

OFFICE OF THE DISTRICT EDUCATION OFFICER,
MALKANGIRI

No 5321 Date 08/02/16

Applications are invited for filling of 5 Nos. of posts of Jr. Clerks-cum-Accountant on Contractual basis in Odisha Adarsha Vidyalayas (Model Schools) of Malkangiri district. The application forms and guidelines are available in the district website “ www.malkangiri.nic.in”

The last date of receipt of filled in application (hard copy) is 23rd February – 2016.


District Education Officer,
Malkangiri

Memo No. 533 Dated. 08.02.2016

Copy of the above advertisement sent to the Advertising Manager, The Samaj, Cuttack, The Dharitri, Rayagada for information and necessary action. They are requested to publish the above, advertisement in the daily paper (all edition) for wide publication as per the approved rate of I. & P.R. after publication a copy of the same along with the bill may be sent to this office for payment.


District Education Officer,
Malkangiri

Advertisement for Engagement of Contractual Jr.Clerk-cum-Accountant in Odisha Adarsha Vidyalayas (Model School) of Malkangiri District.

Applications in the prescribed format are invited from eligible persons belonging to different revenue districts of the state for engagement of Jr. Clerk-cum-Accountant on contract basis on a consolidated monthly remuneration in different Odisha Adarsha Vidyalayas (Model Schools) of Malkangiri District. The applications in the prescribed format are to be submitted before the District Education Officer, Malkangiri by 23rd February 2016. The vacancies of Jr.Clerk-cum-Accountant are indicated below.

1.

Sl. No.	Name of the OAVS (Model School)	Name of the Block	No. of Posts	Scale of Pay
1	OAVS Mathili at Juluniguda	Mathili	01	Rs. 7100/- (Consolidated)
2	OAVS, Malkangiri at Gandhipalli	Malkangiri	01	Rs. 7100/- (Consolidated)
3	OAVS, Khairput at Podaghat	Khairput	01	Rs. 7100/- (Consolidated)
4	OAVS, Kalimela at Kangrukonda	Kalimela	01	Rs. 7100/- (Consolidated)
5	OAVS, Podia at Bapanpalli	Podia	01	Rs. 7100/- (Consolidated)

2. **Qualification :**

- (i) Bachelors Degree and Knowledge in Computer with Tally.
- (ii) Proficiency in Odia and English.

3. **Eligibility :**

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

- a. He / She must be a citizen of India.
- b. Must be of sound mind,
- c. Must not be having more than one spouse living
- d. Candidates having Bachelors 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.
- e. The case of PH candidates shall be referred to Appellate Medical Board constituted by the W & CD Department vide Notification No. 16430/SCD, 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 name in the employment exchange.

4. **Age Limit:**

Candidates shall be under 32 years of age and above 21 years of age as on 08.02.2016.

However in case of SC/ST, Women, SEBC, the upper age limit shall be relaxed by 5 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. Deptt. Notification No. 33068 / Gen. Dt. 27.10.1989 (Odosja 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 5 years will be relaxed for in-service candidates serving in Central/State Government/Autonomous Organisation of Central/State Government.

5. **Application Fees:**

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

6. **Reservation:**

The Provision of the Odisha Reservation & Vacancies in Post and Service Act, 1975 and other Reservation, as prescribed by Government from time to time shall be followed. Up to 33 ⅓ % of total posts of each category shall be reserved for women candidates. Reservation for physically handicapped persons should be made as per provisions prescribed by Government from time to time.

N.B:

- i. The application should reach the Office of the District Education Officer, Malkangiri on or before 23-02-2016.
- ii. In-complete application and delay in receipt of the application will be summarily rejected.
- iii. The authority will not be responsible for postal delay in any form.
- iv. The candidates furnishing the fake Certificate / Mark Sheets shall be liable for suitable action against them. Ex-military persons and disabled persons will have to submit relevant certificate in support of their claim. Residential Certificate shall be submitted by the candidate as proof of residence in the Revenue District. The application form shall be rejected if it is not accompanied by the residential certificate.

By the order of the Collector,


District Education Officer,
Malkangiri.

**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					

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