

DISTRICT EDUCATION OFFICE; BALANGIR

E-mail-deobalangir05@gmail.com

NO 8137 /Date 29/9/2022

ADVERTISEMENT FOR ENGAGEMENT OF JUNIOR-CLERK-CUM-ACCOUNTANT (CONTRACTUAL) IN ODISHA ADARSHA VIDYAALAYAS OF BALANIR DISTRICT.

Applications are invited from the eligible candidates in the prescribed format for engagement of Junior Clerk-cum-Accountant on Contractual basis in 03 (Three) Odisha Adarsha Vidyalayas in Balangir District as mentioned below.

Sl.No	Name of the Post	No of Posts	Qualification	Age	Consolidated remuneration
1	Junior-clerk-cum-Accountant (Contractual)	03	1. Bachelor Degree and knowledge with Tally 2. Proficiency in Odia and English.	Candidate must be under 32 years of age and about 21 years age as on 30/9/2022 Upper age limit for SC/ST/Women/SEBC candidate shall be relaxed by 5 years and for PH candidate relaxed by 10 years.	Rs.8880/- (per month)

Application fees:-Rs.200/- (Two hundred) only in shape of Indian Postal Order (IPO) **Payable to District Education Officer, Balangir** along with the application form. Last date of receiving of application is **15 /10/2022**.

For application form and other details, please visit the District Website www.balangir.nic.in. All application duly filled in along with self attested photo copies of educational qualification certificates/mark sheets/caste certificate/employment registration card and other documents shall be submitted **through Registered post/Speed post** only addressed to the **District Education Officer, Balangir At/Po-Balangir Dist- Balangir PIN-767001** so as to reach in the District Education Officer on or before the last **15 /10/2022**, Application forms received in this office after the last date i,e after **15 /10/2022** shall not be entertained.


Collector & District Magistrate
Balangir.

DISTRICT EDUCATION OFFICE, BALANGIR

ODISHA ADARSHA VIDYALAYA SANGATHAN

E-Mail :- deobalangir05@gmail. Com

DETAILS GUIDELINES FOR ENGAGEMENT OF JUNIOR CLERK-CUM-ACCOUNTANT IN ODISHA ADARSHA VIDYALAYAS OF BALANGIR DISTRICT.

The eligible candidates must go through the guidelines and submit the prescribed application form duly filled in by Regd. Post/Courier Service (closed cover). The last date of receipt of application form in the District Education Office, Balangir is **15.10.2022 (till 5.00 P.M.)**.

The candidates must superscribe the envelope as "Application for post of Junior Clerk-cum-Accountant".

- 01. The engagement of Junior-Clerk-cum-Accountant shall be made in order of merit in respect of OAVs (Odisha Adarsha Vidyalayas).**

List of Odisha Adarsha Vidyalayas where vacancies exist

Sl. No.	Name of the District	Name of the Block	Location of the OAV
1	Balangir	Gudvela	Tentulikhunti
2		Belpada	Bharuamunda
3		Agalpur	Duduka

- 02. Procedure for engagement of Junior Clerk-cum-Accountant in OAVs:-** The No. of post given below can be increased and decreased at the discretion of competent authority.

Sl. No.	Name of the Post	Scale of Pay	No. of Post in each OAV	No. of Post Vacant for 03 OAVs (01 Post for each OAV)	Nature of the Post
1	Junior-Clerk-cum-Accountant	Rs. 8880/- (Consolidated)	01	03	To be appointed Contractually

03. Qualification for the Post of Junior Clerk-cum-Accountant

- I. Bachelor Degree and knowledge in Computer with Tally.
- II. Proficiency in Odia & English.

There will be a Committee at District Level under the Chairmanship of Collector to finalize the selection of the candidates.

04. Engagement of Junior Clerk-cum-Accountant:

- I. **Eligibility:-** In order to be eligible for engagement, a candidates 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 then one spouse living.
 - d. Candidates having Bachelor Degree from any University of the State are eligible. Regarding Universities/Institutions of outside State, the candidates shall only be eligible for engagement after verification of genuineness of their Educational Qualification from concerned Universities/Institutions 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 Deptt. 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 & 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/her name in the employment exchange. A copy of the valid employment Registration Card is to be enclosed with the application form.
- II. **Age Limit:-** Candidates shall be under 32 years of age and above 21 years of age as the date of this advertisement.

However, in case of SC/ST, Women, SEBC the upper age limit shall be relaxed by 5 years & in case 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) & 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 Govt./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, Balangir** along 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 made.
- V. **Selection Procedure:-** 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 marks 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 in to consideration and similarly in +2 & Bachelor Degree Level. If one candidate has secured 67%, 62% and 70% in HSC, +2 and Bachelor Degree examination respectively, his/her 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 submit the Certificate/Document issued by the University evidencing conversion formula of University and percentage of marks, when applied for the post.

The candidates at the ratio of 1:5 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.

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 of one year. The candidate has to execute an agreement to be provided separately at the time of joining.

5. Selection Committee reserves the right to take the final decision on engagement of the candidates keeping in view the instructions/guidelines which may be received from Odisha Adarsha Vidyalaya Sangathan later on.


District Education Officer,
Balangir


Collector & Dist. Magistrate,
Balangir

APPLICATION FOR THE POST OF JUNIOR CLERK-CUM-ACCOUNTANT (CONTRACTUAL) IN ODISHA ADARSHA VIDYALAYA

Fill application form in block letters in own handwriting

Enclose one copy of self attested ID proof (VoterCard/Driving License/Addhar Card)



1. Name of the Applicant in (Block letters)

First Name	Middle Name	Last Name
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2. Father's Name _____

3. Address with PIN Code:
Present Address: _____

e-mail/Whatsapp No. _____

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 Qualification:

Sl. No.	Exam. Passed	Board/University	Year of passing	Full Marks	Marks obtained	Percentage
1	HSC					
2	+2					
3	Bachelor Degree					

Signature of the Candidate

Mob. No. _____