



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

L. No. 233 /DCPU Dated: 08/02/19

**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 possess basic computer knowledge. Good writing, Speaking and reading knowledge in Odia will be treated as an added quality.

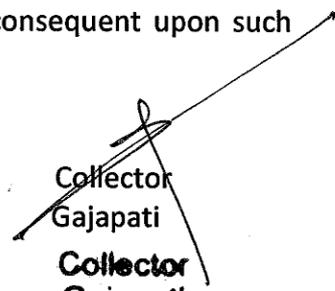
Eligible candidates may submit their applications completely in every respect at the office of The District Child Protection Unit, Room No-303, 2<sup>nd</sup> floor, Collectorate Building, Gajapati, Paralakhemundi, Phone No. 06815-222586 latest by 5:00 AM/PM on 28-02-19 by speed post / Registered Post only. The envelop should be super scribed with "APPLICATION FOR THE POST OF Data Analyst. 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	Data Analyst (DA)	DCPU	01	Rs. 14,000 P.M consolidated	Graduate in any stream preferably in Statistics/ Mathematics/ Pure Sciences/ Sociology & Knowledge in MS Excel.

The detail along with the application form is available in the website of Gajapati District at [www.gajapati.nic.in](http://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.

  
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## Guidelines for engagement of Data Analyst(DA) 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	Data Analyst(DA)	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 01.01.2018
1	Data Analyst(DA)	Graduate in any stream preferably in Statistics/ Mathematics/ Pure Sciences/ Sociology & Knowledge in MS Excel.	3 Year's experience in relevant field.[ for minimum period of experience 10% and for each additional year of experience 1% shall be awarded subject to a maximum of 15%]	Written- 50% Career-20% Experience- 15% Interview- 15%	14,000/-	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. She/ He

- 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 01.01.2019 with relaxation as admissible.

**5. PROCEDURE AND SELECTION:**

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

- |               |   |   |
|---------------|---|---|
| A. Written    | - | 50%   |
| B. Career     | - | 20%   |
| C. Experience | - | 15%(minimum 3 years experience in relevant field- 10% & for each additional year of experience-1% shall be awarded to a maximum of 15%) |
| D. Interview  | - | 15%   |

**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 stamp size colour photograph 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)

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## APPLICATION FORM

Name of the post applied for					Affix passport size photograph		
Applicant's Name (In Block Letter)							
Address for Correspondence			Permanent Address				
Phone / Mobile Number			E- Mail ID				
Date of Birth			Sex	Marital Status			
Mother's Name			Father's Name				
<b>Education Details – Attach Photocopies of Certificates &amp; Mark Sheets</b>							
Qualification	Institution/ Board	Duration		Marks			Full / 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 the organization	Designation	Key responsibilities handled	Period	
			From	To

### Current Employment – Attach Proof of Current Employment

Name of the organization	Designation	Key responsibilities handled	Working From	Monthly Remuneration

Computer Literacy									
Package / Application					Details of Exposure / Proficiency				
Language Proficiency									
Language	Ability to Converse			Ability to Read			Ability to Write		
	Poor	Fair	Good	Poor	Fair	Good	Poor	Fair	Good
English									
Hindi									
Oriya									
Other Specify									

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

Name	Reference – I	Reference – II
Address		
Organization		
Designation		
Phone / Mobile		
E-Mail ID		
Your Professional Relationship with the referee:		

**NB: Documents to be submitted along with the application form:**

- Self attested photocopy of HSC or equivalent and mark sheet.
- Self attested photocopy of 10+2 or equivalent certificate and mark sheet.
- Self attested photocopy of Degree Certificate and mark sheet.
- One recent self attested stamp size colour photograph should be affixed at the space provided.
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**Declaration:**

I hereby declare that the forgoing 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