

**OFFICE OF THE DISTRICT EDUCATION OFFICER, KENDRAPARA**

**Guidelines for Engagement of Junior Clerk- cum- Accountant & Class-IV Staff in Odisha Adarsha Vidyalaya (OAVS) of Kendrapara District.**

1. The Posts of Junior Clerk-Cum-Accountant and Class-IV staff have been created for Odisha Adarsha Vidyalayas vide Govt. Order No. 9434 /SME dated 13/05/2015 as follows:

Sl. No	Name of the post	Scale of pay	No of posts in each school	No of posts sanctioned	Nature of the posts
I	Junior Clerk-cum-Accountant	Rs 7100/- (Consolidated)	01	01	To be appointed contractually
II	Class-IV (science attendant, office peon, Night watchman-cum- sweeper)	Rs 6250/- (consolidated)	03	03	To be outsourced

2. ( a ) **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.

- ( b ) **The qualification for the post of Class IV staff is as follows:**

- ( i ) Passed HSC examination.

3. It is decided that, the engagement of Junior Clerk-cum-Accountant will be made on contractual basis & engagement of class-IV staff will be made through outsourcing.

There will be a committee at district level under the chairmanship of collector to finalize the selection of the candidates

#### 4. 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 / Institutions of outside state, 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 the Appellate Medical Board constituted by the W & CD Department vide Notification No 16430/WCD 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-points shall also furnish numerical equivalence of grade/grade points from the examining bodies.
- h) He / She must have passed Odia language up to M.E standard.
- i) The candidates should have registered his name in the employment exchange.

##### ( ii ) Age Limit

Candidates shall be under 32 years of age and above 21 years of age as he date 30/06/2018

However in case of SC/ST, Women, SEBC, the upper age limit shall be relaxed by 05 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 dated 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 Deptt. Notification No 22586/Gen Dated 16/10/1985. Age limit up to maximum 05 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, Kendrapara along with his / her application form.

**( iv ) Reservation :**

The provision of the Odisha Reservation & Vacancies in post and Services Act, 1975 and other Reservation ,as prescribed by Government from time to time shall be followed .Up to 33 1 / 3% 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.

**( v ) Selection Procedure:**

The district Education Officer will work out the total post of Junior Clerk-cum-Accountant sanctioned in respect of Odisha Adarsha Vidyalaya in the concerned districts in the first phase, DEO, with district level. The final selection list will be placed before the committee headed by Collector for final approval. Thereafter, the engagement to junior Clerk-cum-Accountant will be issued by the collector. ORV Act/Rules will be followed taking into account the total posts in the district.

Engagement will be given initially for the period of one year which will be renewed on assessment of satisfactory performance on expiry of one year. The candidate has to execute an agreement to be provided separately at the time of joining.

**5. Outsourcing of Class-IV staff**

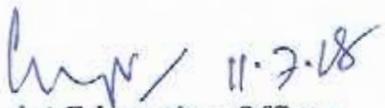
The District Education Officer (DEO) will work out the total class IV posts required to be filled up in respect of the Odisha Adarsha Vidyalayas sanctioned in the first phase in the concerned

district. District Education Officer with the approval of Collector will invite applications through advertisement from the interested **Service Provider** who are capable to supply the manpower as per the requirement. The selection of Service Provider will be finalized by the Committee constituted under the chairmanship of the Collector. A requisition will be placed with the service provider to provide manpower twice the actual requirement. The efficiency and suitability will be verified through a selection board constituted by the collector. After finalization of the panel, candidates will be sponsored by the service provider and allotted to the respective principal. If any service provider is already approved the Collector, the same may be asked to sponsor candidates for selection without going for fresh selection of service provider.

**( i ) Age Limit:**

The candidates must not be more than 50 years and must be able bodied both physically and mentally to discharge the duty.

**NB: Duly filled in application forms along with requisite fees in shape of IPO and all other necessary certificates must reach the office of the undersigned by hand or registered post on or before 23.07.2018 positively. Applications received after date line will be rejected.**

  
District Education Officer  
Kendrapara

**FORM OF APPLICATION FOR RECRUITMENT OF JUNIOR CLERK-CUM-ACCOUNTANT  
IN ODISHA ADARSHA VIDYALAYAS (MODEL SCHOOL) UNDER KENDRAPARA DISTRICT  
DURING THE YEAR 2018.**

Affix one recent  
passport size  
photograph

1. Name of the candidate in full (In Block letters) :
2. Father's /Husband's Name :
3. SEX (Male/Female) :
4. Permanent Address :
5. Present Address ( for Correspondence) :
6. Nationality :
7. Educational Qualification( in detail ) :

Sl. No	Educational Qualification	Name of Board / University	Year of Passing	Total Marks.	Secured Marks	% of Marks
1	2	3	4	5	6	7

8. Date of Birth & age as on 30.06.2018 :
9. If belongs to SC / ST / SEBC / UR category (Indicate the Category) :
10. Whether married or un-married :
11. If registered his/her name in the Employment Exchange (Name of the Employment exchange and Registration No. year and Date of validation) :
12. I.P.O No & Date, :

**DECLARATION**

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 here- after my candidature/selection/appointment shall liable to be cancelled without any notice to me.

Specimen Full Signature for reference in box below.

Full Signature of the Applicant with date