



# DISTRICT OFFICE, JHARSUGUDA

(District Child Protection Unit)



No. 158 /DCPU-JSG- 50/

Date:- 26 /04/2021

In pursuance to Govt. Letter No:-67/OSCPS/RS/0001/2016 Date:-19.01.2017 from Director, OSCPS, WCD & MS, Department, Bhubaneswar. Applications in the prescribed format along with self attested photo copies of relevant certificates/documents are hereby invited from the eligible candidates for the Post of Assistant cum Data Entry Operator (ADEO), for Child Welfare Committee (CWC), Jharsuguda as well as for District Child Protection Unit (DCPU), Jharsuguda under Integrated Child Protection Scheme (ICPS). The engagement of post is purely temporary and contractual. The contract period of 11 (Eleven) months may be extended & renewed depending on the performance review of the concerned candidates and instructions from Govt.

### Details of Required Eligibility Criteria and Qualification as follows:-

Name of the post with consolidated salary per month	No. of post					Age as on 01.03.2021	Experience	Weight age
	ST	SC	SEBC	UR	Total			
ADEO-CWC (Rs. 9,000/-) (Rupees Nine Thousand only)	-	-	-	1	1	21-35 With relaxation as admissible.	Two (2) years experience in relevant field {for minimum period of experience 7% and for each additional years of experience 1% shall be awarded subject to maximum 10%}	Written – 60% Career – 30% Experience – 10%
ADEO-DCPU (Rs. 10,000/-) (Rupees Ten Thousand only)	-	-	-	1	1			

The above engagements are purely contractual in nature and for temporary period of one year which may be extended from time to time subject to satisfactory performance and upto a maximum period of the continuance of the scheme. Interested candidates fulfilling the eligibility criteria mentioned above may apply in the prescribed format to the District Child Protection Officer (DCPO), District Child Protection Unit (DCPU), Collectorate, Dist-Jharsuguda, Pin-768204, by registered post/ speed post only, to be received within 15 days of the publication of this advertisement, during office hours on or before Date:- 15/05/2021. The envelopes containing application should be super scribed in bold letters "Application for the post of ADEO for CWC or ADEO-DCPU, Jharsuguda along with address and phone number. The candidates are to undergo physical verification of Certificates, Written test at a centre at District Headquarter of Jharsuguda district. Selection Committee on desired date and time which will be communicated later. No T.A-D.A will be provided to the applicants for attending physical verification of documents, written test, interview and any other test to be conducted for the purpose. Incomplete application and application received after due date shall be rejected. Authority shall not be held responsible for any postal delay or any natural or manmade calamity. The application form is available at District website [www.jharsuguda.nic.in](http://www.jharsuguda.nic.in). The undersigned reserves the right to cancel any or all the applications received / under process without assigning any reason thereof.

Collector cum Chairperson  
District Child Protection Unit (DCPU) Jharsuguda

COLLECTOR  
JHARSUGUDA

At: - Collectorate, Jharsuguda, Po: - OMP Line, Dist:- Jharsuguda, Odisha, Pin:-768204  
Telephone No-06645-270570, E mail:- [dcpo.jharsuguda.od@nic.in](mailto:dcpo.jharsuguda.od@nic.in)



# DISTRICT OFFICE, JHARSUGUDA

(District Child Protection Unit)



Memo No:- 159 / DCPU-JSG-50/ Date:- 26/04/2021

Copy to notice board of Collectorate, Jharsuguda for information of all concerned.

Collector cum Chairperson  
District Child Protection Unit (DCPU) Jharsuguda  
JHARSUGUDA

Memo No:- 160 / DCPU-JSG-50/ Date:- 26/04/2021

Copy to all District level officers / all BDOs, / all Tahasildars / all Executive Officers of Municipalities / District Employment Officer, Jharsuguda / for information and necessary action. They are requested to display the advertisement in their respective Notice board for wide publication.


Collector cum Chairperson  
District Child Protection Unit (DCPU) Jharsuguda  
JHARSUGUDA

Memo No:- 161 / DCPU-JSG-50/ Date:- 26/04/2021

Copy to DIO- NIC, Jharsuguda. He is requested to hoist the advertisement in District NIC portal for wide circulation.

Collector cum Chairperson  
District Child Protection Unit (DCPU) Jharsuguda  
JHARSUGUDA

**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