

ନିଯୁକ୍ତି ବିଜ୍ଞାପନ
ଜିଲ୍ଲା ଶିକ୍ଷା କାର୍ଯ୍ୟାଳୟ, ଭଦ୍ରକ

ସଂଖ୍ୟା...1398

ତାରିଖ: 18-02-2021

ଭଦ୍ରକ ଜିଲ୍ଲା ଭଦ୍ରକ ବ୍ଲକ ଅଧିନ ଓଲଂଗ ଓ ଧାମନଗର ବ୍ଲକ ଅଧିନ ଶ୍ୟାମପୁର ଠାରେ ଖୋଲିଥିବା ଓଡ଼ିଶା ଆଦର୍ଶ ବିଦ୍ୟାଳୟରେ ଗୋଟିଏ ଲେଖାଏଁ Junior Clerk-Cum-Accountant ପଦବୀ ପାଇଁ ଜିଲ୍ଲା ପ୍ରାର୍ଥୀଙ୍କ ଠାରୁ ଦରଖାସ୍ତ ଆହ୍ୱାନ କରାଯାଉଛି । ଏହାର ସବିଶେଷ ବିବରଣୀ ଜିଲ୍ଲା website. www.bhadrak.nic.in ରେ ଉପଲବ୍ଧ । ଆବେଦନର ଶେଷ ତାରିଖ:- ୦୭.୦୩.୨୦୨୧

ଆବେଦନ ପତ୍ର ଦାଖଲ ସ୍ଥାନ:- ଜିଲ୍ଲା ଶିକ୍ଷାଧିକାରୀଙ୍କ କାର୍ଯ୍ୟାଳୟ, ଭଦ୍ରକ

ଜିଲ୍ଲାପାଳଙ୍କ ନିର୍ଦ୍ଦେଶକ୍ରମେ


P. Prasad
ଜିଲ୍ଲା ଶିକ୍ଷା ଅଧିକାରୀ
ଭଦ୍ରକ

OFFICE OF THE DISTRICT EDUCATION OFFICER, BHADRAK

Details of the advertisement for engagement of Junior Clerk-cum-Accountant (Contractual) in Odisha Adarsha Vidyalaya, Olanga Under Bhadrak Block And OAV, Shyampur, under Dhamnagar Block in 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) for OAV,Olanga	Rs. 7100/- (Consolidated)	01 (ST Category)	On Contractual Basis
2	Junior Clerk- Cum-Accountant (Contractual) for OAV,Shyampur	Rs. 7100/- (Consolidated)	01 (SC Category)	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

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 **06.03.2021** (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. **06.03.2021**.

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