

DISTRICT EDUCATION OFFICE, NAYAGARH

ADVERTISEMENT NO.1

Dated 29th October, 2020

Advertisement for engagement of Junior Clerk-cum-Accountant in OAV, Akhupadar, Odagaon & OAV. Tarando, Khandapada.

Application in the prescribed format are invited from desirous candidates for recruitment to the posts Junior Clerk-cum-Accountant in OAV, Akhupadar, Odagaon & OAV. Tarando, Khandapada.

1. The posts of Junior Clerk-cum-Accountant has been created for Odisha Adarsha Vidyalayas (OAVs) vide Govt. order No.9434 /SME, dated 13.05.2015.

Sl No	Name of the OAV	Name of the Post	Scale of Pay	No. of Posts in each OAV	Nature of the Post
1	OAV, Akhupadar, Odagaon	Junior Clerk-cum-Accountant	Rs.7100/- (Consolidated)	01	To be appointed Contractually
2	OAV, Tarando, Khandapada	Junior Clerk-cum-Accountant	Rs.7100/- (Consolidated)	01	To be appointed Contractually

2. **Qualification:-** (i) Bachelor degree and knowledge in computer with tally.
(ii) Proficiency in Odia and English.
3. **Eligibility:-** In order to be eligible for engagement, a candidate must satisfy the following conditions:
 - (i) He /She must be citizen of India.
 - (ii) Must be of sound mind.
 - (iii) Must not be having more than one spouse living.
 - (iv) 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 University/Institutions from 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/WCD Dt.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 employer at the time of verification of documents/performance test.
 - (vii) A candidate furnishing certificates, mark-sheets with grades and grade-point shall also furnish numerical equivalent of grades / grade-point from examining bodies.
 - (viii) He/ She must have passed Odia language up to M.E. standard.
 - (ix) The candidate should have register his name in the employment exchange

4. The engagement of Junior Clerk-cum-Accountant will be made on contractual basis.

There will be a committee at District level under the chairmanship of Collector & District Magistrate to finalize the selection of the candidates.

(i) The candidate should have registered his/her name in the District 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.Dtd.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, Nayagarh along with his/her application form.

(iv) **Reservation:** The provision of the Odisha Reservation & Vacancies in post and Service Act, 1975 and other Reservation, as prescribed by Government from time to time shall be followed. Up to 33.⅓% 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.

(v) **Selection Procedure:** The District Education Officer will work out of the total post of Junior Clerk-cum-Accountant sanctioned in respect of Odisha Adarsha Vidyalayas in Nayagarh District in 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.

(vi) **Last Date for receipt of Applications:-** The last date of receipt of application forms in the office of the District Education Officer, Nayagarh is 17.11.2020. Application received beyond the dateline & incomplete application in any form is liable for rejection.

(vii) **Note Below:-**

(i) The applicant has to apply specifically superscribing “**Application for the post of Jr. Clerk-cum-Accountant in OAV, Akhupadar Odagaon**” or “**Application for the post of Jr. Clerk-cum-Accountant in OAV, Tarando, Khandapada**”. The applicant has to apply for each and pay Rs.200/- separately in case one intends to apply for both the post.

(ii) Non-compliance of any of the requirements mentioned in the advertisement shall entail rejection of his/her application out-rightly. Application if found defective and/or incomplete in any respect and received after the last date, shall be summarily rejected.

(VIII) 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.

LIST OF DOCUMENTS TO BE SUBMITTED ALONGWITH THE APPLICATION:

- (a) Copy of self-attested HSC Examination Certificate or any equivalent certificates in support of date of birth.
- (b) Copy of self- attested + 2 Examination Certificate conducted by the Council Constituted under Section-3 of the Odisha Higher Secondary Education Act, 1982 or equivalent examination of recognized Council/Board/University as the case may be.
- (c) Copy of self attested certificate showing bachelor degree from any university of the state/ institution of outside state or any equivalent certificates of bachelor degree.
- (d) Copy of self-attested mark sheet of the H.S.C Examination or equivalent examination.
- (e) Copy of self-attested mark sheet of the +2 Examination or any equivalent examination.
- (f) Copy of self-attested mark sheet of bachelor degree from any university of the state/ institution of outside state or any equivalent certificates of bachelor degree.
- (g) Applicant has to pay Rs.200/- in shape of Indian Postal Order (IPO) payable to District Education Officer, Nayagarh.
- (h) Two self attested passport size recent colour photographs (one is to be affixed in the application on the space provided).
- (i) One declaration regarding marital status showing to have one spouse living, if married.
- (j) Copy of self attested caste certificate issued by the appropriate Authority in respect of candidates belonging to Schedule Caste/ Schedule Tribe and SEBC categories.
- (k) Copy of self attested medical certificate showing the physical disability issued by the appropriate Authority in respect of physically handicapped candidate only.
- (l) Two Character Certificates issued recently by Gazetted Officer/Medical Practitioner / Sarpanch etc.

Sd/-
District Education Officer
Nayagarh

