

**OFFICE OF THE DISTRICT PROJECT COORDINATOR, SAMAGRA SIKSHYA , GAJAPATI**

**ADVERTISEMENT FOR ENGAGEMENT OF JUNIOR CLERK CUM ACCOUNTANT IN ODISHA ADARSHA VIDYALAYA**

**No:**


**DATE:**

Applications are invited from intending FEMALE candidates to fill up the vacant post of Junior Clerk cum Accountant in Odisha Adarsha Vidyalaya under Gajapati District. The basic details are as follows:

Name of the Post	Scale of Pay	Vacancy Category	Nature of the Post	Eligibility
Junior Clerk cum Accountant	Rs. 7100/- ( Consolidated)	Unreserved Woman 01	Contractual	Bachelor Degree & Knowledge in Computer along with Tally Proficiency in Odia and English

The candidate must be within the age group of 21-37 years as on the date of advertisement (Upper age limit is relaxable for 5 years in case of Physically Handicapped candidates). Application must be submitted by Registered Post/Speed Post only addressing the District Project Coordinator, Samagra Sikshya, Gajapati At: Betaguda Po: Jhammi Via: Paralakhemundi Dist; Gajapati, PIN-761201 in the prescribed Application format along with self attested copies of all documents in support of age/ qualification/ computer proficiency from HSC onwards accompanied with IPO or Demand Draft of Rs. 200/- ( Rupees Two Hundred) only payable in favour of District Project Coordinator, SS, Gajapati. In-complete applications/ the applications received after the last date i.e. 20-06-2022 shall not be accepted. The Collector cum Chairman, OAVs, Gajapati reserves the rights to make necessary Omission/ Commission or cancel the entire advertisement without assigning any reasons thereof.

The detailed information regarding eligibility / Selection procedure / Application form is published in the District Web Portal of the District [WWW.Gajapati.nic.in](http://WWW.Gajapati.nic.in)

  
Collector cum Chairman,  
OAVs, Gajapati.

OFFICE OF THE DISTRICT PROJECT COORDINATOR, SAMAGRA SIKSHYA, GAJAPATI

Procedure for Engagement of Junior Clerk cum Accountant in Odisha Adarsha Vidyalaya (OAV)

1. The post of Junior Clerk cum Accountant on contractual basis with a consolidated monthly remuneration of Rs. 7100/- which is targeted to be filled up at present arose due to resignation of one engaged Junior Clerk cum Accountant against the post created for Odisha Adarsha Vidyalaya (OAVs) vide Government Order No9434/SME dated 13.05.2015.

2. The Qualification for the post is as follow:

- (I) The post is meant for Lady Candidates only.
- (II) The Applicant must possess a Bachelor's Degree from any Recognized University.
- (III) The Applicant should have proficiency in Computer application along with Tally software.
- (IV) The Applicant must be proficient in Odia as well as in English.

3. The post of Junior Clerk cum Accountant of OAV is purely temporary and engagement will be made on Contractual basis.

A district level Committee under the Chairmanship of Collector with the following as members will carry out the entire selection process.

- |       |                                       |                                    |
|-------|---------------------------------------|------------------------------------|
| (i)   | Collector                             | Chairman                           |
| (ii)  | District Education Officer cum DPC,SS | Member Convenor                    |
| (iii) | District Welfare Officer              | Member                             |
| (iv)  | Nominated Principal(s), OAV           | Member to be nominated by Chairman |

4. Engagement of Junior Clerk cum Accountant:

**(i) Eligibility**

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

- (i) She must be a citizen of India.
- (ii) Must be of Sound Mind.
- (iii) Must not be having more than one spouse living, if married.
- (iv) Candidates having Bachelor Degree from any University of the State are eligible. Candidates those obtained Degree from any University out of the State will be considered eligible only after verification of genuineness of their qualification from the concerned University.
- (v) Must possess valid document on having Computer Proficiency along with Tally Software.
- (vi) Candidates furnishing certificates / Mark Sheets with Grades and Grade Points must furnish numerical equivalence of Grade/ Grade Points from the Examining Bodies.
- (vii) Must have Passed Odia Language up to M. E. Standard (Recognized by or from Board of Secondary Education of Odisha.)
- (viii) Must have registered her name in the Employment Exchange, anywhere within the state of Odisha..

**(II) Age Limit:**

Candidates must be under 37 years of age and above 21 years of age as on the date of advertisement. However Upper age limit shall be relaxed for another 5 years in case of Physically Handicapped Candidates in consonance with G.A Department Notification No 33068/ Gen dated 27.10.1989. (Odisha Civil Service, Fixation of Upper Age limit Rules, 1989).

**(III) Application Fees:**

An applicant has to pay Rs. 200/- in shape of IPO /Demand Draft drawn in favour of District Project Coordinator, SS, Gajapati on any Nationalized Bank having branch at District Headquarters of Gajapati. The DD should be enclosed with the Application form.

**(IV) Reservation:**

The Reservation Provisions have been maintained while advertising the post as per the stipulations of the Odisha Reservation of Vacancies in Post and Services Act 1975 and other Reservation as prescribed by Government of Odisha from time to time.

**(V) Selection Procedure:**

The applications received within the prescribed time will be scrutinized as per the eligibility criteria and Merit List will be prepared on the basis of Percentage of Marks Secured in the qualifying Examinations 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 a candidate had secured 67 % of Marks (Excluding Marks in Extra Optional Subject) in HSC Examination, 6.7 marks will be taken into consideration and similarly in +2 and Bachelor Degree Level. If a candidate had secured 67%, 62% and 70% in HSC, +2 and Bachelor Degree examinations respectively, computation of marks for drawing the merit list will be  $6.7+6.2+7.0 = 19.9$ .

Candidates must specifically indicate the percentage of Marks obtained (Calculate to the nearest two decimals) in the relevant column of the application. Where marks have not been awarded numerically by the Examining Authorities / Board / University but expressed in CGPA/OGPA, the same need to be converted into exact numerical equivalent in terms of conversion norms of the Examining Authorities. In such case the candidates will have to produce the Certificate / Document issued by the Examining Authorities evidencing conversion formula of the Examining Authorities and percentage of marks along with the application form. The candidate must produce the Original Document/ Certificate to this effect at the time of Document verification. The onus of responsibility in this regard lies with the candidate.

Candidates at the Ratio of 1: 3 of the required vacancies will be invited for verification of Documents and Performance Test on Accounts Package preferably Tally and adequate Computer Knowledge. On qualifying the Proficiency Test, the final merit list will be drawn on the basis of Percentage of Marks secured in the Qualifying Examinations not on the basis of marks secured in the Proficiency Test.

A selection Board will be constituted by the Collector and necessary arrangements for performance test will be made at the District Level. The final section list will be placed before the Committee headed by the Collector for final approval. Thereafter engagement order will be issued by the Collector.

The engagement is temporary and provisional which will be given initially for a period of one Year which will be renewed on the assessment of satisfactory performance on expiry of one year. The selected candidate has to execute an agreement separately at the time of joining.

Incomplete and invalid applications/ Application forms without Application fee of Rs. 200/- in shape of IPO or DD / without self attested copies of all required documents for the post will be summarily rejected. The Collector, Gajapati has the power to reject any application without assigning any reason thereof.

In case of any irregularity or manipulation of records and suppression of facts if detected later on, it will be revoked immediately and the action against the defaulting candidate will be taken as per rule.

All relevant information in regard to the engagement process shall be published in the District Web Portal.

**(VI) Documents to be submitted along with the application form:**


- Application form duly filled and signed
- Copy of Voter ID/ Aadhar Card / PAN card/ any other authentic ID proof.
- Copy of Residence Certificate
- Application fee in shape of IPO /DD for Rs. 200/-
- Marriage Declaration (if married) on having single living spouse
- Self attested copies of all educational qualification and Professional Qualification ( Computer Application) certificates and Mark Sheets starting from HSC onwards.
- Copy of valid Employment Registration Card
- Copy of Physically Handicapped Certificate ( In case of PH candidates)
- Copy of No Objection Certificate issued by the Employer in case of in-service candidates.
- Copy of the Certificate/ Document issued by the Examining Authority on Conversion of Grade Points to numerical equivalents, if any.
- Copy of document showing equivalence of qualification acquired from the Board/ University other than those of the state at par similar qualifications of the state.
- Copy of certificate authenticating pass in Odia language up to ME standard.
- Application must be sent by Registered Post / Speed Post only. No Application shall be received in the office by hand under any circumstance. The address for submission of application form is:

The District Project Coordinator,  
Samagar Sikshya, Gajapati  
At: Betaguda Po: Jhammi  
Via : Paralakhemundi  
Dist: Gajapati Pin-761201

The envelope containing application and enclosures must be superscripted at the top as "**Application for the contractual Post of Junior Clerk cum Accountant in OAV-Gajapati**".

The last date for receipt of application form in the office is <sup>20.6.2022</sup> **Applications** received after the last date will not be accepted. The authorities are not responsible for postal delay or loss of application by any other third party.

For enquiry the candidates may contact over phone during working hours of all working days on Phone No 9437523610 or e-mail at **ssagajapati@gmail.com**

  
District Education Officer cum DPC  
Samagra Sikshya, Gajapati.

**APPLICATION FOR THE POST OF JUNIOR CLERK CUM ACCOUNTANT (CONTRACTUAL)**

**IN ODISHA ADARSHA VIDYALAYA**

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

Affix a Passport  
size Colour  
Photograph here

1. Name of the Applicant

\_\_\_\_\_

First Name	Middle Name	Last Name
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2. Address with Pin Code :  
Present Address

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Permanent Address

\_\_\_\_\_  
\_\_\_\_\_

3. Date of Birth ( In figures) :

\_\_\_\_\_

(DD)	(MM)	(YYYY)
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4. In Words

\_\_\_\_\_

5. Gender

\_\_\_\_\_

6. Social Category

[Please tick (v) Whichever is applicable]

SEBC/OBC	SC	ST	UR
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7. Whether the Candidate is PH

[Please tick (v) Whichever is applicable]

(Yes)	(No)
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8. If Yes, Mention Category

[Please tick (v) Whichever is applicable]

VI	HI	OH
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9. Nationality

\_\_\_\_\_

10. Marital Status

[Please tick (v) Whichever is applicable]

(Married)	(Unmarried)
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11. Employment Registration Number

\_\_\_\_\_

Exchange 's Name and Date of Registration

\_\_\_\_\_

12. Educational Career details

No.	Exam Passed	Board/ University	Year of Passing	Full Marks	Marks Secured	Percentage
01.	HSC					
02.	+2					
03.	Bachelor Degree					

NB:- A candidate furnishing certificates and Mark sheets in grade and grade points shall furnish numerical equivalent of grade/ grade points from the Examining body.

- (a) Candidate must specifically indicate the percentage of marks obtained (calculated to the nearest two decimal points) in the relevant column of the application. Where marks in numbers is not awarded by the Board/ University but awarded in terms of CGPA/ OGPA, the same need to be converted into numbers and percentage in terms of conversion norms of the concerned Board/ University. In this regard the candidate will have to produce the certificate/ document issued by the Board/ University concerned in Original evidencing conversion formula of the Board/ University and percentage of marks when called for document verification.
- (b) The date of declaration of result / issuance of Mark Sheet shall be deemed to be the date of acquiring the qualification and there shall be no relaxation on this issue.

- 13 Contact Number: \_\_\_\_\_ e-mail Id: \_\_\_\_\_
- 14 Whether having proficiency in Computer Application and working knowledge of Accounting Package "Tally" Yes / No \_\_\_\_\_
15. Whether the candidate has passed Odia as a subject minimum up to M.E. Standard Yes / No \_\_\_\_\_ (Enclose supportive document)
16. Particulars of IPO/ DD Number \_\_\_\_\_ Date \_\_\_\_\_
- 17. Checklist for photocopy enclosures [Please tick (v) whichever is enclosed]**
- I. HSC Certificate and Mark Sheet
- II. +2 Certificates and Mark Sheet
- III. Bachelor Degree Certificate and Mark Sheets
- IV. Certificate and Mark sheet in support of Computer Proficiency and Tally Accounting software.
- V. Residence Certificate issued by the Competent Authority
- VI. Physically Handicapped Certificate issued by the Competent Authority
- VII. Document /Certificate(s) on conversion of Grades/ Grade Points to Numerical equivalents issued by the Competent Authority.
- VIII. Certificate on having Odia Passed up to M.E. Standard issued by the Competent Authority.
- IX. Application Fee in shape of IPO / DD
- X. Marriage Declaration Certificate on having single living spouse
- XI. Employment Exchange Registration Card
- XII. NOC in case of in-service candidate applying for the post issued by the Competent Authority
- XIII. One Identity proof

**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 the same.
2. The information as furnished above 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