

OFFICE OF THE DISTRICT EDUCATION OFFICER, BARGARH

GUIDELINES AND ELIGIBILITY CONDITIONS FOR ENGAGEMENT OF JUNIOR CLERK-CUM-ACCOUNTANT IN ODISHA ADARSHA VIDYALAYAS OF BARGARH DISTRICT

(This is with reference to Advertisement No.3853, Dt.10.05.2022 of District Education Officer, Bargarh)

Junior Clerk-cum-Accountant	TOTAL	ST	SC	UR
Vacancy	09	02(W-1)	01(W-1)	06(W-1)

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 ME Standard.
- (ix) The candidate should have registered his name in the employment exchange.
- (x) Candidates shall be under 32 years of age and above 21 years of age as on the date advertisement. However, in case of SC/ST, Women, SEBC, the upper age limit shall be relaxed in 5 years and in case PH candidates the upper age limit shall be relaxed by 10 years.

EDUCATIONAL QUALIFICATION

- (i) Bachelor degree and knowledge in Computer with Tally ERP, MS Office, Excel, Word, PowerPoint, creation of file and email operation.
- (ii) Proficiency in Odia and English.

APPLICATION FEES

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

The applications received within then date line 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. 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.

The candidates at the ratio of 1:3 of the required vacancies category wise will be invited for verification of documents and 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 with a gap of at least one day. 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.

Application should reach to this office on or before 15.05.2022 through Registered Post/ Speed Post only. The Committee reserves the right to take any decision to overcome the problem encountered at the later stage.

By the Order of Collector-cum-Chairman



District Education Officer, Bargarh

**APPLICATION FOR THE POST OF JUNIOR CLERK-CUM-ACCOUNTANT (CONTRACTUAL) TO
ODISHA ADARSHA VIDYALAYA**

Fill the application form in block letters in own handwriting

Enclose one copy of self-attested in proof (Voter Card/Driving License/ Aadhar Card)

Affix a passport
size
photograph
here

1. Name of the Applicant (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 Figure

In words:

5. Male ☐ Female ☐

6. Category applied under : Please tick ()

UR ☐ SC ☐ ST ☐ SEBC ☐ PH ☐ Ex-Servicemen ☐ Sportsmen ☐

7. Employment Exchange Registration No. & Date

8. Educational Qualification :

Sl	Exam passed	Board / University	Year of Passing	Full Marks	Marks obtained	Percentage
I	HSC					
ii	+2					
iii	Bachelor Degree					

N.B. 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, BARGARH

No. 3853 // Dated 10/05/2022

Application are invited by speed post/ registered post only for the post of Junior Clerk-cum- Accountant in OAVs of Bargarh District on Contractual basis with consolidated remuneration of Rs. 7100/- per month. Interested candidates are advised to visit District website (www.bargarh.nic.in) for detailed advertisement, prescribed application format and other conditions. The last date of submission of application to District Education Officer, Bargarh and Pin-768028 is 15.05.2022 (05.00PM).

By order of Collector, Bargarh



District Education Officer
Bargarh