



**DISTRICT EDUCATION OFFICE, SAMBALPUR**  
**ODISHA ADARSHA VIDYALAYA (OAV)**

In front of Ringroad near Collectorate, Sambalpur  
Phone No: 0663-2412145, e-mail id: deosambalpur28@gmail.com



**ADVERTISEMENT**

**No.DEO-SBP-OAV-71 4257 //Dated 22.03.2021**

Applications from the eligible candidates having requisite qualification are invited in the prescribed format for the post of **Junior Clerk-cum-Accountant** for engagement in Odisha Adarsha Vidyalaya of Sambalpur District on contractual basis with the consolidated pay of Rs. 7100/- per month.

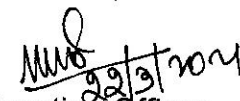
The details of the posts are given below.

Sl. No.	Name of the Post	Total No of posts	ST	ST (Wom en)	SC	SC (W)	SEBC	SEBC (W)	UR	UR (W)
1	Jr. Clerk-Cum-Accountant	01		1						

The applicants have to pay Rs. 200/- (Rupees Two Hundred) only in shape of Indian Postal Order (IPO) payable to District Education Officer, Sambalpur along with the application form. The application along with all supporting documents (self-attested) in sealed envelope superscribing "**APPLICATION FOR THE POST OF JUNIOR CLERK-CUM-ACCOUNTANT**" should reach in the District Education Office, Sambalpur through Registered Post/ Speed Post only on or before **6.04.2021** till 05.00 P.M.

Application received through courier or hands are not allowed. This office will not be responsible for any postal delay. The details of advertisement with eligibility, qualification, age limit, application fees, reservation, selection procedure and application form are available in the district website [www.sambalpur.nic.in](http://www.sambalpur.nic.in). The Collector-cum-Chairman, District Level Selection Committee of Odisha Adarsha Vidyalaya, Sambalpur reserves the right to accept or cancel the candidature / recruitment process without assigning any reason thereof.

By order of  
Collector-cum-Chairman  
District Level Selection Committee  
OAVs, Sambalpur

  
22/3/2021  
District Education Officer  
Sambalpur

Memo No 4258 // dated 22.03.2021

Copy to Office Notice Board / Principal, OAV, Bamra, Rengali & Jujumura/ All Block Education Officers / All Block Development Officers/ All District level Officers of Sambalpur district / Sub- Collector, Sambalpur, Rairakhol, Kuchinda / Commissioner, Sambalpur Municipal Corporation / DRDA, Sambalpur /ADM, Sambalpur for favour of information. They are requested to publish the advertisement in their Notice boards for wide publicity.

  
22/3/2021  
District Education Officer  
Sambalpur

Memo No 4259 // dated 22.03.2021  
Copy to the Advertising Manager, The Sambad with request to publish the advertisement in their Odiya Daily (News Paper) and submit bill for payment by this office.

MMS  
22/3/2021  
District Education Officer  
Sambalpur

Memo No 4260 // dated 22.03.2021  
Copy to District Informatics Officer, NIC, Sambalpur for information and necessary action with a request to make available the advertisement in Sambalpur District web site.

MMS  
22/3/2021  
District Education Officer  
Sambalpur

Memo No 4261 // dated 22.03.2021  
Copy submitted to State Project Director, OAVS, Odisha, Bhubaneswar for favour of kind information with reference to memo no 834 dated 3.03.2021 of OAVS.

MMS  
22/3/2021  
District Education Officer  
Sambalpur

Memo No 4262 // dated 22.03.2021  
Copy submitted to Principal Secretary to Govt. School & Mass Education Department, Odisha, Bhubaneswar for favour of kind information.

MMS  
22/3/2021  
District Education Officer  
Sambalpur

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

(Fill the application form in capital letters in own handwriting)

Enclose one copy of self-attested ID proof (Voter Card/Driving License/Aadhar)

Affix a passport  
size photograph  
here

1. Name of the Applicant (Capital 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 Figure  :   (DD/MM/YYYY)

In words: .....

5. Male  Female

6. Category under which applied: Please tick (✓) whichever is applicable

UR  SC  ST  SEBC  PH  Ex- Serviceman  Sportsmer

7. Employment exchange registration no. & date: .....

8. Educational Qualifications:

Sl. No.	Exam Passed	Board/ University	Year of Passing	Full Marks	Marks Obtained	Percentage
i.	HSC					
ii.	+2					
iii.	Bachelor Degree					
iv	Knowledge in computer					
v	Tally					

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. The candidate shall to produce the certificate/document issued by the University evidencing conversion formula of University & percentage of marks with the application. The date of declaration of result / issuance of Mark Sheet shall be deemed to be the date of acquiring the qualification and there shall be no relaxation on this account.

9. Contact Number: ..... Email id: .....

10. Knowledge on computer with "Tally" Yes/No: .....

11. Particulars of IPO enclosed: IPO No. .... IPO date: .....Amount: .....

12. Copy of certificates enclosed (self attested), (please tick the certificate which are 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.
- v. Certificate and mark sheet in support of "Tally"
- vi. Caste Certificate
- vii. NOC in case of in-service candidates
- viii. Copy of employment exchange registration card
- ix. One identity proof
- x. Certificate of Odia language up to M.E. standard
- xi. Certificate/ documents issued by the University evidencing conversion formula of University & percentage of marks

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 if found to be false or incorrect at any point of time my candidature will be cancelled/rejected without assigning reason thereof.

Date: .....

Place: .....

Signature of the applicant

**Details & Procedure for engagement of Junior Clerk Cum- Accountant in Odisha Adarsha Vidyalayas**

Sl. No.	Name of the Post	Consolidated pay	No. of Posts	Nature of Post
1	Junior Clerk-Cum-Accountant	Rs. 7100/- Consolidated	01(ST, W)	To be appointed Contractually

1. The qualification for the post of Junior clerk-Cum-Accountant is as follows:

- i. Bachelor degree and knowledge in computer with tally.
- ii. Proficiency in Odia and English.

2. **Engagement of Junior Clerk-Cum-Accountant:**

i. **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 Bachelor Degree from any University of the state are eligible. Regarding Universities/ Institution of outside state, the candidates shall only be eligible for engagement after verification of the 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/WCD dt. 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 :**

Candidates 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 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 (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 5 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, Sambalpur with his/ her application form.

**iv. Reservation: -**

Reservation for physically handicapped persons should be made as per provisions prescribed by Government from time to time.

**v. Selection Procedure:**

The applications received within the dateline will be scrutinized as per the eligibility criteria and merit list will be prepared on the basis of percentage of marks secured in the qualifying examination from HSC to Bachelor Degree. The computation of marks will be made taking 10% of the percentage of marks secured in HSC (without extra optional), +2 and Bachelor degree level taken together. For example: if one candidate has secured 67%, 62% & 70% in HSC, +2 and Bachelor degree examination respectively, his computation of marks will be  $6.7+6.2+7.0=19.9$ .

Candidates must specifically indicate the percentage of marks obtained (calculated to the nearest two decimal) 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. Candidates will have to produce the certificate/ documents issued by the University evidencing conversion formula of University & percentage of marks.

The candidates at the ratio of 1.3 will be invited for verification of documents and performance test on accounts package preferably Tally and adequate computer knowledge. If the candidate qualifies in the performance test, he/ she will be selected in order of merit prepared on the basis of percentage of marks secured by them.

Engagement will be given initially for a period of 01 year which will be renewed on assessment of satisfactory performance on expiry of one year. The candidate has no execute an agreement to be provided separately at the time of joining.

*Mud*  
*22/3/2021*  
District Education Officer  
Sambalpur