

**DISTRICT PROJECT OFFICE**  
**SARVA SHIKSHYA ABHIYAN, KEONJHAR**  
Near DI of School Campus, Back side of SP Office, Keonjhar – 758 001  
No. ~~6929~~./Estt/11 Dtd ~~21/10~~/2011

**ADVERTISEMENT**

Applications are hereby invited from the deserving candidates for the post of **Accountant** for contractual engagement in the District Project Office, SSA Keonjhar. Details are available in [www.opepa.in](http://www.opepa.in) & [www.kendujhar.nic.in](http://www.kendujhar.nic.in) & also available at District Project Office, SSA, Keonjhar. Last date for receipt of application through registered post/Speed post on or before ~~08.11.2011~~.

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Collector Cum Chairman.  
SSA, Keonjhar

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**DETAILS OF VACANCY**

SL	POSTS	NO OF POST	QUALIFICATIONS	CONSOLIDATED REMUNERATION	AGE AS ON 01.01.2011
1	Accountant	1	B.Com in 1 <sup>st</sup> Division with minimum 3 yrs experience in Accounting/ICWAI (Inter)/ICAI(Inter) with at least 2 years of experience. Basic Computer knowledge in Accounting packages like Tally 9.0/TCS-EX. Preference to ICWA/ICAI (Inter) candidates	Rs. 13,671/- (Consolidated)+HRA(as applicable)	21 to 32 years.

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**Collector Cum Chairman.**  
**SSA, Keonjhar**

**APPLICATION FORM**

Application for the post of **ACCOUNTANT**

Space for  
photograph

**BIO-DATA**

01. Name of the candidate (In Block Letters) : .....
02. Father's / Husbands Name : .....
03. Permanent Address : .....
04. Present Address : .....
05. E-mail Address : .....
06. Mobile No/Telephone No : .....
07. Nationality : .....
07. Languages Known : .....
08. Date of Birth : .....
09. Sex(Male/ Female) : .....
10. Marital Status(Married/Unmarried): .....
11. Category(SC / ST/ SEBC) : .....
12. Educational Qualification : .....
13. Extra qualification assured : .....

Exam Passed	Board/ University/ Institution	Year of Passing	Division/ Grade	Full Marks	Marks Secured (including extra optional)	% of Marks
H.S.C						
C.H.S.E						
Graduation						
Post Graduation						
M.Phil/Ph.D						
Others						

14. Technical Qualification(if any) :.....

15. Working Experience : .....

Designation	Nature of the work	Name of the Organization	Type of Organization (Govt/ Project/ Private/ NGO)	Period of Service		
				From	To	Completed Years

**DECLARATION**

I do hereby declare that the above statements are true and correct to the best of my knowledge and belief.

Place:

Full Signature of the Candidate

Date:

**Enclosure:**

1. Attested photocopy of Residential Certificate.
2. Attested / Self signed photocopy of all Educational and Technical certificates.
3. Documents in support of experiences.

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## **GENERAL TERMS & CONDITIONS:-**

### **1. ELIGIBILITY:**

The candidate:-

1. Must be permanent resident of Orissa/must be a citizen of India.
2. Must have passed at least ME Standard in Oriya Language.
3. Must be of sound mind.
4. Must not be having more than one spouse living.
5. Must furnish no-objection certificate from the employer if in service.
6. Should be capable of taking up extensive tours & field visits.
7. Should have functional computer literacy and capable to do her/his own assignment in computer.

### **2. MODE OF APPLICATION:**

Application will be submitted through **Registered Post/Speed Post** only. The candidates should clearly mention the **Name of the Post Applied for in the top of the Envelope**. The application should be addressed to the **Collector, Cum Chairman, Sarva Shikshya Abhiyan, Keonjhar Dist., Keonjhar – 758001**.

### **3. AGE:**

A candidate should be within 21 to 32 years of age as on 1<sup>st</sup> January 2011. In case of SC/ST, SEBC, Women candidate & Ex-Service man, the upper age limit will be relaxed by 05 years. For physically handicapped candidates, the upper age limit will be relaxed by 10 years, under ORV act, 1975 and rules there under.

### **4. RESERVATION:**

No reservation policy should be followed for engagement of staffs under SSA as it is a project & decided by 8<sup>th</sup> Executive Committee Meeting, OPEPA.

### **5. REMUNERATION:**

Accountant: Rs.13,671.00 ( Consolidated) + HRA as applicable

### **6. EXECUTION OF CONTRACT/AGREEMENT:**

A contract/ agreement in the form of an undertaking & TOR shall be executed by the candidates at the time of engagement. DPC, SSA will sign TOR at the time of joining of candidates on behalf of SPD, OPEPA and will forward ink-signed copy of TOR & undertaking to SPO, OPEPA for record & reference.

### **7. TENURE OF ENGAGEMENT:**

- A) The tenure of engagement for different posts on contractual basis will be for an initial period of one year. The contractual engagement is extendable for month to month/year to year on the basis of satisfactory performance to be evaluated by the authority from time to time. The engagement can also be terminated at any time without assigning any reason there of. The engagement is purely on contractual basis.
- B) All proposal of extension of contract will be sent to the SPD, OPEPA for approval. The contract will be said to be renewed only from the date of approval by SPD, OPEPA.

### **8. HOW TO APPLY:**

The candidate shall apply in the prescribed Application Form available in the website: i.e. [www.opepa.in](http://www.opepa.in) & [www.kendujhar.nic.in](http://www.kendujhar.nic.in). The candidate has to make

separate application form for applying different categories of posts, if one has requisite qualification.

**9. LAST DATE FOR SUBMISSION:**

The application should reach the Collector Cum Chairman, SSA, Keonjhar by due date i.e. 08.11.2011 through **Registered Post/Speed Post** only. Incomplete application form & application form received after due date shall be summarily rejected. The authority will not be responsible for any postal delay in receipt of applications.

**10. DOCUMENTS TO BE ATTACHED:**

- 1) Attested photocopies of all documents in support of Age, Educational Qualification, Experience & Caste must be submitted with the application form.
- 2) The candidate furnishing fake certificate, Mark sheet shall be disengaged immediately & will liable for appropriate legal action.
- 3) A candidate furnishing certificates, mark sheets with grades & grade points from the examining bodies shall also furnish numerical equivalence of grace/grade points from the examining bodies.
- 4) The candidates are required to produce attested photocopies of all certificates/documents with application in support of qualification, mark secured and experience.
- 5) 01 recent passport size photograph duly attested must be affixed to the application.

**11. MODE OF SELECTION:**

Applications will be scrutinized on the basis of career marks obtained in the qualifying examination. A panel will be prepared getting twice the number of vacancies in order of merit after conducting a physical verification of certificates by Collector cum Chairman, SSA, Keonjhar.

The Collector will call thrice the number of vacancies for certificates verification. Applications without bio data & certificates of qualifying examination shall be summarily rejected. For the post of Accountant, a test may be conducted at the district level under the chairmanship of Collector cum Chairman, SSA through subject expert at the time of physical verification. In case two or more candidates secure the same marks, the older in age & if age are same, the candidate passing HSC examination earlier will be placed above the other in select list.

**12. INVITATION OF OBJECTION:**

A seven days objection will be invited from the candidates publishing tentative draft panel for different candidates through OPEPA website i.e. [www.opepa.in](http://www.opepa.in) & district website, i.e. [www.kendujhar.nic.in/](http://www.kendujhar.nic.in/) notice board of DPO, SSA, Keonjhar.

  
Collector Cum Chairman  
SSA, Keonjhar