

# DISTRICT EDUCATION OFFICE, KEONJHAR

No. 12153 Dtd 17.11.2020  
**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	<b>01</b> <b>(UR)</b>	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 the date of advertisement

Application form and other details can be down loaded from the website ([www.kendujhar.nic.in](http://www.kendujhar.nic.in)). Interested candidates fulfilling the eligibility criteria mentioned above are requested to apply **on or before** 08.12.2020 (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

*[Signature]*  
District Education Officer,  
Keonjhar.

Memo No. 12154 Dt. 17.11.2020

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

*[Signature]*  
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**

**UNDERTAKING**

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