



ଶିକ୍ଷା ଅଧିକାର



ସମଗ୍ର ଶିକ୍ଷା

ବିଦ୍ୟା ଓ ଶିକ୍ଷା: ବିଦ୍ୟା ଓ ଶିକ୍ଷା

SAMAGRA SHIKSHA {S.S.}, GANJAM, CHATRAPUR

PH: 06811-260833(DPO) / 262799(MIS), eMail ID – dpcganjamssa.opepa@nic.in



No. 2509 /Planning/2020

Date. 13/10/2020

ADVERTISEMENT

Applications are invited from eligible candidates for engagement of Accountant post in **RESIDENTIAL HOSTEL (R.H) for 50 boys in UPS Raghunathapur** under **Chatrapur block** of Ganjam district functioning since 2016-17. Details of the above said post, eligibility criteria, application format etc. are available in the Ganjam district web site www.ganjam.nic.in and OPEPA web site www.opepa.in. The last date for receipt of form is 05/11/2020

By order of

Collector-cum-Chairperson
Samagra Shiksha, Ganjam

AS
13.10.2020

District Project Coordinator,
Samagra Shiksha, Ganjam



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ସମସ୍ତଙ୍କ ପାଇଁ ଶିକ୍ଷା

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No. 25/0 / Planning / 2020

Date. 13 / 10 / 2020

Instruction to the applicants

1. This advertisement is issued to fill up the vacant post of Residential Hostel for educationally deprived children living under difficult circumstances since 2016-17 pursuant to the guidelines issued vide OPEPA letter No.7478/Access/16 dated 25.07.2016. As per the guidelines communicated in letter dated 25.07.2016, applications are invited from eligible candidates for engagement of accountant post in Residential Hostel for 50 Boys' in Raghunathpur UPS of Chatrapur block of Ganjam district functioning since 2016. The said post will be filled up by the eligible candidate through a selection process headed by the Collector-cum-Chairman, Samagra Shiksha, Ganjam on merit basis & computer skill test as indicated against the post.

2. The engagement is purely contractual and temporary in nature.

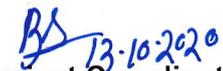
Educational Qualification/Selection Criteria for Accountant post in Residential Hostel for Boys' at Raghunathpur UPS of Chatrapur block of Ganjam-2020-21							
Sl No	Name of the Post	No. of Post	Gender / Age as on 30.09.2020	Education al Qualificati on	Consolidated monthly remuneration	Process of Selection	Remarks
1	Accountant	1	Open for both category 21 to 35 Year	B.Com with DCA	Rs.9000/-	Career Marking percentage/ computer skill test	Candidates from the same block where R.H is located will be preferred. In case of non-availability of eligible candidates, candidates from other blocks of this district will be considered

Documents to be attached (Self-attested Xerox copy only)

- Three copies of recent colored passport size photograph,
- Voter ID/ PAN Card/ Aadhaar Card/ Any other authenticated ID Proof
- Matric Certificate & Mark Sheet,
- Intermediate (+2/12th) Certificate & Mark Sheet,
- Graduation (B.Com) Certificate & Mark Sheet,
- Computer Certificate & Mark Sheet,
- Caste Certificate by the competent authority,
- Residential/Nativity Certificate by the competent authority,

The application form completed in all respect along with all relevant enclosure may be submitted to the District Project Coordinator, Samagra Shiksha, Ganjam, Chatrapur, Pin-761020 in a closed envelop super scribed "Application for the post Accountant for the Residential Hostel in Raghunathpur UPS of Chatrapur block" through Registered / Speed post only.

The last date of receiving application forms is 05/11/2020. Applications received after due date shall not be entertained.


District Project Coordinator,
Samagra Shiksha, Ganjam

11. Educational Qualification :

Examination Passed	Institution/ University	Total Marks	Marks secured	Marks secured (Excluding Extra Optional)	% of Marks / Division / Class	Year of Passing	Remarks
HSC/ Matric							
+2/Intermediate (Arts / Science / Commerce)							
+3/Graduation (Arts / Science / Commerce)							
Others (if any)							

12. Documents to be attached (Self-attested Xerox copy only)

- Three copies of recent colored passport size photograph,
- Voter ID/ PAN Card/ Aadhaar Card/ Any other authenticated ID Proof
- Matric Certificate & Mark Sheet,
- Intermediate (+2/12th) Certificate & Mark Sheet,
- Graduation (B.Com) Certificate & Mark Sheet,
- Computer Certificate & Mark Sheet,
- Caste Certificate by the competent authority,
- Residential/Nativity Certificate by the competent authority,

DECLARATION:

I do hereby declare that all statements made above are true, complete and correct to the best of my knowledge and belief. I also do hereby declare that my candidature is liable to be cancelled, if it is found subsequently that the information along with documents submitted by me are false and fabricated.

Place:

Date :

Full Signature of the Candidate.

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**JOB CHART FOR STAFFS ENGAGED IN RESIDENTIAL HOSTELS
FUNCTIONING FOR URBAN DEPRIVED CHILDREN UNDER SAMAGRA
SHIKSHA**

GENERAL INSTRUCTIONS FOR ALL STAFF OF THE HOSTEL

1. Proper Display of information regarding the Hostel
 - i) Name of the hostel
 - ii) Staff of hostel, their names, designation, date of engagement including their contact numbers.
 - iii) Category wise No. of students enrolled in the hostel
 - iv) Weekly Food Menu Chart
 - v) Routine of activities conducted by the hostel inmates
2. Cleanliness of Hostel rooms as well as its surrounding, Class rooms, store room, kitchen, toilets should be maintained.
3. Availability of Safe Drinking water facility should be ensured.
4. All necessary stationeries must be provided for the children in time.
5. Regular Health check-up must be done in every quarter.
6. Text book, uniform and Reading writing materials must be distributed among the inmates in time.
7. Quality and quantity of food served to the inmates must be ensured.
8. Sports activities must be done among the inmates in every afternoon.
9. Children/hostel inmates must perform yoga in the morning.
10. Personal health and hygiene of the inmates as well as the staffs to be maintained.
11. Proper display of children activities to be ensured.
12. The Term of Reference (TOR) will be renewed half-yearly on the basis of satisfactory performance of the staff.
13. Maximum up to 10 days leave per annum may be allowed to each of the staff with due procedure provided that their regular individual duty as per the job chart is not hampered in any way.
14. No other authorized leave except the above is allowed to any of the staffs of the hostel, not even Sunday or any other public holiday. However, the full time accountants may be allowed leave on Sundays only.
15. In case of exigency, leave may be allowed beyond the above limit but with prior permission of the authority and that will be treat on the basis of "no work no pay".
16. Leave availed without any notice will be treated as unauthorized absence and will affect the performance of the concerned staff.
17. All staff of the hostel will strictly abide by the rules and guidelines of the hostel and act as per the administrative hierarchy.
18. Competent authority may visit the hostel time to time. Hence, all official records must be kept updated in order in order to be verified if they require.

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JOB CHART OF ACCOUNTANT

1. He/ She will work under the administrative control of the concerned HMs
2. He/ She will attend the monthly meeting of SMC regularly and participate in the planning and implementation of activities / financial management, procurement, etc.
3. He/ She will ensure the approval of expenditure incurred in each month and the proposed expenditure along with the activities to be undertaken for the subsequent month in the monthly meeting of SMC and record the same in the Resolution.
4. He/She should be well aware of all guidelines and circulars related to Residential Hostel communicated by the DPO /SPO time to time . The HM should also share all documents / guideline / circulars with the Accountant.
5. He/ She will maintain all the following records , books of accounts and registers related to financial transactions of the Hostel :
 - (i) Cash Book
 - (ii) General Register
 - (III) Journal Register
 - (IV) Cheque issue Register
 - (v) Draft / cheque Receipt Register
 - (vi) Fixed Assets Register
 - (vii) Stock Register
 - (Viii) Acquaintance Register
 - (ix) UC Register
 - (X) Health / Medical Check up Register
6. He /She will update the bank pass book of the hostel on regular basis and tally the closing balance of the cash book. He / She should reconcile the difference if any .
7. He / She should ensure that all transactions are made through A/C payee cheque . In no case payment above Rs. 500/- be made in cash / bearer cheque . splitting of cheques is strictly avoided.
8. Bulk procurement should be made as per the monthly / quarterly requirement following due procedure.
9. He /She should raise internal vouchers duly signed by him in support of every transaction and get it signed by the HM & SMC chairperson .
10. He/ She will maintain a Guard file for all bills / Voucher.

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11. He/ She will acknowledge the HM and the SMC chairperson regarding credit of funds in the bank account
12. He/ She will be the custodian of all the above financial records registers banks pass books and cheque books.
13. He/ She will be answerable to audit and fully assist the HM regarding compliance to audit objections . Both the HM and the accountant will be jointly responsible for non-production of any document to audit.
14. He/ She will be responsible for submission of monthly expenditure statement to District project office by the 5th of every month.
15. Maximum amount up to Rs. 5000 /- (Rupees Five Thousand only) can be kept in hand of HM (including Rs. 1,000/- with the warden) for emergency expenditure.
16. He/ She will be responsible for submission of utilisation certificate in OGFR 7 (A) to the DPO
17. He / She will ensure annual stock verification of all consumable and non consumable articles with the involvement of staff as per orders of the HM
18. Besides the accounts mater , he/ She will assist the HM and the Warden in hostel management as and when required.
19. Both HM and Accountant will be jointly responsible for the financial irregularity / misappropriation if any.
20. In the monthly review meeting conducted by the DPO he / She will produce the UC status .
21. Computer training will be imparted by the accountant to the boarders.

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