

MAA TARINI THAKURANI TEMPLE TRUST  
GHATGAON, KEONJHAR.

**ADVERTISEMENT**

No. : 595

Date : 31.12.14

**RECRUITMENT FOR THE POST OF CLERK-CUM-DATA ENTRY OPERATOR & JUNIOR ACCOUNTANT**

Applications in the prescribed format are invited from the candidate desiring to appear for the said posts followed by interview & computer skill test for appointment of the said posts in consolidated pay & purely temporary basis in the Office of Maa Tarini Thakurani Temple Trust, At/Po-Ghatgaon, Dist-Keonjhar(Odisha) as per the Order No-1377 Dt.17.11.2014 of Addl. Asst. Commissioner of Endowments, Sambalpur which should reach the undersigned on or before Dt. 31.01.15. The successful candidates should produce the required documents in original at the time of verification of original documents for issue of appointment order. Incomplete, defective and applications received after due date or without signature of the applicant shall not be taken into consideration and liable for rejection. The date time and place of interview & computer skill test will be intimated to the candidates whose applications are found to be in order and complete in all respects. Mere inclusion of names in the merit list confers no right for appointment.

**1. VACANCIES DETAILS**

Sl. No.	Post	Qualification	Category	Nos. of Posts	Consolidated Pay
1	Clerk-cum-Data Entry Operator	Graduate with PGDCA & DTP	Male	02	Rs. 11000/- per month
2	Junior Accountant	Commerce Graduate with Accounting Knowledge, PGDCA, Tally & DTP	Male	01	Rs. 11000/- per month

**2. ELIGIBILITY OF THE CANDIDATES**

A candidate in order to be eligible on mark basis for appearing in the interview and computer skill test shall -

- be a citizen of India.
- must be a hindu.
- having no criminal record.
- be a resident of Keonjhar district.
- not less than 21(twenty one) years and not more than 32(thirty two years) of age as on 1<sup>st</sup> December 2014.

  
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- f) selected candidate will be under observation and probation for a period of 6 months where after the trust board feeling his performance may confirm his service, during probation the employee will get pay of Rs. 8000/- (eight thousand) per month instead of Rs. 11000/- (eleven thousand).
- g) minimum 60% (sixty percent) mark in H.S.C., Intermediate or plus two, Bachelor Degree or plus three level.
- h) have passed PGDCA certificate from govt. or recognized institution and have passed certificate of Tally & DTP.
- i) have passed the M.E. school examination with Odia as language subject.
- j) past experience if any.
- k) be of good character, sound health, good physique, active habits and not intoxicated by any means.
- l) be able to speak, read & write Odia, English & Hindi.
- m) no person who has more than one spouse living shall be apply in this recruitment.
- n) must not have been debarred for appearing in any other competitive examination or from holding other service as ordered by any competent authority/court.

3. Application shall not be considered unless it is accompanied by a **BANK DRAFT** of Rs.100/-- (Rupees one hundred) only in favour of "MAA TARINI THAKURANI" payable at State Bank of India, Ghatgaon Branch, which will not be refunded.

**4. DOCUMENTS TO BE FURNISHED ALONGWITH THE APPLICATION FORM.**

The candidate shall furnish the copies (attested by gazetted officer) of the following documents with their filled up application form.

- a) Two recent passport size colour photographs duly attested on front side of the photograph. One to be pasted on the space of the application form and another should be tagged with the application form.
- b) Two self addressed envelope of 23cmsX10cms with postage stamp of Rs.25/- (twenty five).
- c) Certificate and Mark sheet of H.S.C. and above.
- d) Certificate and Mark sheet of Computer Examination [PGDCA, DTP(Odia & English), besides Tally(Accounting software in case of Jr. Accountant]
- e) Resident certificate issued by the Revenue Authority during the year 2014 for the purpose of service only.
- f) A self declaration to the effect that the candidate has not more than one spouse living in case of married person (in original).
- g) The certificate of passing the Odia standard (for candidate who did not have odia subject in H.S.C./Class-VII Exam.

  
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- h) Original Bank Draft showing deposit of Rs.100/-(one hundred) towards application fees.

**5. NOTE :**

- (i) The authority reserves the right to reject any application and modify/cancel the Advertisement/Interview/Computer Skill test without assigning any reason thereof.
- (ii) No TA/DA will be allowed to attend the Interview/Computer Skill test
- (iii) The Advertisement can be downloaded from the website [www.matarini.nic.in](http://www.matarini.nic.in)

**6. HOW TO APPLY.**

The complete application in the prescribed format duly filled in by the applicant in his own handwriting in Bold capital letters in Blue/Black Ballpoint pen along with the required documents shall be submitted in an envelope superscripted "APPLICATION FOR THE POST OF....."(write for which post you are applying) in the address of **PRESIDENT, MAA TARINI THAURANI TEMPLE TRUST, AT/PO-GHATGAON, DIST-KEONJHAR, PIN-758027** by Registered Post/Speed Post only latest by Dt. 31-01-15 till 5.00 P.M. or directly depositing the same in the Suchana Kendra of the temple trust office of Maa Tarini. Applications received through ordinary post or applications received after the closing date shall not be entertained and will be summarily rejected. The authority will be in no way responsible for any postal delay or loss of application in transit at any stage.

  
PRESIDENT  
MAA TARINI THAURANI TEMPLE TRUST  
Sub-Collector, Keonjhar -am- President  
Maa Tarini Thaurani Temple Trust  
Ghatgaon, Keonjhar

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APPLICATION FORM FOR THE POST OF .....  
(Write the post for which applying)

Space for pasting of one passport size photograph duly attested & full signature of the candidate.

1. Full Name of the Candidate :  
(In Block Letters)

2. Father's Name :

3. Date of Birth (as per HSC Certificate):  
Day   Month   Year

4. Age as on 01.12.2014 \_\_\_\_\_ Years \_\_\_\_\_ Months & \_\_\_\_\_ Days

5. Permanent address:  
(In Block letters)

6. Present address(for correspondence):  
(In Block letters)

7. Sex :

8. (a) Nationality : \_\_\_\_\_ (b) Religion : \_\_\_\_\_

9. Phone Number (i) Landline No. \_\_\_\_\_ (ii) Mobile No. \_\_\_\_\_

10. Educational Qualifications :

Name of the Examination	Year of Passing	Board/ University	Full Marks	Marks Secured	Percentage of mark secured	Remarks
H.S.C.						
+2/Intermediate						
+3/Degree						
PGDCA						
Tally						
DTP						

11. Past Experience if any :

12. Married or Unmarried :  
(If married declaration of having not more than one spouse should be attached)

13. Employment Registration details :

Name of the Employment Exchange	Registration No. with Code	Date of Registration	Date of next Renewal

14. Details of fee paid.

Bank Draft No.	Date	Name of the Bank	Amount

I do hereby declare that all the information given in this application are true, complete and correct in all respects. In the event of any information given hereby is found false or incorrect at any stage thereafter my candidature/selection/appointment shall be liable to be cancelled without any notice to me.

Place :

Date :

Full Signature of the Candidate.

*[Handwritten Signature]*  
29/12/13