

# ଜିଲ୍ଲା ଶିକ୍ଷା ଅଧିକାରୀ କାର୍ଯ୍ୟାଳୟ, ପୁରୀ ବିଜ୍ଞାପନ

ସଂଖ୍ୟା .....୨୫୦୦..... / ତାରିଖ : ୦୨.୦୭.୨୦୨୦

ପୁରୀ ଜିଲ୍ଲାରେ ଓଡ଼ିଶା ଆଦର୍ଶ ବିଦ୍ୟାଳୟ ମୋଡେଲ (ବ୍ରହ୍ମଗିରି ବ୍ଲକ୍) ଏବଂ ସଦାନନ୍ଦପୁର (ସତ୍ୟବାଦୀ ବ୍ଲକ୍)ରେ ଖାଲିଥିବା କନିଷ୍ଠ କିରାଣୀ - ତଥା - ହିସାବ ରକ୍ଷକ (ଚୁକ୍ତି ଭିତ୍ତିକ) ପଦବୀ ପାଇଁ ଯୋଗ୍ୟ ପ୍ରାର୍ଥୀ/ପ୍ରାର୍ଥୀନୀ ମାନଙ୍କ ଠାରୁ ଦରଖାସ୍ତ ଆହ୍ୱାନ କରାଯାଉଅଛି ଏବଂ ଉକ୍ତ ବିଦ୍ୟାଳୟରେ ଖାଲିଥିବା ୪ର୍ଥ ଶ୍ରେଣୀ ପଦବୀ ଗୁଡ଼ିକ ପୂରଣ ପାଇଁ ସେବା ଉପାର୍ଜନକାରୀ ସଂସ୍ଥା (Service Provider) ମାନଙ୍କ ଠାରୁ ଟେଣ୍ଡର ଆହ୍ୱାନ କରାଯାଉଅଛି । ଆଗ୍ରହୀ ପ୍ରାର୍ଥୀ / ପ୍ରାର୍ଥୀନୀ ଏବଂ ସେବା ଉପାର୍ଜନକାରୀ ସଂସ୍ଥା (Service Provider) ମାନେ ତା ୨୦.୦୩.୨୦୨୦ରିଖ ସୁଧା ପୂର୍ଣ୍ଣ ଦରଖାସ୍ତ ରେଜିଷ୍ଟ୍ରି / ସ୍ଥିତି ପୋଷ୍ଟ ଯୋଗେ ଜିଲ୍ଲା ଶିକ୍ଷା ଅଧିକାରୀ, ପୁରୀଙ୍କ କାର୍ଯ୍ୟାଳୟକୁ ପ୍ରେରଣ କରି ଆବେଦନ କରିପାରିବେ ଏହାର ସର୍ବଶେଷ ବିବରଣୀ ତଥା ଆବେଦନ ଫର୍ମ ପୁରୀ ଜିଲ୍ଲା ୱେବସାଇଟ୍ : [www.puri.nic.in](http://www.puri.nic.in) ରେ ଉପଲବ୍ଧ ।

ଜିଲ୍ଲାପାଳ ପୁରୀଙ୍କ ନିର୍ଦ୍ଦେଶକ୍ରମେ

  
ଜିଲ୍ଲା ଶିକ୍ଷା ଅଧିକାରୀ, ପୁରୀ ୨୦

# **DISTRICT EDUCATION OFFICE, PURI.**

## **ADVERTISEMENT**

No. 2966 / Date : 06.03.2020

Applications are invited from the eligible candidates in the prescribed format for engagement of Junior Clerk - cum - Account on contractual basis and sealed tenders in the prescribed format under to bid system are invited from the intending Manpower Agency / Service provider for providing class - IV staffs for Odisha Adarsha Vidyalaya in Moto under Brahmagiri Block and Sadanandapur under Satyabadi Block of Puri District by 20.03.2020 through registered / speed post to "THE DISTRICT EDUCATION OFFICER, PURI", Near Head Post Office PIN - 752001. The application forms and guidelines are available in District Website : [www.puri.nic.in](http://www.puri.nic.in)

With order of Collector-cum-District Magistrate, Puri

  
District Education Officer, Puri

# DISTRICT EDUCATION OFFICE, PURI

## Procedure for engagement of Junior Clerk and class IV staff in Odisha Adarsha Vidyalaya (OAVs)

1. The following post of Junior Clerk –cum-Accountant and Class IV Staff has been created for Odisha Adarsha Vidyalayas under Puri District.

Sl. No	Name of the District	Name of the Post	Scale of Pay	Total No of vacancies	Name of the Block /OAV where to be engaged	Nature of Post
1	Puri	Junior Clerk-cum-Accountant	Rs.7100/- (consolidated)	02	OAVBrahmagiri & OAV Satyabadi	To be Appointed Contractually
2	Puri	Class IV Employees (Science Attendant, Office Peon, N.W.S)	Rs. 6250/- (consolidated)	06	OAVBrahmagiri & OAV Satyabadi	To be Appointed by outsourcing

**2. (a) The qualification for the post of Junior Clerk-cum-Accountant is as follows:**

- i. Bachelor degree and knowledge in compute 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 and engagement of class IV staff will be made through outsourcing.

There will be a committee at district level under the chairmanship of Collector & District Magistrate, Puri to finalize the selection of the candidates.

The committee will be constituted with the following members:

- |       |                                    |                                       |
|-------|------------------------------------|---------------------------------------|
| (i)   | Collector                          | - Chairman                            |
| (ii)  | District Education Officer         | - Member convener                     |
| (iii) | District Welfare Officer           | - Member                              |
| (iv)  | District Project Co-ordinator, SSA | - Member                              |
| (v)   | Any two Principals of OAVs         | - Member to be nominated by Chairman. |

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, 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 /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 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.Dtd.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 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.  $\frac{1}{3}$ % 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 Vidyalayas in the concerned districts in the first phase. DEO, with

the approval of the Collector will invite application from the eligible candidates through advertisement.

The applications received within the date line will be scrutinized as per the eligibility criteria and merit list will be prepared on the basis of percentage of mark 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% in HSC examination, 6.7 marks will be taken into consideration and similarly in +2 and Bachelor degree level. If one candidate has secured 67%, 62% and 70% in HSC, +2 and Bachelor degree examination respectively, his computation of marks will be  $6.7 + 6.2 + 7.0 = 19.9$ .

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.

The candidates at the ratio of 1:3 of the required vacancies category wise 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.

A selection board will be constituted by the Collector and necessary arrangements for performance test will be made at the

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 a period of 01 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 <sup>4th</sup> 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 requirement. The selection of Service Provider will be finalized by the committee constituted under the Chairmanship of 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 by the Collector, the same may be asked to sponsor candidates for selection without going for a fresh selection of Service Provider.

**(i) Age Limit:**

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

The applicants are required to submit two self-addressed envelope along with application form and supporting documents relating to qualification, age, reservation category and others in favour of them.

Last Application should reach to this office on or before 20.03.2020 through Register Post /Speed Post only. The committee reserves the right to take any decision to overcome the problem encountered at the later stage.

By order of Collector-cum-District Magistrate, Puri



District Education Officer, Puri

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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

DISTRICT EDUCATION OFFICE, PURI

FOR WRITTEN UNDERTAKING

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I \_\_\_\_\_ Son/ daughter of \_\_\_\_\_ who have been given an offer of contract engagement for the post of \_\_\_\_\_ carrying a consolidated salary of 7100/- (Rupees seven thousand and one hundred) only per month ~~am~~ fully aware that my engagement is purely temporary and on contract basis and can be terminated ~~at~~ any time without any notice and assigning any reason thereof.

Further, I undertake that I will abide all terms & conditions of District Education Officer, PURI in all respect.

Further, I am fully aware that my continuance in the said post is subject to my satisfactory performance to be evaluated by the appropriate authority.

Further, I do hereby give an undertaking that in future I shall not claim regular scale of pay and other allowances for continuing in the said post merely on the ground that I have been given a contractual engagement.

The documents which has only been submitted by me to the authority is original and if found false in due course, my engagement will be automatically forfeited/cancelled.

Date:

Signature of Candidate

Place:

Name in full

Details of Permanent Address

Details of Present Address

1. Witness number one  
Signature & Address

2. Witness number two  
Signature & Address