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**OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE, DEOGARH
DISTRICT CHILD PROTECTION UNIT**

ADVIRTISEMENT

No. 396 /DCPU/DGH, Dt. 8.8.17 /

Applications are invited from eligible candidate in the prescribed application format for the post of One Data Analyst and One Assistant-cum-Data Entry Operator in District Child Protection Unit, Deogarh complete in all respect to reach the Office of the District Child Protection Officer, District Child Protection Unit, Deogarh District (Odisha)-768108 latest by 6.9.2017 5PM by Registered Post / Speed Post Super Scribing "Application for the post of Data Analyst/Assistant-cum-Data Entry Operator at DCPU, Deogarh" in capital letters. No other mode of submission of application will be entertained. Any application received after due date and time will be rejected. The appointment is purely contractual and temporary, initially for a period of 11 months, may be extended or curtailed further by DCPS/DCPU.

Age : 21 to 35 years on 01.08.2017

Monthly Salary : (1) Rs.14000/- PM for Data Analyst.

(2) Rs.10000/- PM for Assistant-cum-Data Entry Operator.

Weightage :

Data Analyst	Assistant-cum-Data Entry Operator
Written -50%	Written - 60%
Career - 20%	Career - 30%
Expeirience - 15%	Expeirience - 10%
Interview - 15%	--

Educational Qualification:

Data Analyst: Graduate in any stream preferably in Statistics/ Mathematics / Pure Science /Sociology and knowledge in MS Excel.

Assistant-cum-DEO: Graduate in any discipline with PGDCA from a recognized University or Institution

The detail along with application form is available in the official website of the Deogarh District at www.deogarh.nic.in.


Collector cum Chairperson
District Child Protection Unit, Deogarh

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DISTRICT CHILD PROTECTION UNIT**

ADVERTISEMENT

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Detailed eligibility criteria for the post of Data Analyst and Assistant-cum-Data Entry Operator are given below.

Sl. No.	Name of the Post	Qualification	Experience	Weightage	Salary (In Rs.)	Age as on 1.8.2017
1	Data Analyst	Graduate in any stream preferably in Statistic/Mathematics/ Pure Science/ Sociaology and Knowledge in MS Excel.	2 years 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
2.	Assistant-cum-DEO	1. Graduate in any discipline with PGDCA from a recognized University or Institution. 2. Candidates having 3 year graduation degree in Computer Science / Computer Application /IT or Master Degree in Computer Science / Computer Applocation & IT are exempted from the requirement of the PGDCA certificate. 3. Knowledge of Odia and English both written & 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%)	Written-60% Career -30% Experience- 10%	10,000/-	21-35 with relaxation as admissible

GENERAL ABILITY:

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

- I. Shall be citizen of India, have good moral character, must not have more than one spouse living, shall be if good of health, good physique, active habits and for any organic defects of bodily deformity(not application in cases of disability).
- II. Must be able to speak, read and write Odia and have passed a language test in Odia equivalent to Middle School Standards/HSC or equivalent examination with Odia as language subject in the final examination OR class VII and above/ passed a test in Odia in ME School standards by Education Department of the State Government of Odisha.

DOCUMENTS TO BE SENT ALONG WITH 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 or equivalent certificate and mark sheet
- D Self-attested photocopy of Computer Skill Certificate
- E Two recent self attested color photograpg(3.5×4.5 cm size) should be attached. One should be affixed at space provided in the Application Form.
- F Certificate of experience issue from the previous/current employer.
- G Self-declaration on generate ability as prescribed.
- H Two Character Certificate from Gazetted Officers.
- I Self- attested photocopy of Proof of identity (Voter ID Card/Adhar Card/Pan Card)
(Original to be produced for verification at the of Written Examination & Interview as Right to Admission)

HOW TO APPLY:

The envelope containing the application must be superscribed [Application for the Post of Data Analyst/ Assistant –cum-Data Entry Operator in DCPU, Deogarh].The candidates is required to submit his/her application duly filled in along with required documents to be reach at O/o the District Child Protection Officer, District Child Protection Unit, Dist. Deogarh (Odisha) -768108 on or before the last date by Speed Post/Registration Post only.

N.B.

- a. The Authority reserves the right to reject any application and modify / cancel the advertisement/ examination without assigning any reason thereof.
- b. No T.A/D.A will be allowed to the candidate.
- c. The advertisement can be downloaded from District website: www.deogarh.nic.in
- d. The Authority shall not be liable for any postal delay or loss of application in transit at any stage of examination.


Collector cum Chairperson
District Child Protection Unit, Deogarh

APPLICATION FORMAT

APPLICATION FOR THE POST OF _____ DCPU, DEOGARH.

1. Name of the Applicant :
2. Father's/Spouse's Name:
3. Date of Birth (Both in figure & words):
4. Address (For Correspondence):
 Village/At: _____ Land Mark (if any): _____
 PO: _____ District: _____
 State: _____ PIN: _____
5. Proof of Identity (Voter ID/Aadhar Card/PAN Card) Card Number:
6. Educational Qualification:

Paste one recent attested colour photograph (3.5x4.5cm) Here & sign across

Sl No.	Name of the Examination	Name of the Board/ Council/ University	Year of Passing	Total Marks	Marks Obtained	% of marks Obtained
1	H.S.C/Equivalent					
2	10+2 /Equivalent					
3	Degree					
4	Computer Skill					

7. Experience, if any

	Name of the establishment / Unit	From	To	Total
A				
B				
C				
D				

8.	Contact No	E-mail
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DECLARATION:

I do hereby declare that all the information given in this application are true, complete and correct to the best of my knowledge & belief. In the event of any information given found false or incorrect at any stage hereafter, my candidature for appointment shall be liable to be cancelled without any notice to me.

Full Signature of the Candidate
With Date & Place

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CHECK LIST ON DOCUMENTS SUBMITTED ALONG WITH APPLICATION FORM

Post Applied for:			
	<u>Description of Document</u>	<u>Submitted</u>	<u>Verified</u>
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 or equivalent certificate and mark sheet		
D	Self-attested photocopy of Computer Skill Certificate		
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F	Certificate of experience issue from the previous/current employer		
G	Self-declaration on general ability as prescribed		
H	Two character certificate from Gazetted officers		
I	Self-attested photocopy of proof of identity(voter ID card/Aadhar Card/Pan Card) (Original to be produced for verification at the time of written examination & interview as right to Admission)		

Full Signature of the Candidate
With Date & Place

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