

DETAILED GUIDELINE FOR ENGAGEMENT OF ACCOUNTANT UNDER DCPU, KEONJHAR

District Child Protection Unit, Keonjhar intends to engage dedicated professional Accountant on Contractual basic under Integrated Child Protection Scheme (ICPS) as per the letter No-67/OSCPS/RS/0001/2016, dtd 19.01.2017 of the Director, Odisha State Child Protection Society (OSCPS), W & CD Dept., Govt. of Odisha, Bhubaneswar.

1. Details of the post to be filled up:

District Child Protection Unit (DCPU), Keonjhar			
Sl. No.	Name of the Post	No of Position(s)	Salary (in Rs.)
1.	Accountant	1	14,000/-

2.General Ability:

In order to be eligible for engagement to the above mentioned post, a candidate must satisfy the following conditions also. She/he

- a. Shall be a citizen of India.
- b. Shall have good moral Character.
- c. Must not have more than one spouse living.
- d. Shall be of good health, good physique, active habits and far from any organic defect or bodily deformity (not applicable in case of persons with disability)
- e. Must be able to speak, read and write odia and have
 - i. Passed a language test in Odia equivalent to middle school standard
 - ii. HSC or equivalent and above or passed as language subject in the final examination of class viii and above or passed a test in odia in M.E. School Standard by the Education Department of the State Government.
 - iii. Shall passed the requisite qualification as shown in below point no.4

3.Age Limit:

The age of the candidate must be within 21 to 35 years as on 1st January 2019 with relaxation as admissible.

4. Details of the Post, educational qualification required weightage of marks:

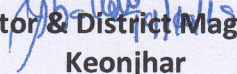
Sl. No.	Name of the Post	Qualification	Experience	Weightage
1	Accountant	Bachelor degree in commerce with basic knowledge in computer.	3years experience in relevant field (for minimum period of experience 10% and for each additional year of experience 15 shall be awarded subject to a maximum of 15%)	Written-50% Career-20% Experience-15% Interview-15%

5. Selection Procedure:

- a. The selection of the candidates shall be made by the selection committee on the basic of weightage marks obtain by the candidate in written examination, career & experience as per the stipulations mentioned above.
- b. The career marking will be made on the basic of the mark secured in the HSC examination (Matriculation), higher secondary (+2) and Graduation Examinations conducted by recognizes Board/Council or the universities as the case may be.
- c. The merit list (1:5) shall be drawn up for the above mentioned posts on the basic of the weightage percentage of marks. The candidate secured highest mark may be selected and the engagement order will be issued as per terms and condition prescribed by OSCPS.
- d. In case, more than one candidate has equal weightage of marks, the candidate with past Experience of working in public sector will be given preference. Further, in case of non-availability of past experience the decision of the authority in this regard shall be final.

Documents to be attached with the application form:

- a. Self-attested photocopy of HSC or equivalent certificate and mark sheet.
- b. Self-attested photocopy of 10 +2 or equivalent certificate and mark sheet.
- c. Self-attested photocopy of degree certificate and mark sheet.
- d. One recent Self-attested color photograph (3.5*4.5 size) should be fixed at the space provided.
- e. Certificate of experience issued from the previous/current employer.
- f. In case of persons with disability self attested copy of identity card issued by the component authority.
- g. A self addressed envelope with 27/-rupees postal stamp to issue thw call letter for written test.


Collector & District Magistrate,
Keonjhar