

COLLECTORATE; JAJPUR

(DISTRICT CHILD PROTECTION UNIT, JAJPUR)

Letter No. 61 /DCPU Date: 31-01-2020

ADVERTISEMENT

Applications are invited from eligible intending candidates for the posts of Assistant cum Data Entry operator(ADEO)in JJB, Jajpur, Data Analyst and Accountant, DCPU,Jajpur under integrated Child Protection Scheme as per the letter no.17136 Date.27.08.2013 of the Director, Social Welfare and Ex-officio, Additional Secretary to Govt. of Odisha, Bhubaneswar. The engagement for the post is purely contractual in nature and initially for a period of eleven months. The engagement period may be extended or curtailed further depending on the performance review.

Sl.no	Name of the Post	No of post	Salary /remuneration
01	Assistant-Cum-Data Entry Operator (ADEO) of JJB,Jajpur	One	Rs.9,000/Per Month (Consolidated)
02	Data Analyst for DCPU,Jajpur	One	Rs.14,000/-per month(Consolidated)
03	Accountant for DCPU,Jajpur	One	Rs.14,000/-Per month(consolidated)

Eligible candidates may submit the applications complete in every respect at the office of the District Child Protection Officer, District Child Protection Unit, Jajpur through speed post or registered post only latest by 5PM of 15th February,2020 .No online application or another mode of submission will be entertained .Application received after due date and time will be rejected. The details along with the application form is available in the website of Jajpur district at www.jajpur.nic.in .

Collector & District Magistrate
Jajpur

COLLECTORATE;JAJPUR

(DISTRICT CHILD PROTECTION UNIT)

Advt.No. 61 Date: 31.01.2020

Applications are invited from the eligible candidates for the posts of Assistant-cum Data Entry Operator(ADEO),JJB,Jajpur, Data Analyst & Accountant for District Child Protection Unit,Jajpur on contractual basis initially for a period of 11(eleven) months which may be extended further basing on the satisfactory performance as per the terms and reference through performance appraisal (PAR) in the end of every year by authority.

Sl.N o.	Name of the Post	No. of posts	Minimum required qualification	Experience	Age as on 30.11.2019
1	Assistant-cum-Data Entry Operator (ADEO), JJB, Jajpur	1(one)	1.Graduate in any discipline with PGDCA from a recognized University/institute. 2.Candidates having 3years graduation degree in computer science/computer application/IT or Master degree in Computer Science/Computer application & IT are exempted from the requirement of PGDCA certificate. 3.Knowledge of Odia and English both written and spoken is essential	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%)	21-35 years with relaxation as admissible
2	Data Analyst for DCPU, Jajpur	1(one)	Graduate in any stream preferably in Statistics/Mathematics/Pure Sciences/Sociology and knowledge in MS Excel	3 years of 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%)	21-35 years with relaxation as admissible
03	Accountant ,DCPU,Jajpur	1(one)	Bachelor Degree in Commerce with basic knowledge in Computer (Tally)	3 years of experience in relevant field	21-35 years with relaxation as admissible

1. Eligibility criteria :

in order to be eligible for engagement to the above posts, a candidate must fulfill the following condition.

- Shall be a citizen of India.
- Shall have good moral character.
- Must not have more than one spouse living.
- Shall be of good health, good physique, abd active habits and far from any organic defect or body deformity (not applicable in case of persons with disability)
- Shall be able to speak, read and write odia and have (i) passed a language test in odia equivalent to middle school standard (ii) H.S.C or equivalent examination with odia as language subject in the

final examination of class-VIII and above or (iii) passed a test in odia in M.E school standard by the Education Department of the state govt.

f. Shall possess the requisite qualification as shown above.

2. Age limit:

The candidate must not be less than 21 years and not more than 35 years as on 31.01.2020 with relaxation as admissible. 31-01-2020

3. Selection procedure:

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

Sl.No	Name of the Post	Weightage
1	Assistant-cum-DEO,JJB,JAJPUR	Written -60%,Career-30%,Experience-10%
2	Data Analyst ,DCPU,Jajpur	Written-50%,Career-20%,Experience-15%,Interview-15%
03	Accountant ,DCPU,Jajpur	Written-50%,Career-20%,Experience-15%,Interview-15%

4. Method of Engagement:

- The merit list in 1:5 will be prepared based on the mark secure in Written Test, Career & Experience & called for document verification. After the documents verification the candidate secured highest mark may issued the engagement order.
- In case, more than one candidate secured equal mark, the candidate with past working experience in public sector will be given preference. The decision of the Authority in this regard shall be final.

5. 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 PGDCA Certificate from recognized university or institution along with Mark sheet.
- One recent color photograph (3.5×4.5) duly self attested in front side should be affixed at the space provided in the application form.
- Certificate of experience issued from the previous/current employer.
- In case of persons with disability, self-attested copy of identity card issued by competent authority.
- Self attested copies of Cast Certificate in proof of the claim for age relaxation.

IMPORTANT:

The eligible candidates are required to apply in the prescribed application form given here under by 5 P.M of 15th February, 2020 through Speed Post or Registered Post to The District Child Protection Officer, District Child Protection Unit, Jajpur, 755001. The envelop should be superscribed with Application for the posts of Data Analyst/ Accountant/Assistant cum- Data Entry Operator (ADEO) of JJB, Jajpur. Incomplete application in any form will summarily be rejected. No application will be received after the scheduled date and time.

Collector & District Magistrate
JAJPUR, 1.2020

APPLICATION FORM

	Private and confidential	Affix a pass photo size Photograph					
Application for the post							
Applicant Name (In Block Letter)							
Address for correspondences		Permanent Address					
Phone/Mobile No.		E-Mail ID:					
Date of Birth		Sex	Marital status				
Date of Birth As on <i>31-01-2020</i>							
Mothers name		Fathers Name					
Educational Details- Attached photo copy of Certificate and Mark sheet							
Qualification	Name of Qualification Awarded/Board	Duration		College/ University	Subject/ Specializa tion	% Grade /division	Full Time/Part time/Distant Learning
		From	To				
10 th							
+2							
Graduation							
Others							

Employment Details(Previous)- Attached Photocopies of Experience Certificate

Name of the Organization	Designation	Key Responsibility Handled	Period	
			From	To

Declaration

I hereby declare that all the information submitted by me in the application form is correct, true and valid to the best of knowledge and belief.

Place:-

Date:-

Signature of the Candidate