

**DISTRICT EDUCATION OFFICE: MAYURBHANJ, BARIPADA**

No 11473/Dt. 03-12-2020

**ADVERTISEMENT FOR ENGAGEMENT OF JR. CLERK-CUM-ACCOUNTANT**

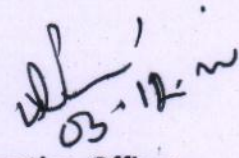
Applications are invited for the post of Jr. Clerk-cum-Accountant on contractual basis to be engaged in Odisha Adarsha Vidyalayas in Mayurbhanj District with execution of agreement at the consolidated pay Rs.7100/-(Rupees Seven thousand one hundred)only commencing from the academic session 2020-21. Interested persons in age between 21 years to 32 years as on the date of advertisement having Bachelor degree, knowledge in computer in Tally, Proficiency in Odia and English should submit their applications in the prescribed format with supporting documents alongwith Indian Postal Order worth Rs.200/- "**payable to District Education Officer, Mayurbhanj**" in sealed envelope super scribing "**APPLICATION FOR THE POST OF JR. CLERK-CUM-ACCOUNTANT**" to the **District Education Officer, Mayurbhanj, Baripada** by Registered post/Speed post which must reach by 22.12.2020 at 5 PM positively.

The upper age limit shall be relaxed by 5 years in case of SC/ST, Women, SEBC, in service candidates serving in Central/State Govt./Autonomous organisation of Central/State Govt. and 10 Years in case of PH candidates.

The details of the posts given below:-

Sl No	Name of the post	Total no of post	UR	UR(W)
1	Junior Clerk-cum-Accountant	2	1	1

The Collector-cum-Chairman of the District Level selection Committee Mayurbhanj has reserved every right to reject any or all applications without assigning any reason thereof. The engagement will not confirm any right of claiming regular appointment in future. The contractual engagement may be renewed after one year subject to satisfactory performance. The details information and application format can be available in the District website [www.mayurbhanj.nic.in](http://www.mayurbhanj.nic.in) and in the office Notice Board.

  
03-12-20  
District Education Officer,  
Mayurbhanj

**DISTRICT EDUCATION OFFICE, MAYURBHANJ, BARIPADA.**

Po- Bhanjpur, Baripada- 757002, Odisha, Tel: 06792-260783,  
e-mail: deomayurbhanj22@gmail.com

**Procedure for engagement of Junior Clerk Cum-Accountant in  
Odisha Adarsha Vidyalayas (OAVs)**

1. The posts of Junior clerk cum-Accountant have been created for Odisha Adarsha Vidyalayas (OAVs) vide Govt. Order No. 9434/SME dated 13.05.2015 & 4164/OAVS/2020 Dated 27.02.2020 as follows:

Sl No	Name of the Post	Scale of Pay	No. of Post in each school	No. of Posts sanctioned for 02 Vidyalayas	Nature of the Post
1	Junior Clerk-Cum-Accountant	Rs. 7100/- Consolidated	01	02	To be appointed contractually

2. The qualification for the post of Junior clerk-Cum-Accountant is as follows:
- Bachelor degree and knowledge in computer with tally.
  - Proficiency in Odia and English.

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

**i. Eligibility:**

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

- He /She must be a citizen of India.
- Must be of sound mind.
- Must not be having more than one spouse living.
- 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.

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- E. That 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-sheet 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.

**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, Mayurbhanj 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

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