



COLLECTORATE, RAYAGADA
(DISTRICT CHILD PROTECTION UNIT)



Advt. No.: 280/DCPU/2019

Date: 14-08-2019

Applications are invited from the eligible candidates for filling up two posts of **Assistant- cum -Data Entry Operator**, one in Child Welfare Committee and other one in Juvenile Justice Board, Rayagada 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.

Name of the post	No. of posts	Office	Monthly Remuneration	Minimum qualification	Experience	Age as on 01-01-2019
Assistant cum Data entry operator	1 in CWC & 1 in JJB	1. CWC, Rayagada 2. JJB, Rayagada	Rs.9,000/- P.M (Cconsolidated)	1. Graduate in any discipline with PGDCA from a <u>recognized University or Institute only.</u> 2. Candidates having 3 years graduation degree in Computer Science/ Computer Application/IT or Master Degrees 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 years experience in relevant field. [for minimum 2 year 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

1. **Eligibility Criteria:**

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

- Must be a citizen of India.
- Must have good moral character.
- Must not have more than one spouse living.
- Must be of good health, good physique, and active habits and far from any organic defect or body deformity (not applicable in case of persons with disability).
- Must be able to speak, read and write odia and have (1) passed a language test in odia equivalent to middle school standard (2) H.S.C or equivalent examination with odia as language subject in the final examination of Class-VIII and above or (3) passed a test in odia in M.E School standard by the Education Department of the state govt.
- Must 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 01- 08- 2019 with relaxation as admissible.

3. **Selection Procedure** : The selection of the candidate will be made on the following basis.

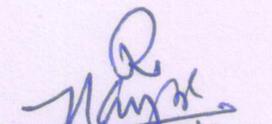
Written Test: 60%
Career: 30%
Experience: 10%

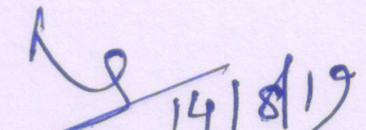
4. **Documents to be submitted along with the application form:**

- a. Attested photocopy of HSC or equivalent and Mark sheet.
- b. Attested photocopy of 10+2 or equivalent certificate and Mark sheet.
- c. Attested photocopy of Degree Certificate and PGDCA Certificate from recognised University or institution along with Mark sheets.
- d. One recent colour photograph (3.5x 4.5 size) duly self attested in front side should be affixed at the space provided in the application form.
- e. Certificate of experience issued from the previous/current employer.(Public/Private Sector).
- f. In case of persons with disability, self-attested copy of identity card issued by competent authority.
- g. Attested copies of Caste certificate in proof of the claim for age relaxation.
- i. One self addressed envelope duly affixed with Rs.22/- worth of postage stamp.

IMPORTANT:

The eligible candidates are required to apply in the prescribed application form given hereunder on or before.....10-09-2019..... 5 P.M (Last Date) through Speed/ Regd. post to **THE DISTRICT CHILD PROTECTION OFFICER, RAYAGADA, COOPERATIVE COLONY, CHEKKAGUDA ROAD, P.O & DIST: RAYAGADA-765001**. The envelop should be super scribed with" **APPLICATION FOR THE POST OF ASSISTANT CUM DATA ENTRY OPERATOR at JJB & CWC, Rayagada**). Incomplete application in any form will summerarily be rejected. No application will be received after the scheduled date and time.


DCPO, Rayagada.
**D.C.P.O.,
Rayagada**


COLLECTOR -CUM-CHAIRPERSON,
DCPU, RAYAGADA
**COLLECTOR
RAYAGADA**

APPLICATION FOR THE POST OF ASSISTANT- CUM -DATA ENTRY OOPERATOR IN JJB & CWC ,RAYAGADA

For Office Use Only								
SL. No.	Post Applied for	Date Of receipt	Received Through			Application duly filled in with all enclosures		Signature of the officer who Checked this
			Regd. Post	Speed Post	Ordinary/ Courier & Others	Yes	No	
APPLICATION FORM								
Name of the Post Applied For							Recent passport colour photo-Self attested in front side	
Name Of the applicant(In Bold Capital Letters)								
Father/ Husband Name								
Permanent Address								
Present Address							Phone No:	
			Email Id:-					
Date Of Birth (as mentioned in HSC Certificate)					Sex:	Caste	Marital Status:	
Educational Qualification : from HSC/Matriculation onwards-								
Qualification	Board/ University	Year Of Passing	Marks			Full/Part Time/ Distance		
			Full Marks	Marks Secured	% of Marks			
HSC								
+2/Equivalent								
Degree								
Professional/ PGDCA								
Languages Known:								
Language	Write	Read	Speak	Computer Literacy: (mention software(s)Known/can use/package)				
Experience:								
Establishment/ Department	Public/Private Sector	Post	Years of Experience		Total Years Of Experience			
			From	To				
Declaration :- I do hereby declare that the information submitted by me as above is correct and true to the best of my knowledge and belief.								
Date:			Signature Of the Applicant					