

**Application for the Post of Junior Clerk-cum-Accountant in  
Odisha Adarsha Vidyalaya (Model School) in Kalahandi**

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No..8798./Dt..20.11.2018

Application are invited from eligible candidates for 2(Two) posts of Junior Clerk-cum-Accountant on Contractual basis under **Unreserved** category for engagement in 2 (Two) numbers of Odisha Adarsha Vidyalaya in Kalahandi District.

The category wise vacancy is given below:-

UR	UR (F)	Total
1	1	2

**Qualification:** Bachelor degree and knowledge in computer with Tally.

**Age Limit:** Candidate must be under 32 years of age and above 21 years as on 01.11.2018.

**Application fees:** Rs.200/- in shape of Indian Postal Order (IPO) payable to District Education Officer, Kalahandi alongwith his/her application form.

All application duly filled in shall be submitted through Regd. Post/ Speed post in the name of the District Education Officer, Kalahandi At/Po- Bhawanipatna/ Dist-Kalahandi, Pin-766001.

**Last Date of receiving application:- 05.12.2018 upto 5.00 PM.**

For application form and other details please visit District website - [www.kalahandi.nic.in](http://www.kalahandi.nic.in).

  
**Collector & District Magistrate,  
Kalahandi**

Memo No. 8799 Date 20.11.2018

Copy to District Informatics Officer, NIC, Kalahandi for information and necessary action. He is requested to upload the draft advertisement in the district website for wide publicity.

  
**Collector & District Magistrate,  
Kalahandi**

Memo No. 8800 Date 20.11.18

Copy for display in the Notice Board of this office/ OAV for wide publicity.

  
**Collector & District Magistrate,  
Kalahandi**

**ODISHA ADARSHA VIDYALAYA SANGATHAN**  
**Procedure for engagement of Junior Clerk-cum-Accountant**  
**(Contractual) 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 as follows:

Sl.No	Name of the post	Scale of Pay	No.of post in each school	Nature of the post
1.	Junior Clerk-cum-Accountant	Rs.7100/- (Consolidated)	01	To be appointed Contractually.

2. (a) **The qualification for the post of Junior clerk –cum-Accountant**
- Bachelor Degree and knowledge in computer with tally.
  - Proficiency in Odia and English
3. It is decided that the engagement of Junior Clerk-cum-Accountant will be made on Contractual basis. There will be a committee with the following members to finalized the selection of the candidates.

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|--|--------------------------------------|
| 1. Collector –                         | Chairman                             |
| 2. District Education Officer-         | Member Convenor                      |
| 3. District Welfare Officer-           | Member                               |
| 4. District Project Co-ordinator, SSA- | Member                               |
| 5. Any Two Principals of OAVs-         | (Member to be nominated by Chairman) |

4. **Engagement of Junior Clerk-cum-Accountant eligibility.**

- He/She must be a citizen of India and of sound mind.
- He/She must not be having more than one spouse leaving.
- Candidate 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 University/Institutions from which they have obtained the degree.
- In-service candidates shall furnish No-objection certificate duly signed by the Employer at the time of verification of documents/ performance test.
- A candidate furnishing certificates, mark-sheets with grades and grade point shall also furnish numerical equivalence of grades/grade points from the examination bodies.
- He/She must have passed Odia language up to M.E. standard.
- The candidate should have registered his /her name in employment exchange.

**(i) 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 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.

**(ii) Application Fees:**

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

**(iii) 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 PH persons should be made as per provisions prescribed by Government from time to time.

**(iv) Selection Procedure:**

The District Education Officer will work out the total post of Junior Clerk-cum-Accountant sanctioned in respect of Odisha Adarsha Vidyalaya 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 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 into

consideration and similarity 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/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 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 post 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.

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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**

**Calendar of Activities for Engagement of Jr. Clerk-cum-Accountant in  
OAVs in Kalahandi**

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|---|---|-----------------------------|
| 1. Last date of Application                                       | - | 05.12.2018                  |
| 2. Finalisation of Scrutiny<br>and short listing of candidates    | - | 15.12.2018                  |
| 3. Publication of Provisional Merit list (on district<br>website) | - | 20.12.2018                  |
| 4. inviting objections (through e-mail or post)                   | - | 20.12.2018<br>to 27.12.2018 |
| 5. Verification of documents & Performance Test (Tally)           | - | 03.01.2019                  |
| 6. Date of Counselling  | - | 10.01.2019                  |



**Collector & District Magistrate  
Kalahandi**