



OFFICE OF THE DISTRICT EDUCATION OFFICER-CUM-  
DISTRICT PROJECT CO-ORINATOR, OMSM(RMSA), RAYAGADA

Letter No. 3496/2022,

Date 07/07/2022

To

The District Informatics Officer,  
NIC, Rayagada.

*Sub: Upload of the Advertisement for inviting applicaton for engagement of Jr. Clerk-cum-Accountant in 10 OAVs of Rayagada District.*

*Ref: Note sheet order of Esteemed Collector, Rayagada.*

Sir,

With reference to the subject cited above, It is to inform that, Advertisement for inviting application from eligible Candidates are hereby invited for engagement of Jr. Clerk-cum-Accountant in enlisted 10 OAVs of Rayagada district. Hence, it is requested to upload the detail Advertisement and Applcaton form as enclosed in the official website of Rayagada District i.e. ([www.rayagada.nic.in](http://www.rayagada.nic.in)) for engagement of Jr. Clerk-cum-Accountant in 10 OAVs of Rayagada District.

Yours faithfully.

District Education Officer,  
Rayagada.

Memo No. 3497/2022, Date 07/07/22

Copy submitted to the Collector, Rayagada for information and necessary action.

District Education Officer,  
Rayagada.

Memo No. 3498/2022, Date 07/07/22

Copy submitted to the SPD, OAVS, Odisha, Bhubaneswar for information.

District Education Officer,  
Rayagada.

## Advertisement for Engagement of Contractual Jr. Clerk-cum-Accountant in Odisha Adarsha Vidyalayas of Rayagada District.

Applications in the prescribed format are invited from eligible candidates for engagement of Jr. Clerk-cum-Accountant on contractual basis (for a period of one year) on a consolidated monthly remuneration in the following Odisha Adarsha Vidyalayas of Rayagada District. The applications in the prescribed format are to be submitted before the District Education Officer, Rayagada by 22.07.2022 by Regd. / Speed post only.

1 (a)

SL NO	NAME OF THE OAVS	NAME OF THE BLOCK	NO. OF POSTS	SCALE OF PAY
1	OAV, BHALERI	BISSAM CUTTACK	1	Rs. 7100/- (Consolidated)
2	OAV, CHANDRAPUR	CHANDRAPUR	1	Rs. 7100/- (Consolidated)
3	OAV, GUNUPUR	GUNUPUR	1	Rs. 7100/- (Consolidated)
4	OAV, GUDARI	GUDARI	1	Rs. 7100/- (Consolidated)
5	OAV, K.SINGPUR	K. SINGPUR	1	Rs. 7100/- (Consolidated)
6	OAV, KASHIPUR	KASHIPUR	1	Rs. 7100/- (Consolidated)
7	OAV, KÖLNARA	KÖLNARA	1	Rs. 7100/- (Consolidated)
8	OAV, JUMURAGUDA	MUNIGUDA	1	Rs. 7100/- (Consolidated)
9	OAV, RAMANAGUDA	RAMANAGUDA	1	Rs. 7100/- (Consolidated)
10	OAV, TADAMA	RAYAGADA	1	Rs. 7100/- (Consolidated)

(b) The category wise vacancies of Jr. Clerk-Cum-Accountant are detailed below.

UR	UR (W)	SEBC	SEBC(W)	S.C	S.C(W)	S.T	S.T(W)	TOTAL
4	2	1	0	1	1	1	0	10

P.H. 0

Ex-Servicemen. 0

Sports. 0

## **2. Qualificaiton:**

- a. Bachelor Degree and knowledge in Computer with Tally.
- b. Proficiency in Odia and English.

## **3. 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 must have bachelor Degree from any University of the State. In case of candidate possesses Bachelor Degree from the Universities outside Odisha then he/she has to produce equivalence certificate of degree and his/her engagement shall be made only after verification of genuineness of the educational qualification from concerned University/Institutions from which they have obtained the degree.
- e. The case of PH candidates shall be refereed to Appellate Medical Board constituted by the W & CD Department vide Notification No. 16430/SCD, Dated 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 certificatè duly singed 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 (U.P) Standard.
- i. The candidate should have registered his name in the employment exchange.

## **4. Age Limit:**

Candidates shall be under 32 years of age and above 21 years of age as on 05.07.2022.

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 Centre/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, Rayagada along with his/her application form.

## 6. Reservation:

The provision of the Oidsha 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% 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.

## 7. Selection.

A Merit list will be prepared on the basis of the percentage of marks secured by the candidates from H.S.C to Bachelor Degree. The computation of marks will be made taking 10% of the percentage of marks secured in each examination i.e. H.S.C (without Extra Optional). +2 (without 4<sup>th</sup> optional) and Bachelor Degree taking together. For example, if one candidate has secured 67%, 62% and 70% at HSC, +2 and Bachelor Degree respectively, his computation will be  $6.7 + 6.2 + 7.0 = 19.9$ . The candidates must specifically indicate the percentage of marks obtained (calculate 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 is to be converted in to percentage in terms of conversion norms of University. Candidate will have to produce the document issued by the University evidencing conversion formula with percentage of marks.

The candidates at the ratio 1:3 of the required vacancies 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.

## 8. Engagement.

Engagement will be given initially for a period of one 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 engagement.

### N.B:

- a. The application should reach the office of the District Education Officer, Rayagada on or before 22.07.2022 by Regd./Speed post only.
- b. In-complete application and delay in receipt of the application will be summarily rejected.
- c. The authority will not be responsible for postal delay in any form.
- d. The candidates furnishing the fake Certificate/Mark Sheets shall be liable for suitable action against them. Ex-military persons and disabled persons will have to submit relevant certificate along with their application in support of their claim. Residential Certificate shall be submitted by the candidate as proof of residence in the Revenue District. The applications form shall be rejected if it is not accompanied by the residential certificate by the residential certificate.

**Application in Prescribed format enclosed.**

**By the order of the Collector, Rayagada.**



**District Education Officer,  
Rayagada.**

**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					

**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.

Date: .....

Place: .....

Signature of the applicant