

# ଜିଲ୍ଲା ଶିକ୍ଷା କାର୍ଯ୍ୟାଳୟ, ଅନୁଗୁଳ

## ବିଜ୍ଞାପନ

ସଂଖ୍ୟା M 508 ତା 20.08.2022

ଅନୁଗୁଳ ଜିଲ୍ଲାର ଓଡ଼ିଶା ଆଦର୍ଶ ବିଦ୍ୟାଳୟ ଝରାବେରେଣି (କଣିହାଁ ବ୍ଲକ) ଏବଂ ସୁବର୍ଣ୍ଣପାଲି (ପାଲଲହଡ଼ା ବ୍ଲକ) ରେ ଖାଲିଥିବା କନିଷ୍ଠ କିରାଣୀ -ତଥା- ହିସାବ ରକ୍ଷକ (ବୁକ୍ସି ଭିଡିକ) ପଦବୀ ପାଇଁ ଯୋଗ୍ୟ ପ୍ରାର୍ଥୀ/ପ୍ରାର୍ଥନୀ ମାନଙ୍କ ଠାରୁ ଦରଖାସ୍ତ ଆହ୍ୱାନ କରାଯାଉଅଛି । ଆଗ୍ରହୀ ପ୍ରାର୍ଥୀ/ପ୍ରାର୍ଥନୀ ମାନେ ତା ୩୧.୦୮.୨୦୨୧ ସୁଦ୍ଧା ସମ୍ପୂର୍ଣ୍ଣ ଦରଖାସ୍ତ ରେଜେଷ୍ଟ୍ରି / ସିଡ୍ ପୋଷ୍ଟ ଯୋଗେ ଜିଲ୍ଲା ଶିକ୍ଷା ଅଧିକାରୀ, ଅନୁଗୁଳଙ୍କ କାର୍ଯ୍ୟାଳୟକୁ ପ୍ରେରଣ କରି ଆବେଦନ କରିପାରିବେ । ଏହାର ସବିଶେଷ ବିବରଣୀ ତଥା ଆବେଦନ ଫର୍ମ୍ ଅନୁଗୁଳ ଜିଲ୍ଲା ୱେବସାଇଟ୍ [www.angul.nic.in](http://www.angul.nic.in) ରେ ଉପଲବ୍ଧ ।

ଜିଲ୍ଲାପାଳ, ଅନୁଗୁଳ କ ନିର୍ଦ୍ଦେଶକ୍ରମେ

କଲ୍ୟାଣ କେଶରୀ ୧୦.୮.୨୦୨୧.

ଜିଲ୍ଲା ଶିକ୍ଷା ଅଧିକାରୀ, ଅନୁଗୁଳ

**DISTRICT EDUCATION OFFICE, ANGUL.**

**ADVERTISEMENT**

No. 3615 /dt. 10.05.2021

Applications are invited from the eligible candidates in the prescribed format for engagement of **Junior Clerk-cum-Accountant** on contractual basis for Odisha Adarsha Vidyalaya in Jharabereni under Kaniha Block and Subarnapali under Pallahara Block of Angul District by 31.05.2021 through registered / speed post to "THE DISTRICT EDUCATION OFFICER, ANGUL, At- Amalapada, Po/Dist-Angul, Pin- 759122". The application forms and guidelines are available in District Website [www.angul.nic.in](http://www.angul.nic.in)

  
Collector & District Magistrate,  
Angul.

## DISTRICT EDUCATION OFFICE, ANGUL.

### PROCEEDURE FOR ENGAGEMENT OF JUNIOR CLERK-CUM-ACCOUNTANT IN ODISHA ADARSHA VIDYALAYAS OF ANGUL DISTRICT

Sl. No.	Name of the Post	No. of Post	Scale of Pay	Nature of the Post
I	Junior Clerk -cum- Accountant	(UR - 01) (SC - 01) Total-02	Rs. 8880/- (Consolidated)	(Contractual)

The engagement of **Junior Clerk - cum- Accountant** will be made on contractual basis with remuneration of Rs.8880/- per month with the following guidelines.

**(a) Educational Qualification :-**

- i) Bachelor degree and knowledge in Computer with Tally ERP 9.0, MS Office, Excel, Word, Power Point, Creation of file and email operation.
- ii) Proficiency in Odia and English.

**(b) Eligibility:-**

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

- i) He/ She must be a citizen of India.
- ii) Must be of sound mind.
- iii) Must not be having more than one spouse living.
- iv) Candidate having Bachelor's Degree from any University of the State are eligible. Regarding Universities / Institutions 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.
- 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 the 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 equivalence of grades / grade-points from the examining bodies.
- viii) He /She must have passed Odia language up to M.E. standard.
- ix) The candidate should have registered his name in the employment exchange.

**(c) Age Limit :-**

Candidates shall be under 32 years of age and above 21 years of age as on 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. Deptt. Notification No. 22586/Gen. dt.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.

**(d) Application Fees :-**

Applicant has to pay Rs. 200 / - in shape of Indian Postal Order (IPO) payable to District Education Officer, Angul along with his/her application form.

**(e) Reservation :-**

The provision of the Odisha Reservation & Vacancies in Post & Service 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 time to time.

**(f) Selection procedure :-**

The applications received within the date line i.e by 31.05.2021 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. Candidates 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 & 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 board 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 on one year. The candidate has to execute an agreement to be provided separately at the time of joining.

**The applicants are required to submit two self - addressed envelope along with application form and supporting documents relating to qualification, age, reservation category and others in favour of them.**

**The application should reach in the office of the District Education Office on or before 31.05.2021 through Registered Post / Speed Post only. The Committee reserves the right to take any decision to overcome the problem encountered at the later stage.**

  
Collector & District Magistrate,  
Angul.

**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