

COLLECTORATE, MAYURBHANJ
(District Child Protection Unit, Mayurbhanj)

ADVERTISEMENT

Applications are invited from the eligible candidates for the posts of **Assistant Cum Data Entry Operator (ADEO)**, in Child Welfare Committee, Mayurbhanj under Integrated Child Protection Scheme (ICPS) as per the Letter no 17136/WCD/OSCPS-37/11 Date. 27.08.2013 of the Director, Social Welfare and Ex-Officio Additional Secretary to Govt. Odisha, Bhubaneswar. The Engagement for the post is purely on 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.

Eligible candidates may submit the applications complete in every respect at the office of the District Child Protection Officer, District Child Protection Unit, Mayurbhanj, Baripada through Speed Post or Registered Post only latest by **5 P.M. of 25th October, 2019**. No online application or any other mode of submission will be entertained. Any application received after the due date and time will be rejected.

Sl. no	Name of the Post	No of Post	Salary
1	Assistant Cum Data Entry Operator (ADEO) of CWC, Mayurbhanj	1	Rs. 9,000/- p.m. Consolidated

The details along with the application form is available in the website of Mayurbhanj district at www.mayurbhanj.nic.in


Collector & District Magistrate
Mayurbhanj



COLLECTORATE, MAYURBHANJ
(DISTRICT CHILD PROTECTION UNIT)



Advt. No. 282/ DCPU Date: 26.09.19

Applications are invited from the eligible candidates for the posts of **Assistant Cum Data Entry Operator (ADEO)**, in Child Welfare Committee, Mayurbhanj 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	Monthly Remuneration	Minimum qualification	Experience	Age as on 30-09-2019
Assistant cum Data Entry Operator (ADEO) in CWC, Mayurbhanj	1	Rs.9,000/- P.M (Cconsolidated)	1. Graduate in any discipline with PGDCA from a recognized University or Institute. 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.

- 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, 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 (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.
- 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 30.09.2019 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. Method of Engagement:


- a. The Merit list in 1:5 will be prepared based on the mark Secured in Written Test, Career & Experience & Called for documents verification. After the documents verification the candidate secured highest mark may issued the engagement order.
- b. In case, more then 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:


- 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 PGDCA Certificate from recognised University or institution along with Mark sheets.
- d. One recent color photograph (3.5 X 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. (Govt./Public/Private Sector).
- f. In case of persons with disability, self-attested copy of identity card issued by competent authority.
- g. Self Attested copies of Caste certificate in proof of the claim for age relaxation.

IMPORTANT:

The eligible candidates are required to apply in the prescribed application form given hereunder by **5 P.M. of 25th October, 2019** through Speed Post or Registered Post to **the District Child Protection Officer, District Child Protection Unit, Mayurbhanj, Baripada -757001**. The envelop should be super scribed with **Application for the Post of Assistant Cum Data Entry Operator(ADEO) of CWC, Mayurbhanj**. Incomplete application in any form will summerarily be rejected. No application will be received after the scheduled date and time.


26/10/19
Collector cum Chairman
DCPU, Mayurbhanj

APPLICATION FORM

	Private and confidential		Affix a Pass port Size photograph
	Application for the Post of		
	Applicant Name (In Block Letter)		

Address for correspondences		Permanent Address	
Phone/Mobile No.		Valid E-Mail ID:	
Date of Birth		Sex	
Age as on 30.09.19		Marital Status	
Mothers Name		Fathers Name	

Education Details- Attached Photo Copy of Certificate and Mark Sheet

Qualification	Name of Qualification Awarded	Duration		College/ University	Subject/ Specialization	% Grade/ division	Full Time/ Part Time/Distant Learning
		From	To				
10 th							
+2							
Graduation							
PGDCA							
Others							

Employment Details - Attached Photocopies of Experience Certificate

Name of the Organization	Designation	Key Responsibility Handled	Period	
			From	To

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 the Candidate