

**OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE, JAGATSINGHPUR
(District Child Protection Unit)**

Advertisement No. 415/DCPU Dt.19.06.2017

Applications are invited from eligible candidates for engagement in the post of Assistant cum DEO, Data Analyst and Accountant on contractual basis in the District Child Protection Unit (DCPU), Jagatsinghpur under the Integrated Child Protection Scheme (ICPS). The posts are purely temporary and the employees can be disengaged at any stage without assigning any reason thereof.

Applications complete in every respect should reach by Registered/ Speed post only addressed to the District Child Protection Officer, DCPU, Red cross Bhawan, Collectorate, Jagatsinghpur latest by 5 PM on or before **05.07.2017**. Candidates willing to apply for more than one post shall submit separate application in sealed cover quoting the position applied on top of the envelope. Incomplete application or any application received after the due date shall be rejected. Only short listed applicants will be invited for the written test. Selection of candidates will be made on the basis of weightage secured in written examination, experience, career and interview. No TA & DA will be provided for appearing the written exam/ interview.

Details of the positions with eligibility and application forms may be downloaded from the district website www.jagatsinghpur.nic.in

Sd/-Collector & DM, Jagatsinghpur

Memo No. 416/DCPU/Date 19.06.2017

Copy forwarded to the Advertisement Manager, "The Sambad", Bhubaneswar / "The Prameya", Bhubaneswar with a request to publish the advertisement for one day only as per I & PR approved rate. The advertisement must be published not later than 20th June, 2017.


District Child Protection Officer
Jagatsinghpur

Memo No. 417/DCPU/Date 19.06.2017

Copy submitted to DIO, NIC, Jagatsinghpur with a request to upload the said advertisement in the District Website.


District Child Protection Officer
Jagatsinghpur

Eligibility criteria for the post of Assistant cum DEO, Data Analyst and Accountant to be engaged in District Child Protection Unit (DCPU), Jagatsinghpur.

Sl. No.	Name of the post	No. of post	Eligibility/ Qualification	Experience	Weightage	Age as on 01.01.2017	Salary (in Rs.)
01	Assistant cum Data Entry Operator	01	<p>1. Graduate in any discipline with PGDCA from a recognized University or Institute</p> <p>2. Candidates having 03 years graduation degree in Computer Science/ Computer Application/ IT or Master Degree in Computer Application & IT are exempted from the requirement of the PGDCA Certificate</p> <p>3. Knowledge of Odia and English both written and spoken is essential</p>	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 maximum of 10%)	Written-60% Career-30% Experience-10%	21-35 with relaxation as admissible	10,000/-
02	Data Analyst	01	Graduate in any stream preferably in Statistics/ Mathematics/ Pure Science /Sociology and knowledge in MS Excel.	3 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%	21-35 with relaxation as admissible	14,000/-
03	Accountant	01	Bachelor Degree in Commerce with basic knowledge in Computer	3 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%	21-35 with relaxation as admissible	14,000/-

[Handwritten Signature]
18/06/17

**Collector & District Magistrate
Jagatsinghpur**

APPLICATION FORM



PERSONAL DETAILS

Affix Photographs

Application for the Post of
(Separate applications for
Specific Post)

Applicant's Name
(In Block Letters)

Address for Correspondence

Permanent Address

Phone/
Mobile Number

E-Mail ID

Date of Birth
(DD-MM-YY)

Sex
(Tick)

Male
Female

Marital
Status
(Please tick)

Unmarried
Married

Mother's Name

Father's Name

Educational Details-Attach Photocopies of Certificates & Mark Sheets

Qualification	Name of Qualification Awarded	Duration		College/ University	Subjects/ Specialisation	%/ Grade/ Division	Full time/Part Time/Distant Learning
		From	To				
Secondary/ Matriculation							
Higher Secondary (10+2)							
Graduation							
Post Graduation							
Others							

Employment Details (Previous)—Attach Self-Attested photocopies of Experience Certificates

Name of Organization	Designation	Key Responsibilities Handled	Period	
			From	To

Current Employment—Attach Proof of Current Employment

Name of Organisation	Designation	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
English			
Hindi			
Odia			
Others (Specify)			

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

	Referee 1	Referee 2
Name		
Address		
Organization		
Designation		
Phone/Mobile		
E-mail ID		
Your Professional Relationship with the Referee		

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 Applicant