

OFFICE OF THE COLLECTOR CUM DISTRICT MAGISTRATE, NUAPADA
DISTRICT CHILD PROTECTION UNIT

Letter No. 159 / DCPU/ NPD/ I/ 14-2019 Dt. 26.06.2020

ADVERTISEMENT

Application are invited from eligible candidates in the prescribed application format for the post of Assistant cum Data Entry Operator at Child Welfare Committee, Nuapada (ADEO_CWC, Nuapada) complete in every respect to reach at the "Office of the District Child Protection Officer, District Child Protection Unit, 2nd Floor New Collectorate Building, Nuapada, District Nuapada (Odisha) 766105" latest by 5.00 PM on 31/07/2020 only by Registered Post/ Speed Post quoting "Application for the post Assistant cum Data Entry Operator at Child Welfare Committee, Nuapada (ADEO_CWC, Nuapada)" 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 Dt. 01.07.2020
Monthly Salary : Rs. 9000/- (Rupees Nine Thousand only)
Weightage : Written Examination : 60%
: Career : 30%
: Experience : 10%

Written Examination & Computer Ability Test : 100 (2 Hours) + 50 (30 Minutes) = 150 Marks

Pattern of Written Examination:

Type of Question: Objective/ Multiple Choice/ Passage Writing of 10th Standard

Subject: General Knowledge/ General English/ Mathematics/
Odia Language/ Computer Fundamentals, 20 X 5= 100 Marks

Computer Ability Test: Practical Test on Computer Ability

Calculation of Career Points: Secondary (10th): 6% + Higher Secondary (10 +2): 6% + Graduation (Bachelor's Degree): 18%= 30%


Experience : 2 years' experience in relevant field
[For minimum period 7% and for each additional year of experience 1% shall be awarded subject to maximum of 10%]

Qualification:

Graduate in any discipline with PGDCA from a recognized University or Institute OR
Three Year Graduation Degree in Computer Science/ Computer Application/ IT (Exempted from the requirement of PGDCA) OR Master Degree in Computer Science/ Computer Application/ IT (Exempted from the requirement of PGDCA).

With knowledge of Odiya & English both written & spoken is essential.

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


Collector cum Chairperson
District Child Protection Unit, Nuapada
DCPU, Nuapada
26.06.20

GENERAL ABILITY:

In order to be for engagement fir 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 of good of health , good physique, active habits and far any organic defects of bodily, deformity (not applicable incases 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.
- iii. Age limit: The Candidate must not less than 21 years & above 35 years as on Dt. 01.07.2020.

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 Master Degree or equivalent Certificate and Mark Sheet.
- E. Self –attested photocopy of Computer Skill Certificate. (PGDCA from recognized University or Institution).
- F. One recent self –attested color photograph (3.5 x 4.5 cm size) should be affixed at space provided.
- G. Certificate of Experience issued from the previous/ current employer.
- H. In case of person with disability self-attested copy of Identity Card issued by competent authority.
- I. Self-declaration on General Ability as prescribed.
- J. Two Character Certificate issued from Gazetted Officer.
- K. Self-attested Photocopy of Identity (Voter ID Card/ Aadhar Card/ PAN Card [Original to be produced for verification at the time of Written Examination as Right to Admission]

DATES FOR THE RECRUITMENT:

1. Advertisement for the post with Newspaper publication : 01/07/2020
2. Last date for receipt of application : 31/07/2020
3. Publication of provisional list for Written Examination in Official Website of Nuapada District. : 07/08/2020
4. Last date of Submission of Clarification Against objection via e-mail : 16/08/2020
5. Publication of Final List of selected candidates for recruitment process : 19/08/2020
6. Written Examination (Venue: Govt. National High School, Nuapada) : 22/08/2020
7. Computer Ability Test (Venue: to be declared latter) : 23/08/2020
(If less number of applications received, Computer Ability Test will be held on 22/08/2020)
8. Evaluation of Answer Paper (Written Examination) : 22/08/2020
9. Declaration of Result (After approval from the kind authority of Collector, Nuapada)

HOW TO APPLY

The envelope containing the application must bear [application for the position of Assistant cum Data Entry Operator at Child Welfare Committee, Nuapada (ADEO_CWC, Nuapada). The candidates is required to submit his/her application duly filled in along with document to reach at O/o District Child Protection Officer, District Child Protection Unit, 2nd floor New Collectorate building, Nuapada Dist. Nuapada (Odisha) 766105 on or before the last date 31/07/2020 by Speed Post/Registered Post only.No other mode of submission of application will be entertained.

Collector cum Chairperson
District Child Protection Unit, Nuapada
DCPU, Nuapada

APPLICATION FORMAT

APPLICATION FOR THE POSITION OF ASSISTANT CUM DATA ENTRY OPERATOR
AT CHILD WELFARE COMMITTEE, NUAPADA (ADEO_CWC, NUAPADA)

1. Name of the Applicant :
2. Fathers/ Spouse's Name :
3. Date of Birth [Both in Figure & Words] :
4. Address [For Correspondence]
 Village/ AT: Land Mark (If any):
 POST: District:
 State: PIN:
5. Proof of identity [Voter ID/ Aadhar Card/ PAN Card] Card Number :

6. Educational Qualification:

Sl.No	Name of the Examination	Name of the Board/ Council/ University	Year of Passing	Total Marks	Marks Obtained	% of Marks Obtained
1.	HSC/ Equivalent					
2.	10 +2/ Equivalent					
3.	Degree					
4.	Master Degree					
5.	Computer Skill					

7. Experience, if any

Sl.No	Name of the Establishment/ Unit	Nature of Work	From	To	Total
A.					
B.					
C.					
D.					

8.	Contact No:	E-mail	
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Paste on recent attested
colour photograph (3.5 X 4.5 cm)
here & sign across

Full Signature of the Candidate
with Date & Place

CHECK LIST ON DOCUMENTS SUBMITTED ALONG WITH APPLICATION FORM:			
	Description of Document	Submitted	Verified
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 Master Degree or equivalent certificate and mark sheet.		
E.	Self –attested photocopy of Computer Skill Certificate.		
F.	One recent self-attested color photograph (3.5 x 4.5 cm size) should be affixed at space provided.		
G.	Certificate of experience issued from the previous/ current employer.		
H.	In case of person with disability self-attested copy of Identity Card issued by competent authority.		
I.	Self-declaration on General Ability as prescribed.		
J.	Two Character Certificate from Gazetted Officers.		
K.	Self-attested Photocopy of Identity (Voter ID Card/ Aadhar Card/ PAN Card [Original to be produced for verification at the time of Written Examination as Right to Admission]		

Full Signature of the Candidate
with Date & Place