

OFFICE OF THE DISTRICT EDUCATION OFFICER, BHADRAK

Advertisement for engagement of Junior Clerk-cum-Accountant (Contractual) & Three (03) Nos. Class-IV Staff in Odisha Adarsha Vidyalaya, Palasgadia, Bonth Block under Bhadrak District

No. 7233 Dated- 16-7-18

Application are invited from eligible candidates in the prescribed format for engagement of Junior Clerk-Cum-Accountant on contractual basis in 01 number of Odisha Adarsha Vidyalaya, Palasgadia, Bonth Block under Bhadrak District, as mentioned below.

Sl. No.	Name of the Post	No. of Post	Qualification	Age	Consolidated Remuneration
1	Junior Clerk-Cum-Accountant (Contractual)	01	1. Bachelor Degree and knowledge in Computer with Tally 2. Proficiency in Odia & English	Candidate must be under 32 years of age and above 21 years as on 12.07.2018. Upper age limit for SC/ST, Women, SEBC candidate shall be relaxed by 5 years and for PH candidate relaxed by 10 years	Rs. 7100/- (Per Month)

Engagement will be given initially for a period of one year which will be renewed on assessment of satisfactory performance on an expiry of one year. The candidate has to execute an agreement to provided separately at the time of joining.

Application fees:- Rs.200/- in shape of Indian Postal Order (IPO) payable to District Education Officer, Bhadrak along with the application form, **Last Date of receiving of Application is 31.07.2018.**

For application form and other details, please visit the District website <https://bhadrak.nic.in/>. All application form duly filled in along with self attested photo copies of education certificates/mark sheets/ caste certificate/ employment registration card and other relevant documents shall be submitted through Regd. Post/Speed Post only addressed to the Office of the **District Education Officer, Bhadrak, At- Nanga Mohalla, PO- Baliorada, Dist. Bhadrak, Pin- 756100** so as to reach in the District Education Office on or before the last date, i.e. **31.07.2018.**

Outsourcing of three numbers of Class-IV Staff

Sl. No.	Name of the Post	No. of Post	Qualification	Age	Consolidated Remuneration
1	Class-IV (01 Science Attendant, 01 Office Peon, 01 Night Watchman-Cum-Sweeper)	03 (01 in each)	Passed H.S.C. Examination	Candidate must not be more than 50 years and must be able bodied both Physically & Mentally to discharge the duty	Rs. 6250/- (Per Month each)

The interested Service Providers may send quotations in details for supply of above mentioned Manpower fulfilling the criteria to the **District Education Office, Bhadrak, At-Nanga Mohalla, Po- Baliorada, Dist- Bhadrak, Pin- 756100** only through **Regd. Post/Speed Post** superscribed as **“SUPPLY OF MANPOWER (CLASS-IV STAFF)”** on or before **31.07.2018**.

The selection of Service Provider will be finalized by the **Committee constituted under the Chairmanship of Collector**. A requisition will be placed with the Service Provider to provide Manpower twice the actual requirement. **The efficiency and suitability will be verified through a Selection Board constituted by the Collector**. After finalization of the panel candidates will be sponsored by the Service Provider and allotted to the respective Principal. If any Service Provider is already approved by the Collector the same may be asked to sponsor candidates for selection without going for a fresh selection of Service Provider.

By the order of
Collector-Cum-Chairman, OAVS, Bhadrak


District Education Officer
Bhadrak

Memo No: 7234

Dated: 16-7-18

Copy to the District Correspondence the Samaj/District Informatics Officer, NIC, Bhadrak with request to publish the advertisement for wide publication.


District Education Officer
Bhadrak

OFFICE OF THE DISTRICT EDUCATION OFFICER, BHADRAK

Details of the advertisement for engagement of Junior Clerk-cum-Accountant (Contractual) in Odisha Adarsha Vidyalaya, Palasgadia, Bonth Block under Bhadrak District

1. The posts of Junior Clerk-Cum-Accountant (Contractual) have been created for Odisha Adarsha Vidyalaya (OAVs) as follows:

Sl. No.	Name of the Post	Scale of Pay	No. of Post	Nature of the Post
1	Junior Clerk-Cum-Accountant (Contractual)	Rs. 7100/- (Consolidated)	01	On Contractual Basis

2. The Qualification for the post of Junior Clerk-Cum-Accountant (Contractual) is as follow:
- Bachelor Degree and knowledge in Computer with Tally.
 - Proficiency in Odia and English.

3. The engagement of Junior Clerk-Cum-Accountant will be made on Contractual basis.

There will be Committee at District Level under the Chairmanship of Collector to finalize the selection of the candidates.

4. Engagement of Junior Clerk-Cum-Accountant (Contractual)

(i) Eligibility:

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

- He/She must be a citizen of India,
- Must be of sound mind,
- Must not be having more than one spouse living,
- Candidates having Bachelor Degree from any University of the State are eligible. Regarding Universities/Institutions of outside State, the candidates shall only be eligible for engagement after verification of genuineness of their education qualification from concerned University/Institution from which they have obtained the Degree.

- e. The case of PH Candidates shall be referred to Appellate Medical Board constituted by the W&CD Department vide Notification No. 16430/W&CD Dated- 06.09.2011 for re-examination. Engagement order shall be issued if such candidates are found genuine by the Board.
- f. In-service candidates shall furnish NO OBJECTION CERTIFICATE duly signed by the Employer at the time of verification of documents/performance test.
- g. A candidate furnishing certificates, mark sheets with grades and grade-point shall also furnish numerical equivalence of grades/grade-points from the examining bodies.
- h. He/She must have passed Odia Language up to M.E. Standard.
- i. The candidate should have registered his/her name in the Employment Exchange.

(ii) Age Limit:

Candidate shall be under 32 years of age and above 21 years of age as on the date of advertisement.

However in case of SC/ST, Women, SEBC, the upper age limit shall be relaxed by 05 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. Department Notification No. 33068/Gen Dated- 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. Department Notification No. 22586/Gen Dated- 16.10.1985. Age limit up to maximum 05 years will be relaxed for in-service candidates serving in Central/State Government/Autonomous Organization of Central/State Government.

(iii) Application Fees:

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

The envelope containing application must be super scribed as **“APPLICATION FOR THE POST OF JUNIOR CLERK-CUM-ACCOUNTANT”**

Interested candidates fulfilling the eligibility criteria mentioned above are requested to apply on or **before 31.07.2018** (during office hour) with required fees payable to **District Education Officers, Bhadrak**. All application form duly filled in along with self attested photo copies of education certificates/mark sheets/ caste certificate/ employment registration card and other relevant documents shall be submitted through Regd. Post/Speed Post only addressed to the Office of the **District Education Officer, Bhadrak, At- Nanga Mohalla, PO- Baliorada, Dist. Bhadrak, Pin- 756100** so as to reach in the District Education Office on or before the last date, i.e. **31.07.2018**.

The incomplete application 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.


District Education Officer
Bhadrak

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

Fill the Application Form in **BLOCK LETTER** in own handwriting

Enclose one copy of Self Attested ID Proof (Voter Card/Driving License/Aadhaar Card)

Affix a Passport
size Photograph
here

1. Name of the Applicant in **(BLOCK LETTER)**

.....

2. Father's Name

3. Address with PIN CODE:

Present Address:

.....

Permanent Address:

.....

4. Date of Birth **(In Figure)**: **(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
1	HSC					
2	+2					
3	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 Sheets shall be deemed to be date of acquiring the qualification and there shall be no relaxation on this account.

9. Contact No., E-mail 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 & 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