



OFFICE OF THE COLLECTOR, GAJAPATI
(DIST. CHILD PROTECTION UNIT, S.W SECTION)



L. No. 725 /DCPU

Dated: 25/4/2022

ADVERTISEMENT

District Child Protection Unit (DCPU), Gajapati intends to engage professional staff on contractual basis for District Child Protection unit under Integrated Child Protection Scheme (ICPS) as per the Letter No. 17136/WCD/OSCPS-37/11, dated 27/08/2013 of the Director, Social Welfare and Ex-officio Additional Secretary to Govt., Odisha, Bhubaneswar.

Applications are invited from eligible candidates in the prescribed Application for the following Post initially for a period of Eleven Months (11). The post may be extended further basing on the satisfactory performance as per the terms & reference through Performance Appraisal (PAR) in the end of every year.

Applicants must have the essential qualification along with adequate experience. The candidates should process Basic Computer Knowledge, Good writing, Speaking and reading knowledge in Odia will be treated as an added quality.

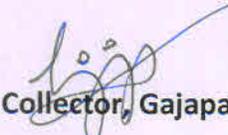
Eligible candidates may submit their applications completely in every respect at the office of The District Child Protection Unit, Room No-303, 2nd floor, Collectorate Building, Gajapati, Paralakhemundi, Phone No. 06815-222586 latest by 1:00 AM/PM on 17/05/2022 by Speed post / Registered Post only. The envelop should be super scribed with "**APPLICATION FOR THE POST OF ASSISTANT-CUM-DATA ENTRY OPERATOR (ADEO)**". No online application or any other mode of submission will be entertained. Any application received after due date and time will be rejected.

DETAILS OF DEDICATED PROFESSIONAL STAFF TO BE ENGAGED AS FOLLOWS:

Sl. No.	Name of the Post	Office	No. of Posts	Monthly Remuneration	Minimum Qualification
1	Assistant-cum-Data Entry Operator (ADEO)	DCPU	01	Rs. 10,000 P.M consolidated	Graduate with Computer Skills (PGDCA from recognized University)

The detail along with the application form is available in the website of Gajapati District at www.gajapati.nic.in.

The undersigned reserves the right to reject/cancel any or all the tenders without assigning any reason thereof and shall bear no liability what so ever consequent upon such decision.


Collector, Gajapati

Memo No. 726 /DCPU

Date: 25/4/2022

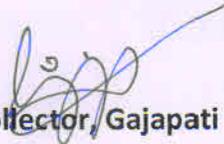
Copy to the Dist. Information Officer, NIC, Gajapati with a request to upload the detailed advertisement in the official website of Gajapati District.


Collector, Gajapati

Memo No. 727 /DCPU

Date: 25/4/2022

Copy to the editor, SAMBAD & SAKALA with a request to publish this advertisement in local & state edition within an amount of Rs.7,000/-each.


Collector, Gajapati

GUIDELINES FOR ENGAGEMENT OF ASSISTANT-CUM-DATA ENTRY OPERATOR (ADEO) IN DCPU, GAJAPATI

1. **Details of contractual staff to be engaged for DCPU as follows.**

Sl. No.	Name of the post	No. of post	Nature of Appointment
1	Assistant-cum-Data Entry Operator (ADEO)	01	Contractual

2. **MINIMUM QUALIFICATION, REMUNERATION & EXPERIENCES IN RESPECT OF THE ABOVE POST**

Sl. No.	Name of the post	Qualification	Experience	Weightage	Salary (In Rs.)	Age as on 01.01.2022
1	Assistant-cum-Data Entry Operator (ADEO)	1. Graduate in any discipline With (PGDCA) from Recognized University or Institute. 2. Candidates having 3 years graduation degree in Computer Science/ Computer Application/IT or Master Degree in Computer Science/ Computer Application & IT are exempted from the requirement of the PGDCA Certificate 3. Knowledge of Odia and English both written and spoken is essential.	2 Year's experience in relevant field. [for minimum period of experience 7% and for each additional year of experience 1% shall be awarded subject to a maximum of 10%]	Written- 60% Career- 30% Experience-10%	10,000/-	21-35 with relaxation as admissible

3. **GENERAL ABILITY**

In order to be eligible for engagement to the above post, a candidate must satisfy the following conditions also. He/She

- A. Shall be a citizen of India.
- B. Shall have good moral character.
- C. Must not have more than one spouse living.
- D. Shall be of good health, good physique, active habits and far from any organic defect or bodily deformity (not applicable in case of person with disability).
- E. Must be able to speak, read and write Oriya and have :-
 - (i) Passed a language test in Oriya equivalent to Middle school standard of
 - (ii) HSC or equivalent examination with Oriya as language subject in the final examination of class VIII and above or
 - (iii) Passes a test in Oriya in M.E School standard by the Education Department of the state Government.
- F. Shall process the requisite qualification as shown in above table-2.

4. **AGE LIMIT:**

The candidate must not be less than 21 years and not more than 35 years as on 01-01-2022 with relaxation as admissible.

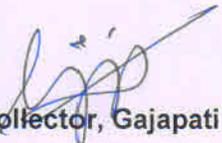
5. **PROCEDURE AND SELECTION:**

The selection of candidates will be made on the following basis.

- A. Written - 60%
- B. Career - 30%
- C. Experience - 10% (minimum 2 years experience in relevant field. For minimum period of experience 7% & and for each additional year of experience-1% shall be awarded subject to a maximum of 10%).

6. **DOCUMENTS TO BE SENT ALONG WITH THE APPLICATION FORM:**

- A. Self attested photocopy of HSC or equivalent and mark sheet.
- B. Self attested photocopy of 10+2 or equivalent certificate and mark sheet.
- C. Self attested photocopy of Degree Certificate and mark sheet.
- D. One recent self attested colour photograph (3.5 X 4.5 CM size) should be affixed at the space provided.
- E. Certificate of experience issued from the previous / current employer.
- F. Attested photocopies of all the mark sheet & Board/ University Certificates as a proof of the claim made by the candidate relating to his/her educational qualification.
- G. Attested copies of the caste certificate & other Certificates in proof of claim made should be attached with the application.
- H. One self addressed envelope duly affixed with Rs.22/- worth of postage (Stamp).


Collector, Gajapati

APPLICATION FORM

Name of the Post Applied for		<i>(Please affix a recent passport size color photograph)</i>
Applicant's Name (In Block Letters):		

Address for Correspondences	Permanent Address

Phone / Mobile Number		E-mail ID		
Date of Birth		Sex	Marital status	
Mother's Name		Father's Name		

Educational Details- Attach Photocopies of Certificates & Mark sheets

Qualification	Institution/ Board	Duration		Marks			Full time/ Part time/ Distance Learning
		From	To	Full Marks	Marks Secured	%	
Secondary/ Matriculation							
Higher Secondary (10+2)							
Graduation							
Others							

Employment Details (Previous)- Addl. Sheets may used : if required

Name of Organization	Designation	Key Responsibilities handled	Period	
			From	To

Current employment – Attach Proof of Current employment

Name of Organization	Designation	Key Responsibilities handled	Working from	Monthly remuneration

Computer Literacy	
Package/ Application	Details of Exposure/ Proficiency

Language Proficiency (Put ✓ Mark)									
Language	Ability to Speak			Ability to Read			Ability to Write		
	Poor	Fair	Good	Poor	Fair	Good	Poor	Fair	Good
English									
Hindi									
Oriya									
Others Specify									

Reference : Two persons to whom you have reported professionally in the recent past whom we can immediately approach for a reference.

	Reference-I	Reference-II
Name		
Address		
Organisation		
Designation		
Phone/Mobile No.		
E-mail ID		
Your Professional Relationship with the reference		

NB : Document to be submitted along with the application form :

- A. Self attested photocopy of HSC or equivalent certificate and mark sheet.
- B. Self attested photocopy of 10+2 or equivalent certificate and mark sheet.
- C. Self attested photocopy of Degree Certificate and mark sheet.
- D. One recent self attested colour photograph (3.5 X 4.5 CM size) should be affixed at the space provided.
- E. Certificate of experience issued from the previous / current employer.
- F. The candidate should mention the "**POST APPLIED FOR ASSISTANT-CUM-DATA ENTRY OPERATOR (ADEO)**" on the cover of the envelope.
- G. Application without proper format shall be rejected.
- H. Attested photocopies of all the mark sheet & Board/ University Certificates as a proof of the claim made by the candidate relating to his/her educational qualification.
- I. Attested copies of the caste certificate & other Certificates in proof of claim made should be attached with the application.
- J. One self addressed envelope duly affixed with Rs.22/- worth of postage (Stamp).

Declaration

I hereby declare that the foregoing information is correct, genuine and complete to the best of my knowledge and belief and nothing has been concealed or distorted.

Place:

Date:

Signature of Applicant