

## DISTRICT EDUCATION OFFICE, BALASORE

### **ADVERTISEMENT FOR ENGAGEMENT OF JUNIOR CLERK-CUM-ACCOUNTANT IN ODISHA ADARSHA VIDYALAYAS OF BALASORE DISTRICT**

#### **NOTIFICATION**

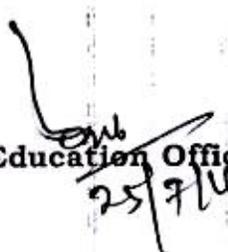
No. 10425 /Edn/OAV/Date 25.07.19 /

Applications are invited from eligible candidates in the prescribed format for engagement of Junior Clerk-cum-Accountants on contractual basis in Odisha Adarsha Vidyalaya at Jamudiha & Dhimpura in Balasore District. The details are mentioned below:

Sl. No.	Name of the Post	No. of Vacancies	Qualification	Age Limit	Remuneration (Consolidated)
01	Junior Clerk-cum-Accountant	02	<ol style="list-style-type: none"><li>1. Bachelor Degree in any discipline with knowledge in computer and Tally.</li><li>2. Proficiency in Odia &amp; English Language</li></ol>	Candidates must be under 32 years of age and not below 21 years of age as on dtd. Upper age limit for SC/ST, Women & SEBC candidates shall be relaxed by 05 years and for PH candidates relaxed by 10 years	Rs.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 is 07.08.2019.

For application form and other details, please visit the District website- [www.baleswar.nic.in](http://www.baleswar.nic.in). All application duly filed in alongwith self attested photo copies of all educational certificates / mark sheets / caste certificate / employment registration card and other documents shall be submitted through Registered Post / Speed Post to the District Education Officer, Collectorate Campus, At/Po/Dist-Balasore, Pin-756001 so as to reach in the District Education Officer on or before 07.08.2019 by 5:30 P.M.

  
District Education Officer, Balasore

**DISTRICT EDUCATION OFFICE : BALASORE**

**Advertisement for Engagement of Junior Clerk-cum-Accountant in Odisha Adarsha  
Vidyalayas under Balasore District**

1. The Post of Junior Clerk-cum-Accountant has been created for Odisha Adarsha Vidyalaya at Jamudiha, Nilgiri & Dhimpura, Ouapada Block as follows:

Sl. No.	Name of the Post	No. of posts	Scale of Pay	Nature of post
01	Junior Clerk-cum-Accountant	02	Rs.7100/- (consolidated)	To be appointed contractually

2. Point-wise Reservation according to ORV Act/ Rules:

Sl.No.	Name of the Post	No. of Posts Vacant	ST	ST (W)	SC	SC (W)	SEBC	SEBC (W)	UR	UR (W)	PH
01	Jr-Clerk-cum-Accountant	02	0	0	0	0	0	0	02	0	0

3. **Educational Qualification :**

- (i) Bachelor Degree in any discipline and Computer knowledge with Tally.  
(ii) Proficiency in Odia and English language

4. The engagement of Junior Clerk-cum-Accountant will be made on Contractual basis with remuneration of Rs.7100/- per month (consolidated).

A. The District Level Committee will finalise the selection of candidates.

5. **Eligibility :**

A. In order to eligible for engagement, a candidate must satisfy the following conditions:-

- (i) He / She must be a citizen of India  
(ii) He / She must be sound mind  
(iii) He / She must not be having more than one spouse living  
(iv) Candidates having Bachelor Degree from any University of the State are eligible. The University / Institutions which are outside of the state, the said candidates shall only be eligible for engagement after verification of genuineness of their Educational Qualifications 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 sheet with grade and grade points shall also furnish numerical equivalence of grade / grade points from the examining bodies.  
(viii) He / She must have passed Odia language upto ME Standard.  
(ix) The candidates should have registered his name in the employment exchange.

**B. Age Limit:**

- (i) Candidates shall be under 32 years of age and above 21 years of age as on the date of the advertisement.  
(ii) In case of SC / ST, SEBC or Women candidates, the upper age limit shall be relaxed in 5(five) years .  
(iii) In case of PH candidates the upper age limit shall be relaxed 10 Years.

(This is done as per the G.A. department Notification No.33068/Gen dtd.27.10.989- 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 (five) years will be relaxed for in-service candidates servicing in Central / State Govt. / Autonomous Organisations of Central / State Government.

- C. **Application Fees :** Applicant has to pay Rs.200/- in shape of **Indian Postal Order (IPO)** Payable at **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 challenged persons should be made as per provision prescribed by Government from time to time.
- E. **Last Date of Receiving of Application Form is 07.08.2019 by 5:30 P.M.**
- F. **Selection Procedure :**

The application received within the date line i.e. 07.08.2019 will be scrutinized as per eligibility criteria and merit list will be prepared as per guideline. A computer based performance test on accounting package preferably Tally & MS Office, Excel, Word, Power Point, Creation of File and Operation of Internet will be conducted. If the candidates qualified in the performance test, he / she will be selected in order of merit prepared on the basis of percentage of marks secured by them.

Candidates must specifically indicate the percentage of marks obtained (calculated nearest two decimal) in the relevant column of the application. Where percentage of mark 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. Candidates will have to produced the certificate / documents issued by the University evidence 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 of the total posts in the District.

Engagement will be given initially for a period of 01 (one) 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

25/7/19

**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					

- N.B. 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) 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 in terms of conversion norms of University in this regard; candidates will have to produce the certificate / documents 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 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