



## DISTRICT EDUCATION OFFICE, JHARSUGUDA

(Near Manmohan ME School, Jharsuguda, Pin-768201)

Email :- deojharsuguda14@gmail.com

Phone :- 06645-295066



### ADVERTISEMENT FOR ENGAGEMENT OF JUNIOR CLERK-CUM-ACCOUNTANT (CONTRACTUAL) IN ODISHA ADARSHA VIDYALAYAS OF JHARSUGUDA DISTRICT.

No. 5127 / Date. 26.08.2021

Applications are invited from the eligible candidates in the prescribed format for engagement of Jr. Clerk-cum-Accountant on Contractual Basis in 02 (Two) numbers of Odisha Adarsha Vidyalaya in Jharsuguda District as mentioned below.

Sl. No.	Name of the Post	No. of post	Qualification	Age	Consolidated Remuneration
01	Junior Clerk-cum-Accountant (Contractual)	Total-02 (Two) UR-01 ST-01	1. Bachelor degree and knowledge in computer with tally. 2. Proficiency in Odia and English	Candidate must be under 32 years of age and above 21 year's age as on 26.08.2021 Upper age limit for SC/ST, Women, SEBC candidate shall be relaxed by 5 years and for PH candidate relaxed by 10 years. Age limit of ex-service men shall be as per G.A.Department Notification No-22586/Gen. Dtd.16.10.1985.age limit up to maximum 5 years will be relaxed for in-service candidates serving in Central/State Govt./Autonomous Organization of Central /State Government.	8,880/- (per month)

Application fees: - Rs. 200/-in shape of Indian Postal Order (IPO) is **Payable to District Education Officer, Jharsuguda** along with the application form. Last Date of receiving of application is dt. **15.09.2021. (till 5.00PM).**

For application form, regulating guideline and other details, please visit the District website [www.jharsuguda.nic.in](http://www.jharsuguda.nic.in). Applications duly filled in along with self attested photo copies of educational certificates/marks-sheets/caste certificate/employment registration card and other documents shall be submitted through Regd. Post/Speed post only addressed to the District Education Officer, Jharsuguda, AT/Po/PS- Jharsuguda, District- Jharsuguda, Pin – 768201, so as to reach the office of the District Education Officer on or before the last date, i.e., dt. 15.09.2021 (till 5.00PM). Application forms received in this office after the last date i.e. dt. 15.09.2021 (till 5.00PM). shall not be entertained.

Sd/-

Collector & District Magistrate,  
Jharsuguda



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### DETAILS GUIDELINES FOR ENGAGEMENT OF JUNIOR CLERK-CUM-ACCOUNTANT IN ODISHA ADARSHA VIDYALAYAS OF JHARSUGUDA DISTRICT.

The eligible candidates are required to go through the guidelines and submit the prescribed application form duly filled in by Regd. Post/Courier Service (closed cover). The last date of receipt of application form the District Education Officer, Jharsuguda is dt. 15.09.2021 (till 5.00PM).

The candidates need to mention the name of the post on the top of the closed cover.

1. Two (02) no. Odisha Adarsha Vidyalaya institution of Jharsuguda district have already been operational w.e.f. 1<sup>st</sup> April 2021. it is decided that the engagement of Junior Clerk-cum-Accountant will be made on contractual basis.
2. The engagement of Junior Clerk-cum-Accountant will be made in order of merit. The list of Odisha Adarsha Vidyalayas of this District where sanctioned posts are lying vacant are given below for reference.

#### List of Odisha Adarsha Vidyalayas

Sl. No.	Name of the District	Name of the Block	Location of the Model School
1	Jharsuguda	Jharsuguda	H. Katapali
2	Jharsuguda	Lakhanpur	Lakhanpur

3. **Profile of the post of Junior Clerk-cum-Accountant in OAVs:** - These posts have been created for OAVs vide Govt. Order No. 9434/SME, Dt. 13.05.2015 and order No. 833/ dt. 03.03.2021 of Govt. in S & ME department details are follows :-

Name of the post	Scale of Pay	No of sanction Post in each school	No of post Vacant for 02 OAVs (each OAVs for 01 Post)	Nature of the post
Junior clerk-cum-Accountant	Rs. 8880/- (consolidated)	01	02	To be appointed contractually

4. **Qualification for the post of Junior Clerk-cum-Accountant**

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

There will be a committee at District level under the Chairmanship of the Collector or his authorize representative to finalize the selection of the candidates.

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