

OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE :
JAGATSINGHPUR

ADVERTISEMENT

No. 4693 (2E0) Dt 4/5/2018

Applications are invited for the post of Junior Clerk - cum - Accountant on contractual basis for engagement at Odisha Adarsha Vidyalaya, at - Salajanga, Jagatsinghpur for Jagatsinghpur Block. The desiring candidates shall have to apply by **Registered Post / Speed Post** to the **District Education Officer, Jagatsinghpur, At - Court Chhak, Po / Dist - Jagatsinghpur, PIN - 754103** by **19.05.2018**. The Application Form & the Guidelines are available in the District Website www.jagatsinghpur.nic.in.

Sanjay
04/05/18
Collector - cum - Chairman, OAV
Jagatsinghpur

4694

Dt 4/5/2018

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

DISTRICT EDUCATION OFFICE : JAGATSINGHPUR

PROCEDURE FOR ENGAGEMENT OF JUNIOR CLERK – CUM – ACCOUNTANT IN ODISHA ADARSHA VIDYALAYA, SALAJANGA, JAGATSINGHPUR

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

The engagement of **Junior Clerk-cum-Accountant** will be made on contractual basis with remuneration of Rs.7100/- per month with the following guidelines.

(a) **Educational qualification –**

- (i) Bachelor degree and knowledge in Computer with Tally ERP 9.0, MS Office, Excel, Word, PowerPoint, creation of file and email operation.
- (ii) Proficiency in Odia and English

(b) **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) 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.
- (e) The case of PH candidates shall be referred to Appellate Medical Board constituted by the W & CD Department vide Notification No.16430/WCD 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

- (i) The candidate should have registered his name in the employment exchange.

(c) 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 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. 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. Deptt. Notification No.22586/Gen. Dt.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.

(d) Application Fees: -

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

(e) 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.

(f) Selection Procedure: -

The District Education Officer will work out the total post of Junior Clerk-cum-Accountant sanctioned in respect of Odisha Adarsha Vidyalayas in the concerned districts in the first phase. DEO, with the approval of the Collector will invite application from the eligible candidates through advertisement. 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.

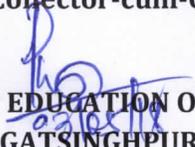
The candidates at the ratio of 1:3 of the required vacancies category wise will be invited for verification of documents and performance test on accounts package preferable Tally and adequate computer knowledge. If the candidate qualifies in the performance test, he/she will be selected in order of merit prepared on the basis of percentage of marks secured by them.

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. Thereafter, 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 candidate has to execute an agreement to be provided separately at the time of joining.

The applicants are required to submit two self-addressed envelope along with application form and supporting documents relating to qualification, age, reservation category and others in favour of them.

Last Application should reach to this office on or before 19.05.2018 through Registered Post/ Speed Post only. The Committee reserves the right to take any decision to overcome the problem encountered at the later stage.

By the Order of Collector-cum-Chairman, OAV


**DISTRICT EDUCATION OFFICER,
JAGAT SINGHPUR**