norms of University in this regard. candidates will have to procedure the certificate/document issued by the University evidencing conversion formula of university & percentage of marks when called for documents verification.

(b) The date of declaration of result/issuance of Marks sheer shall be deemed to be date of acquiring the qualification and there shall be no relaxation on this accountant.

9. Contact No:.....Email-ID:.....

10. Knowledge on computer and accountant package with "Tally" Yes/No.....

11. Particulars of IPO enclosed: IPO No:.....Dt.....Amount.....

12. Copy of certificated 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 and Mark Sheet
- IV. Certificate and mark sheet in support of knowledge on computer and accountant package with " Tally"
- V. Caste certificate
- VI. NOC in case of in service candidate
- 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 founded to be false then my candidature may be cancelled/rejected without assigning any reason thereof.

Date:.....

Signature of the Applicant

Place:.....

**GENERAL INSTRUCTION FOR ENGAGEMENT OF JUNIOR CLERK- CUM- ACCOUNTANT
,OAV,BARKOTE**

1:-

Sl.NO.	Name of Post	Scale of Pay	Name of new OAVS	No. of Sanctioned Post	Nature of Post
1	Junior clerk-cum-Accountant	Rs.8880.00 (consolidated)	OAV,Barkote	1 (One)	To be appointed contractual Basis

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:- Application can be downloaded from the district Website. www.deogarh.nic.in w.e.f. 16.11.2021 and last date of submission of application is 15.12.2021 (by 5PM).

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 out side 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/CWDE 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 examination 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.

Basis of Selection:

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 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.

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.

The application has to pay Rs.200/- (Rupees Two Hundred) only in shape of Indian Postal Order (IPO) payable to District Education Officer, Deogarh along with the application form as the Application Fees. The application along with all relevant documents should be reached to the District Education Office, Deogarh through Regd, Post/Speed Post/ by hand delivery in the Drop Box of District Education Office, Deogarh, Deogarh on or before 15.12.2021 by 05:00 PM. The sealed envelope containing the application should be superscribed on the top of the envelop in block letter as the post applied for the post of Junior clerk-cum-Accountant in OAV, Barkote.

The undersigned is not responsible for any postal delay.

The Collector-cum-Chairman, OAVs Deogarh reserves the right to accept or cancel the candidature / recruitment process without any assigning any reason thereof.

**By order of
Collector-Cum-Chairman, OAVS, Deogarh**

Sulso 12.11.21

**District Education Officer,
Deogarh**