

DISRICT EDUCATION OFFICE, KEONJHAR

No. 1343 Dtd 10/02/2016


ADVERTISEMENT

Applications are hereby invited from the deserving candidates for the post of Jr.clerk-cum-accountant for contractual engagement at Odisha Adarsha Vidyalayas (Model Schools) of Keonjhar district with a consolidated remuneration.

DETAILS OF VACANCY

SL. NO.	POSTS	NO. OF POSTS	QUALIFICATIONS	CONSOLIDATED REMUNERATION	AGE AS ON 10.02.2016
1	Jr.clerk-cum-accountant	9 UR-5 (W-2), SEBC-1 SC-1 ST-2 (W-1)	Bachelor Degree and Knowledge with Computer with Tally, Proficiency in odia & English.	Rs.7100/- per month (Consolidated)	21 to 32 years as on 10.02.2016


Application form and other details can be down loaded from the website (www.kendujhar.nic.in). Interested candidates fulfilling the eligibility criteria mentioned above are requested to apply **on or before 25.02.2016**(during office hours).The applications should be sent by Speed Post/Registered Post only to the District Education Officer, Keonjhar, PIN Code: 758001. The incomplete applications 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. Vacancies may vary time at the time of actual engagement.


10/2/16

District Education officer,
Keonjhar.

Memo No. 1344 Dt. 10/02/2016

Copy to the District correspondence The Samaj, Sambad, Anupam Bhanu District Informatic officer, NIC, Keonjhar with request to publish the advertisement for wide publication.


10/2/16

District Education officer,
Keonjhar.

General Conditions:

1. Age limit is 21-32 years as on 10.02.2016.
2. 5 years age relaxation would be applicable for candidates belonging to SC/ST/SEBC/Women Categories & 10 years for PH candidates, 5 years for in service candidates serving in Central/State Govt./Autonomous organization of Central/ State Govt.
3. The mentioned post is purely contractual and can be terminated at any time without assigning any reason thereof.
4. These posts are co-terminuous with the tenure of OAVs programme.
5. Selection of candidates will be made strictly on merit basis basing on their essential qualification, Performance Test and Computer Test of candidates on accounts package preferable on Tally and Computer knowledge Tally ERP 9.0, MS office, word, excel, power point, creation of files, email operating including uploading and downloading of materials etc. with adequate knowledge in handling and operating computer.
6. Functional computer literacy for the post is essential.
7. After engagement no transfer will be made from the concerned Odisha Adarsha Vidyalayas (Model School).
8. Up to 33.1/3 % of total post of each category shall be reserved for women candidates. Reservation for PH persons should be made as per provision prescribed by Govt. from time to time.
9. The candidates must be a citizen of India and must be of sound mind.
10. He/She must not be having more than one spouse living.

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11. 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 educational qualification from concerned University/institutions from which they have obtained the degree.
12. 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.
13. In- Service candidates shall furnish No-objection Certificate duly signed by the Employer at the time of the verification of documents/ performance test.
14. A candidates furnishing certificates, Mark sheets with grades and grade point shall also furnish numerical equivalence of grades/grade points from the examination bodies.
15. He/She must have passed odia language up to UP (M.E) standard.


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**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					

(Signature)
9/2/24

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

Handwritten signature and date: 9/2/11

DISRICT EDUCATION OFFICE, KEONJHAR
MODEL FORM FOR WRITTEN UNDERTAKING

I _____ son/daughter of
_____ who has been given an offer of contract
engagement for the post of _____ carrying a
consolidated

salary of Rs.7100/-(Rupees seven thousand and one hundred) only per month of
fully aware that my engagement is purely temporary and on contract basis and can
be terminated any time without any notice and assigning any reason thereof.

Further, I undertake that I will abide all terms & conditions of District
Education officer, Keonjhar in all respect.

Further, I am fully aware that my continuance in the said post is subject to my
satisfactory performance to be evaluated by the appropriate authority.

Further, I do hereby give an undertaking that in future I shall not claim regular
scale of pay and other allowances for continuing in the said post merely on the
ground that I have been given a contractual engagement.

The documents which has only been submitted by me to the authority is
original and if found false in due course, my engagement will be automatically
forfeited/cancelled.

Date:

Signature of the Candidate

Place:

Name in full



Details of Permanent Address

Details of Present Address

1. Witness number one
Signature & Address

2. Witness number two
Signature & Address

DISTRICT EDUCATION OFFICE, KEONJHAR

UNDERTAKING

I, _____ do hereby undertake that, I have not been sentenced for any offence.

Also, I do hereby undertake that, I have neither been discharged nor been dismissed from any service under the State/Central Government or any authority or body under the State or Central Government.

 9/2/16

Signature of the Candidate with address

CONTRACT OF ENGAGEMENT(T.O.R.)

This contract of engagement is made in between Shri/mt./Miss _____ and Collector, Keonjhar, the engaging authority and for the employer in one part.

AND

Mr./Mrs/Miss _____, the employee in the other part as per the terms and conditions given here under.

1. That the employee agrees under the appointing authority on purely temporary basis for a particular period on receiving remuneration on lump sum basis without having any right of any permanent appointment and/or regularization and equal treatment like any other regular employee of the appointing authority or State Government in future.
2. That the employee agrees to work under the appointing authority in the manner provided herein below :-
 - i) **Scope of Work:**
 - He/She has been engaged in the post as per his./her qualification and specific nature of job has been assigned to him/her.
 - He/She shall take up any work /assignment given to him/her of the respective intervention/branch.
 - He/She shall develop strategies and ensure effective implementation of the programme of the concerned intervention/branch.
 - He/She shall undertake any additional duties assigned to him/her for the interest of the programme.
 - His/her performance will be reviewed by the competent authority as and when required.

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ii) **Term of engagement**

This term of engagement will be for three months and will commence from _____ till _____. The engagement can be extended further on three months basis subject to the following condition.

- His/her performance is found to be satisfactory.
- He/she has cleared all personal advance received/granted by OPEPA at the time of preceding one month of the end of the last tenure of engagement before further extension.

iii) **Term of Payment**

- The consolidated remuneration per month on completion of the same not exceeding Rs. _____ will be paid to him/her (employee). This amount includes all the cost, tax obligation and other charges.
- He/She will work for the full month except public holidays. Normally the working hours will be 10.00 a.m. to 5.00 p.m. If necessary he/she may have to work beyond office hours to complete the given assignment in time.
- He/she will report to _____ for coordination. Acceptance and Approval of work assigned to him/her.

iv) He/she by this contract undertakes to perform the services with high standards of professional and ethical competence and integrity.

v) If his/her performance is not found to be satisfactory, then the Collector Keonjhar, the employer reserves the right to terminate this contract of engagement at any point of time either by giving him/her one month notice in advance or by paying one month salary/remuneration in lieu thereof.


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- vi) In the events he/she wants to quit the engagement, may do so by giving one month advance notice to the employer and after giving all accounts, expenditure of funds received by him/her for spending in the project and after discharging all liabilities. Otherwise the employer will take all legal steps to recover such loss and dues from him/her and his/her successors besides taking step for criminal prosecution for his/her any act of misappropriation of funds of Odisha Adarsha Vidyalaya, and for any such commission and omission in course of doing the job, if the same is detected.

FOR COLLECTOR, KEONJHAR

THE EMPLOYER

Signed by _____

Title:

FOR THE EMPLOYEE

Signed by _____

Title:

U. S. S.
9/2/16