

DISTRICT EDUCATION OFFICE, KEONJHAR

No. 3639 Dtd 29.5.18

ADVERTISEMENT

Applications are hereby invited from the deserving candidates for the post of Jr.clerk-cum-Accountant for contractual engagement at Odisha Adarsha Vidyalayas of Keonjhar district with a consolidated remuneration.

DETAILS OF VACANCY

SL. NO.	POSTS	NO. OF POSTS	QUALIFICATION	CONSOLIDATED REMUNERATION	FEES	AGE
1	Jr.clerk-cum-Accountant	02 (UR-1) (SC-1)	Bachelor Degree and Knowledge with Computer with Tally, Proficiency in Odia & English.	Rs.7100/- per month (Consolidated)	Rs200/ in the Shape of IPO	21 to 32 years as on from the date of advertisement

Application form and other details can be down loaded from the website (www.kendujhar.nic.in). Interested candidates fulfilling the eligibility criteria mentioned above are requested to apply **on or before 21.06.2018** (during office hours) with required fees payable to District Education Officer, Keonjhar .The applications should be sent by **Speed Post/Registered Post** only to the **District Education Officer, Keonjhar, PIN Code: 758001**. The incomplete applications form and forms received after due date shall be summarily rejected. The undersigned reserves the right to cancel any or all the applications without assigning any reason thereof. Vacancies may vary time at the time of actual engagement.

By order of Collector-cum-Chairman, OAVs, Keonjhar


District Education Officer,
Keonjhar.

Memo No. 3640 Dt. 29.5.18

Copy to the District correspondence The Samaj/The Prameya/ District Informatic Officer, NIC, Keonjhar with request to publish the advertisement for wide publication.


District Education Officer,
Keonjhar.

**APPLICATION FOR THE POST OF JUNIOR CLERK-cum-ACCOUNTANT (Contractual) in
ODISHA ADARSHA VIDYALAYA**

Fill the application form in block letters in own handwriting
Enclose one copy of self attested ID proof(Voter Card/Driving License/Aadhar Card)

Affix a passport
size photograph
here

1. Name of the Applicant in (Block letters)

.....
First Name Middle Name Last Name

2. Father's Name

3. Address with PIN CODE:
Present Address:
.....
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 Qualifications :

Sl	Exam passed	Board/ University	Year of passing	Full marks	Marks obtained	Percentage
i.	HSC					
ii.	+2					
iii.	Bachelor 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



DISTRICT EDUCATION OFFICE, KEONJHAR

FOR WRITTEN UNDERTAKING

I _____ son/daughter of
_____ who has been given an offer of contract
engagement for the post of _____ carrying a consolidated
salary of Rs.7100/-(Rupees seven thousand and one hundred) only per month of fully
aware that my engagement is purely temporary and on contract basis and can be
terminated any time without any notice and assigning any reason thereof.

Further, I undertake that I will abide all terms & conditions of District Education
Officer, Keonjhar in all respect.

Further, I am fully aware that my continuance in the said post is subject to my
satisfactory performance to be evaluated by the appropriate authority.

Further, I do hereby give an undertaking that in future I shall not claim regular
scale of pay and other allowances for continuing in the said post merely on the ground
that I have been given a contractual engagement.

The documents which has only been submitted by me to the authority is original
and if found false in due course, my engagement will be automatically
forfeited/cancelled.

Date: _____ Signature of the Candidate

Place: _____ Name in full

Details of Permanent Address

Details of Present Address

1. Witness number one
Signature & Address

2. Witness number two
Signature & Address

DISTRICT EDUCATION OFFICE, KEONJHAR

GUIDE UNDERTAKING FORM

For the post of _____

I, _____ do hereby undertake that, I have not been sentenced for any offence.

Also, I do hereby undertake that, I have neither been discharged nor been dismissed from any service under the State/Central Government or any authority or body under the State or Central Government.

Signature of the Candidate with address

- (a) Candidates having Bachelor Degree from any University of the State are eligible. Candidates who are employed in any State or Central Government or any authority or body under the State or Central Government shall only be eligible for engagement after verification of genuineness of their educational qualifications from the concerned University/Institutions from which they have obtained the degree.
- (b) The case of all candidates shall be referred to Appellate Medical Board constituted by the W. & C. D. Department vide notification NO. 1-430/WCD, D.O. 09.09.2011 for the examination of medical fitness. The order shall be issued in each case, as and when passing by the Board.
- (c) In-service candidates shall furnish the objection certificate duly signed by the employer at the time of verification of documents/performance.
- (d) A candidate furnishing qualifications, marks sheets with grades and grade-point shall also furnish the certificate of equivalence of grade/grade-point from the relevant State.
- (e) All candidates must have passed the language test as per the order.
- (f) The candidates should have registered their name in the employment exchange.

GUIDE LINE FOR APPLICANT

For the post Jr. Clerk-cum-Accountant:

(i) Eligibility:

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

- (a) He/ She must be citizen of India,
- (b) Must be of sound mind,
- (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/ 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.
- (e) 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.
- (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 and grade- point shall also furnish numerical equivalence of grades/grade-point from the examining bodies.
- (h) He/ She must have passed Odia language up to M.E. standard.
- (i) The candidates should have registered his/her name in the employment exchange.

(ii) Age Limit:

Candidate shall be under 32 years of age and above 21 years of age as on the date of advertisement.

However incase of SC/ST, Women, SEBC, the upper age limit shall be relaxed by 5 years and incase 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 along with his/her application form.

- (iv) The envelope containing application must be super scribed as "APPLICATION FOR THE POST OF JUNIORCLERK-CUM-ACCOUNTANT"
- (v) Interested candidates fulfilling the eligibility criteria mentioned above are requested to apply on or before **21.06.2018** (during office hours) with required fees payable to **District Education Officer, Keonjhar** .The applications should be sent by **Speed Post/Registered Post** only to the **District Education Officer, Keonjhar, PIN Code: 758001**. The incomplete applications form and forms received after due date shall be summarily rejected. The undersigned reserves the right to cancel any or all the applications without assigning any reason thereof.