



DISTRICT PROJECT OFFICE
SAMAGRA SHIKSHA, CUTTACK.
2nd Floor, Collectorate, Pin:-753002, Cuttack.
dpccuttack.ss@gmail.com/dpccuttackssa.opepa@nic.in



No 330 (XXIV-2/35) Date 20.01.2025
Planning
Notice

**ADVERTISEMENT TO FILL UP THE POST OF FULL TIME ACCOUNTANT IN NETAJI SUBAS CHANDRA
BOSE AWASIYA HOSTEL (NSCBAH) UNDER SAMAGRA SHIKSHA, CUTTACK**

Applications are invited from the eligible candidates in the prescribed form for engagement of full time Accountant in Netaji Subas Chandra Bose Awasiya Hostel located inside the Madhusudan Govt. High School of Cuttack District. The post is purely temporary and on contract basis with consolidated remuneration for a period of one year only. The engagement may be renewed annually on satisfactory performance and with due approval of OSEPA for further continuance.

Details of the Post

Sl. No.	Name of the Post	No. of Vacancy
1	Full Time Accountant	01

Applicants shall have to submit their application in prescribed format. The details of eligibility criteria, terms & conditions along with the prescribed format are available in OSEPA & Cuttack district website i.e. [https:// www.osepa.odisha.gov.in](https://www.osepa.odisha.gov.in) & <https:// www.cuttack.odisha.gov.in> respectively.

By Order of the Collector-Cum-Chairman,
Samagra Shiksha, Cuttack.

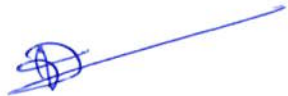

District Project Coordinator,
Samagra Shiksha, Cuttack.

**TERMS, CONDITIONS, ELIGIBILITY CRITERIA TO FILL UP THE POSTS MEANT FOR
NETAJI SUBAS CHANDRA BOSE AWASIYA HOSTEL (NSCBAH) UNDER SAMAGRA SHIKSHA
CUTTACK.**

Interested candidates fulfilling the eligibility criteria mentioned against the name of the post may apply to the undersigned in the prescribed format attaching self attested photocopies of all testimonials / documents on or before 27.02.2025 by 5.30 P.M .The candidates should clearly superscribe the "Name of the Post Applied for" on the top of the envelope. Applications must be sent only by **Speed Post / Registered Post** addressed to the **District Project Coordinator, Samagra Shiksha, Cuttack, 2nd Floor, Room No.-49, Collectorate Building, P.O.-Chandinichowk, Cuttack, PIN-753002**. Incomplete application and applications submitted by any other mode or applications received after the due date shall be summarily rejected and claims in this regard what so ever of nature shall not be entertained. Besides, the authority will not be responsible for any postal delay in receipt of applications.

Collector-cum-Chairman, Samagra Shiksha, Cuttack reserves the right to cancel partly or completely the recruitment process without assigning any reason thereof.

<u>Details of posts & Criteria</u>				
SI No.	Name of the Post	No. of Post	Selection criteria	Eligibility with Monthly remuneration
1	Full Time Accountant	1	Age as on date of Advt.	18 to 35 Year
			Gender	Male and Female
			Educational Qualification	B.Com with having knowledge in computer.
			Process of Selection	Selection will be made by a committee headed by the Collector through career evaluation, written test on accounting and interview by inducting some experts in the committee on Accounting and computer knowledge
			Consolidated monthly remuneration	RS.13750/-
			others	Must have Odia Knowledge up to 10th Standard or pass in Odia language test equivalent to 10 th standard conducted/declared equivalent by B.S.E,Odisha



1. Age will be calculated as on the date Advertisement.
2. Interested candidates from any district of Odisha fulfilling the eligibility criteria are to apply in the prescribed form to the "District Project Coordinator, Samagra Shiksha, Cuttack, 2nd Floor, Room No. -49, Collectorate Building, P.O.-Chandinichowk, Cuttack, PIN-753002" on or before 27.02.2025 by speed post /registered post only.
3. The candidates have to submit self-attested copies of all documents/testimonials along with the application form which will be verified with original documents at the time of certificate verification.
4. The date of birth will be considered as per the Matric certificate.
5. All candidates must have Odia as MIL up to Class-X or pass in Odia language test equivalent to 10th standard conducted/declared equivalent by B.S.E,Odisha
6. A candidate furnishing certificate, mark sheets with grade points (CGPA) shall furnish photocopy of calculation sheet of conversion of grade points (CGPA) to percentage issued by concern Board/Council/University.
7. The incomplete and unsigned application will be rejected.
8. The Collector cum Chairman, Samagra Shiksha, Cuttack reserves the right to cancel partly or completely the recruitment process without assigning any reason thereof.



**APPLICATION FORM THE POST OF FULL TIME ACCOUNTANT IN NETAJI SUBAS CHANDRA
BOSE AWASIYA HOSTEL (NSCBAH) UNDER SARVA SHIKSHYA ABHIYAN CUTTACK**

BIO DATA

01. Name of the candidate:.....

(In Capital Letter)

02. Father's Name/Husband's Name:.....

03. Date of Birth:

04. Age (as on

Advertisement): _____ years _____ Months _____ Days

05. Address for Correspondence:.....
.....

06. Permanent Address:.....
.....

07. Telephone No./Mobile No. :

08. E-Mail ID . :

09. Nationality:

10. Gender:.....

11. Religion:.....

12. Marital Status (Married/Unmarried).....

13. Educational Qualification:

Sl no.	Exam Passed	Board/University/Institution	Year of Passing	Division/Grade	Full Mark	Mark Secured	% of Mark
1.	10 th						
2.	+2 Commerce						
3.	B.Com						
4.	Other if any						

14. Working Experience (if any):

15. Extra qualification (if any):

Affix recent
Passport size
colour
Photograph



DECLARATION

I do hereby declare that the above facts including proof of certificates are true & correct to the best of my Knowledge. I also declare that, my candidature is liable to be cancelled if the information furnished by me will be found false/ wrong in future.

Place:

Full signature of the Candidates

Date

Candidate should submit the following Self-attested **Testimonials/** documents along with his/her application form

Testimonials /Documents enclosed: Put (✓) mark in the Bracket.

1. photocopy of Matric certificate ()
2. photocopy of Matric Mark sheet ()
3. photocopy of +2 certificate ()
4. photocopy of +2 Mark sheet ()
5. photocopy of +3 certificate ()
6. photocopy of +3 Mark sheet ()
7. Photo copy of Voter I.D. / Aadhar Card /any other document in support of identification. ()
8. Others if any. ()

MODEL FORM FOR WRITTEN UNDERTAKING

I.....
Son/Daughter of appointment for the post of
carrying a consolidated salary of
Rs.....(Rupees.....) only per
month of fully aware that my appointment is purely temporary and on contract basis
for a period of one year and can be terminated at any time without any notice and
assigning any reason thereof.

Further, I under take that I will abide all terms and conditions of OPEPA
service Rules and Regulations in all respect.

Further, I am fully aware that my continuance in the said post is subject to my
satisfactory performance to be evaluated by the appropriate authority.

Further, I do hereby give an under taking that in future I shall not claim regular
scale of pay and other allowances for continuing in the said post merely on the
ground that I have been given a contractual appointment.

The documents which has only been submitted by me to the authority is
original and if found false in due course, my engagement will be automatically
forfeited/cancelled.

Date

Signature of candidate
(Name in full)

Details permanent Address

Place

1. Witness number one
Signature and Address

2. Witness number two
Signature and Address