

DISTRICT EDUCATION OFFICE: BALASORE

ADVERTISEMENT FOR ENGAGEMENT OF JUNIOR CLERK –CUM- ACCOUNTANT IN ODISHA ADARSHA VIDYALAYA (OAV) OF BALASORE DISTRICT

NOTIFICATION

No. 9913 /Edn/OAV Date, 28.06.18 /

Applications are invited from eligible candidates in the prescribed format for engagement of Junior Clerk – Cum- Accountant on contractual basic in Odisha Adarsha Vidyalaya at Sutei in Balasore district as mentioned below.

Sl. No	Name of the Post	No. of post	Qualification	Age	Consolidated Remuneration
1	Jr. Clerk- Cum- Accountant	01	1. Bachelor degree and knowledge in Computer with Tally 2. Proficiency in Odia and English	Candidate must be under 32 years of age and above 21 years age as on 28.06.2018 . Upper age limit for SC/ ST, Women, SEBC candidate shall be relaxed by 5 years and for PH candidate relaxed by 10 years .	7100/- (Per month)

Application fees: Rs. 200/- in Shape of Indian Postal Order (IPO) payable to District Education Officer, Balasore along with the application form . **Last Date of receiving of application 11.07.2018.**

For application form and other details, please visit the District website www.baleswar.nic.in . All application duly filed in along with self attested photo copies of educational certificates / mark certificate / caste certificate / employment registration card and other documents shall be submitted through Regd. Post / Speed Post only addressed to the **District Education Officer, Balasore, At/Po- Balasore , Dist- Balasore , Pin- 756001** so as to reach in the District Education Office on or before the last date . i.e. 11.07.2018.

Collector & District Magistrate,
Balasore

DISTRICT EDUCATION OFFICE : BALASORE

DETAILS OF THE ADVERTISEMENT FOR ENGAGEMENT OF JUNIOR CLERK -CUM- ACCOUNTANT IN ODISHA ADARSHA VIDYALAYA (OAV) OF BALASORE DISTRICT

1. The Post of Junior Clerk- Cum- Accountant has been created for Odisha Adarsha Vidyalayas (OAV) at Sutei under Remuna Block as follows:

Sl. No.	Name of the Post	Scale of Pay	No. of Post	Nature of Post
1	Jr. Clerk-Cum-Accountant	Rs. 7100/- (Consolidated)	01	To be appointed contractually

2. Point wise reservation according to ORV Act / Rules :

Sl. No.	Name of the Post	Total No. of Post	S T	ST (W)	SC	SC (W)	SEBC	SEBC (W)	UR	UR (W)	PH
1	Jr. Clerk-Cum-Accountant	01	00	00	00	00	00	00	1	00	00

3. Educational Qualification:-

- (i) Bachelor degree and knowledge in Computer with Tally, MS Office , Excel , Word , Power Point , Creation of file and E-mail Operation.
- (ii) Proficiency in Odia and English.

4. The engagement of Junior Clerk- Cum- Accountant will be made on Contractual Basic with remuneration of Rs. 7,100/- per month.

There will be a committee at District Level under the Chairmanship of collector to finalize the selection of the Candidate.

5. Eligibility :-

- (a) In order to be eligible for engagement, a candidate must satisfy the following conditions:--
- (i) He/ She must be a citizen of India.
- (ii) Must be of sound mind.
- (iii) Must not be having more than one spouse living.

- (iv) Candidate having Bachelor's Degree from any university of the State are eligible. Regarding Universities / Institutions outside State, the candidates shall only be eligible for engagement after verification of genuineness of their educational qualification from concerned University/ Institution 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/ECD dtd. 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 the Employer at the time of verification of documents / performance test.
- (vii) A candidate furnishing certificate, Mark – Sheets with grades and grade point shall also furnish numerical equivalence of grade / grade points from the examining bodies.
- (Viii) He/ she must have passed Odia language up to ME Standard.
- (IX) The candidate should have registered his name in the employment exchange.

(b) **Age Limit** :

Candidates shall be under 32 years of age and above 21 years of age as on the date of the advertisement.

However, in case of SC / ST, Women, SEBC, the upper age limit shall be relaxed in 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 Department Notification No. 33068/Gen dtd. 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. Deptt. 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.



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

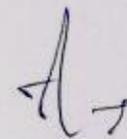
(d) **Reservation: --** The provision of the Odisha Reservation & Vacancies in Post and Services Act. 1975 and other Reservation, as prescribed by Government from time to time shall be followed. Up to 33.1/3% of total posts of each category shall be reserved for women candidates. Reservation for physically handicapped persons should be made as per provisions prescribed by Government from time to time.

(e) **Last Date of receiving of application is 11.07.2018 at 05.00pm.**

(f) **Selection Procedure: -**

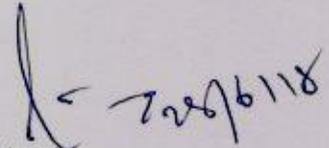
The applications received within the date line **i.e. 11.07.2018** will be scrutinized as per eligibility criteria and merit list will be prepared as per guideline. A Computer based performance test on accounts package preferably tally and MS Office, Excel, Word, Power Point, Creation of file and E-mail Operation, 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.

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 the certificate / document issued by the University evidencing conversion formula of university & percentage of marks, when called for document verification.



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. Therefore, 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 on one year. The candidates have to execute an agreement to be provided separately at the time of joining.



District Education Officer, Balasore

**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/rejected without assigning any reason thereof.

Date:

Place:

Signature of the applicant