

DISTRICT EDUCATION OFFICE: MAYURBHANJ, BARIPADA

No 11473/Dt. 03-12-2020

ADVERTISEMENT FOR ENGAGEMENT OF JR. CLERK-CUM-ACCOUNTANT

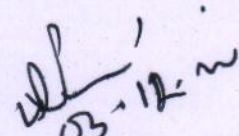
Applications are invited for the post of Jr. Clerk-cum-Accountant on contractual basis to be engaged in Odisha Adarsha Vidyalayas in Mayurbhanj District with execution of agreement at the consolidated pay Rs.7100/-(Rupees Seven thousand one hundred)only commencing from the academic session 2020-21. Interested persons in age between 21 years to 32 years as on the date of advertisement having Bachelor degree, knowledge in computer in Tally, Proficiency in Odia and English should submit their applications in the prescribed format with supporting documents alongwith Indian Postal Order worth Rs.200/- "**payable to District Education Officer, Mayurbhanj**" in sealed envelope super scribing "**APPLICATION FOR THE POST OF JR. CLERK-CUM-ACCOUNTANT**" to the **District Education Officer, Mayurbhanj, Baripada** by Registered post/Speed post which must reach by 22.12.2020 at 5 PM positively.

The upper age limit shall be relaxed by 5 years in case of SC/ST, Women, SEBC, in service candidates serving in Central/State Govt./Autonomous organisation of Central/State Govt. and 10 Years in case of PH candidates.

The details of the posts given below:-

Sl No	Name of the post	Total no of post	UR	UR(W)
1	Junior Clerk-cum-Accountant	2	1	1

The Collector-cum-Chairman of the District Level selection Committee Mayurbhanj has reserved every right to reject any or all applications without assigning any reason thereof. The engagement will not confirm any right of claiming regular appointment in future. The contractual engagement may be renewed after one year subject to satisfactory performance. The details information and application format can be available in the District website www.mayurbhanj.nic.in and in the office Notice Board.


03-12-20
District Education Officer,
Mayurbhanj

DISTRICT EDUCATION OFFICE, MAYURBHANJ, BARIPADA.

Po- Bhanjpur, Baripada- 757002, Odisha, Tel: 06792-260783,
e-mail: deomayurbhanj22@gmail.com

**Procedure for engagement of Junior Clerk Cum-Accountant in
Odisha Adarsha Vidyalayas (OAVs)**

1. The posts of Junior clerk cum-Accountant have been created for Odisha Adarsha Vidyalayas (OAVs) vide Govt. Order No. 9434/SME dated 13.05.2015 & 4164/OAVS/2020 Dated 27.02.2020 as follows:

Sl No	Name of the Post	Scale of Pay	No. of Post in each school	No. of Posts sanctioned for 02 Vidyalayas	Nature of the Post
1	Junior Clerk-Cum-Accountant	Rs. 7100/- Consolidated	01	02	To be appointed contractually

2. The qualification for the post of Junior clerk-Cum-Accountant is as follows:

- Bachelor degree and knowledge in computer with tally.
- Proficiency in Odia and English.

3. Engagement of Junior Clerk-Cum-Accountant:

i. Eligibility:

In order to be eligible for engagement, a candidate must satisfy the following conditions:

- He /She must be a citizen of India.
- Must be of sound mind.
- Must not be having more than one spouse living.
- Candidates having Bachelor Degree from Any University of the state are eligible. Regarding Universities/ Institution of outside state, the candidates shall only be eligible for engagement after verification of the genuineness of their educational qualification from concerned University/ institutions from which they have obtained the degree.

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- E. That 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-sheet 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 standard.
- I. The candidate should have registered his name in the employment exchange.

ii. 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 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 Central/ State Government/ Autonomous Organization of central/ State Government.

iii. Application Fees:-

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

iv. 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

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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.

v. 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 application received within the dateline 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% & 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. 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.

The candidate 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 preferably 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.



Engagement will be given initially for a period of 01 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 joining.

Procedure for engagement of Junior Clerk Cum-
Accounts Officer in Vidyalayas (O.A. No. 100)

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03.12.20

District Education Officer,
Mayurbhanj

Sr. No.	Name of the Post	Grade of Pay Band	No. of Posts	No. of Posts sanctioned for the Post	Nature of Appointment
1	Junior Clerk-Cum-Accountant	Rs. 7100- Consolidated	01	01	To be appointed contractually

2. The qualification for the post of Junior clerk-Cum-Accountant is as follows:

- (i) Bachelor degree and knowledge in computer will tally.
- (ii) Proficiency in Oriya and English.

3. Engagement of Junior Clerk-Cum-Accountant:

(i) 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 at least 18 years old.
- C. Must not be having more than one spouse living.
- D. Candidates having Bachelor Degree from Any University of the state are eligible. Regarding Universities/Institution of outside state, the candidate should only be eligible for engagement after verification of the genuineness of their educational qualification from concerned University/Institution from which they have obtained the 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