

**DISTRICT EDUCATION OFFICE, SUNDARGARH**  
**Advertisement for engagement of Junior Clerk-cum-Accountant**  
**(Contractual) in Odisha Adarsha Vidyalayas in Sundargarh District.**

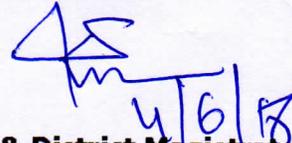
No 4530 Date 04.6.2018

Applications are invited from eligible candidates in the prescribed format for engagement of Junior Clerk-cum-Accountant on contractual basis in 04 numbers of Odisha Adarsha Vidyalayas in Sundargarh, Subdega, Rajgangpur & Bonai Block of Sundargarh District, as mentioned below. The vacancy, if any in other OAV will also be filled up out of the empanelment prepared from this advertisement within one year.

Sl No	Name of the Post	No. of Post	Qualification	Age	Consolidated Remuneration
1	Junior Clerk-cum-Accountant (Contractual)	04	1. Bachelor degree and knowledge in computer with Tally. 2. Proficiency in Odia and English	Candidate must be under 32 years of age and above 21 years age as on 04.06.2018. Upper age limit for SC/ST, Women, SEBC candidate shall be relaxed by 5 years and for PH candidate relaxed by 10 years.	7100/- (Per month)

**Application fees:** Rs.200/- in shape of Indian Postal Order (IPO) payable to District Education Officer, Sundargarh along with the application form. **Last Date of receiving of application is 20.06.2018.**

For application form and other details, please visit the District website [www.sundargarh.nic.in](http://www.sundargarh.nic.in). All application duly filled in along with self attested photo copies of educational certificates/ mark sheets/ caste certificate/ employment registration card and other documents shall be submitted through Regd. Post/ Speed post only addressed to the **District Education Officer, Sundargarh At/Po-Sundargarh, Dist-Sundargarh, Pin-770001** so as to reach in the District Education Office on or before the last date, i.e., 20.06.2018.

  
**Collector & District Magistrate,**  
Sundargarh.

ଜିଲ୍ଲା ଶିକ୍ଷା କାର୍ଯ୍ୟାଳୟ, ସୁନ୍ଦରଗଡ଼

ବିଜ୍ଞାପନ

ସଂଖ୍ୟା. 4530 ତାରିଖ. 04.06.2018

ସୁନ୍ଦରଗଡ଼ ଜିଲ୍ଲାରେ ଖୋଲିଥିବା ଓଡ଼ିଶା ଆଦର୍ଶ ବିଦ୍ୟାଳୟ ମାନଙ୍କରେ କନିଷ୍ଠ କିରାଣୀ-ତଥା-ହିସାବରକ୍ଷକ ପଦବୀ (Contractual) ପାଇଁ ଯୋଗ୍ୟ ପ୍ରାର୍ଥୀ/ପ୍ରାର୍ଥୀନୀ ମାନଙ୍କଠାରୁ ଦରଖାସ୍ତ ଆହ୍ୱାନ କରାଯାଉଅଛି । ଆଗ୍ରହୀ ପ୍ରାର୍ଥୀ/ପ୍ରାର୍ଥୀନୀ ମାନେ 20.06.2018 ପୂର୍ବରୁ ଦରଖାସ୍ତ ରେଜିଷ୍ଟ୍ରି/ ସିଡ଼ପୋଷ୍ଟ ଯୋଗେ ଜିଲ୍ଲା ଶିକ୍ଷା ଅଧିକାରୀ, ସୁନ୍ଦରଗଡ଼ କୁ କାର୍ଯ୍ୟାଳୟକୁ ପ୍ରେରଣ କରି ଆବେଦନ କରିପାରିବେ । ଉପରୋକ୍ତ ତାରିଖ ପରେ ପ୍ରାପ୍ତ ଦରଖାସ୍ତ ବିଚାରକୁ ନିଆଯିବ ନାହିଁ । ଏହାର ସବିଶେଷ ବିବରଣୀ ତଥା ଆବେଦନ ଫର୍ମ ସୁନ୍ଦରଗଡ଼ ଜିଲ୍ଲା ୱେବ୍ ସାଇଟ୍ [www. Sundergarh.nic.in](http://www.Sundergarh.nic.in) ରେ ଉପଲବ୍ଧ ।

ଜିଲ୍ଲାପାଳ, ସୁନ୍ଦରଗଡ଼ କୁ ନିର୍ଦ୍ଦେଶ କ୍ରମେ

ଜିଲ୍ଲାଶିକ୍ଷା ଅଧିକାରୀ, ସୁନ୍ଦରଗଡ଼

**Details of the advertisement for engagement of Junior Clerk in  
Odisha Adarsha Vidyalayas (OAVs) of Sundargarh District**

1. The posts of Junior Clerk-Cum-Accountant have been created for Odisha Adarsha Vidyalayas (OAVs) as follows:

Sl. No.	Name of the Post	Scale of Pay	No. of Posts in each school	No. of post sanctioned for 04 nos. of Vidyalayas	Nature of the post
01	Junior Clerk-cum- Accountant	Rs. 7100/- (Consolidated)	01	04	To be appointed contractually

Besides, an empanelment of candidates will be prepared out of this advertisement for filling up of any vacancy also in other OAVs of the District. The empanelment will be valid up to 01 year.

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. 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 to finalize the selection of the candidates.

4. 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/ Institutions of 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.
- 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.
- 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 examining bodies.
- He/ she must have passed Odia language up to M.E. standard.
- 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. dated 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, Sundargarh** along with his/ her application form.

**(iv) Last Date of receiving of application is 20.06.2018.**

**(v) 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.

**(vi) Selection procedure:**

The applications received within the date line, i.e., **by 20.06.2018** 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 committee 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.

**Sd/-**  
**District Education Officer**  
Sundargarh