

COLLECTORATE, KORAPUT

(District Child Protection Unit)

NO - 161(A) /DCPU/2020

Date - 18.2.2020

The District Child Protection Unit, Collectorate, Koraput intends to engage professional staffs on contractual basis for different positions under child protection services, Govt. of Odisha.

Applications are invited from the eligible candidates in the prescribed application for the following posts initially for engagement for a period of eleven months and may be extended or curtailed further by the DCPU depending upon the performance review.

Applications must have the essential qualification along with adequate experience. The candidates should possess basic computer knowledge; good working knowledge in Odia will be treated as an added quality. Eligible candidates may submit their applications complete in all respect through Speed post, Registered post & Courier only addressed to the **District Child Protection Officer, District Child Protection Unit, Saheed Laxman Nayak Bhavan, 1st floor, Collectorate, Koraput-764020**. Separate applications in sealed cover has to be submitted for each post *quoting the position applied on the top of the envelop*. All eligible applicants will be invited for the written test and on the basis of the written test & weightage short listed applicants will be called for interview.

Submission of application in person will not be entertained. The last date for submission of application is by 5.00PM on Dt...05.../03.../2020. No online application or other mode of submission will be entertained. Any applications received after due date and same will be rejected.

DETAILS OF DEDICATED PROFESSIONAL STAFFS TO BE ENGAGED AS FOLLOWS:-

Sl. No.	Name of the Post	No. of Post	Salary (in Rs.)	Qualification	Experience
(A) District Child Protection Unit, Koraput					
1	Accountant	1	14,000/-	Bachelor Degree in commerce with basic knowledge in computer.	3 years experience in relevant field.
2	Data Analyst	1	14,000/-	Graduate in any stream preferably in Statistics / Mathematics' / Pure Science / Sociology and knowledge in MS Excel.	3 years experience in relevant field.
3	Assistant-cum-Data Entry Operator.	1	10,000/-	1. Graduation in any discipline with PGDCA from a recognised University/ Institution. 2. Candidate having three 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.
(B) Child Welfare Committee, Koraput					
1	Assistant-cum-Data Entry Operator.	1	9,000/-		

Application format and other details for the positions are available in the website of Koraput District at www.koraput.nic.in. The undersigned reserves the right to cancel any or all the applications without assigning any reason thereof.

All the posts are purely temporary, time bound and co-terminus with the duration of the scheme and performance based. Date of examination shall be notified latter on.

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18/2/2020

DETAILS GUIDELINE FOR ENGAGEMENT OF STAFF UNDER DCPU, CWC, KORAPUT

District Child Protection unit, Koraput intends to engage dedicated professional staff on contractual basis for District Child Protection Unit (DCPU), Child welfare Committee (CWC) , Koraput under Integrated Child Protection Scheme (ICPS) as per the letter No. 17136, dated 27.08.2013, Letter No. 67/OSCPS/RS/001/2016, dated 19.01.20217 and letter No. 1246 / OSCPS, dated 26.07.2019 of the Director, Odisha State Child Protection Society (OSCPS), W&CD Dept. Govt. of Odisha, Bhubaneswar.

1 Details of the Posts, Educational qualification required weightage of marks:-

(A):-Details of Position for the District Child Protection Unit, Koraput						
Sl. No.	Name of the Post	No. of Vacancy	Qualification	Experience	Salary (Rs.)	Weight age
1	Accountant	1	Bachelor Degree in commerce with written and oral communication skills (Odia and English) and basic knowledge in computer	3 years experience in relevant field should be issued from Previous/ Current employer in the Central or Odisha Govt. Project / Scheme (for minimum period of experience 10% and for each additional year of experience 1% shall be awarded subject to a maximum of 15%)	14,000/-	Written Test- 50% Career-20% Experience- 15% Interview-15%
2	Data Analyst	1	Graduate in any stream preferably in Statistics / Mathematics' / Pure Science / Sociology with written and oral communication skills (Odia and English) and basic knowledge in computer	3 years experience in relevant field should be issued from Previous/ Current employer in the Central or Odisha Govt. Project / Scheme (for minimum period of experience 10% and for each additional year of experience 1% shall be awarded subject to a maximum of 15%)	14,000/-	Written Test- 50% Career-20% Experience- 15% Interview-15%
3	Assistant-cum-Data Entry Operator	1	1. Graduation in any discipline with PGDCA from a Govt. recognised University/ Institution. 2. Candidate having three 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 should be issued from Previous/ Current employer in the Central or Odisha Govt. Project / Scheme (for minimum period of experience 7% and for each additional year of experience 1% shall be awarded subject to a maximum of 10%)	10,000/-	Written Test- 60% Career-30% Experience- 10%
(B):- Details of Position for the Child Welfare Committee, Koraput						
4	Assistant-cum-Data Entry Operator	1	1. Graduation in any discipline with PGDCA from a Govt. recognised University/ Institution. 2. Candidate having three 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 should be issued from Previous/ Current employer in the Central or Odisha Govt. Project / Scheme (for minimum period of experience 7% and for each additional year of experience 1% shall be awarded subject to a maximum of 10%)	9,000/-	Written Test- 60% Career-30% Experience- 10%

2. Age Limit:-

The age of the candidate must be within 21 to 35 years as on 1st February 2020 with relaxation as admissible.

3. General Ability :-

In order to be eligible for engagement to the above mentioned posts, a candidate must satisfy the following conditions also. She/he,

- a. Shall be a citizen of India.
- b. Shall have good moral Character.
- c. Must not have more than one spouse living.
- d. Shall be of good health, good physique, active habits and far from any organic defect or bodily deformity (not application in case of persons with disability).
- e. must be able to speak, read and write Odia and have.
 - i). Passed a language test in odia equivalent to middle school standard.
 - ii). HSC or equivalent and above or passed as language subject in the final examination of class VII and above or passed a test in Odia in M.E school standard by the Education Department of the State Government.
- f). Shall pass the requisite qualification as shown in below Point No. -4.

4. Selection procedure :-

- a). The selection of the candidates shall be made by the selection committee on the basis of the weightage marks obtained by the candidate in written examination, career, experience & interview as per the stipulations mentioned above.
- b). The career marking will be made on the basis of the mark secured in the HSC examination Matriculation, Higher secondary and Graduation examination conducted by the recognized board/ Council or the Universities as the case may be.
- c). The Merit list (1:5) shall be drawn up for the above mentioned posts on the basis of the weightage percentage of marks. The candidate secured highest mark may be selected and engagement order will be issued as per the terms and condition prescribed.
- d). In case, more than one candidate has equal weightage of marks; the candidate with past experience of working in Govt. sector will be given preference. Further, in case of non-availability of past experience the decision of the Selection Committee in this regard shall be final.

5. Documents to be attached with the 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 Graduation degree certificate and mark sheet.
- d). Two recent passport size color photograph. One passport shall be affix in the application form signed across the photograph and another attached to the application.
- e). Certificate of experience issued from the previous/ current employer.
- f). In case of persons with disability self attested copy of the disability certificate issued by the competent authority.
- g). Self attested caste certificate issued by the competent authority (for age relaxation).

6. Term and Conditions:-

- All the posts are purely temporary, time bound and co-terminus with the duration of the scheme and performance based.
- The appointment will be terminated either with the termination of the scheme or even before at the discretion of the competent authority.
- The Selection Committee will have no liability, whatsoever, for the persons recruited under the scheme.
- The selection committee reserves the right to fill up or not fill up the posts as notified in this advertisement.
- No objection certificate from the employer is preferred if already in the service elsewhere'.
- Age relaxation will be given to reserved category candidates as per Govt. rules based on submission of authenticate certificate.
- Canvassing/political pressure in any form will render the candidate disqualification for the position.
- The undersigned reserves the right to cancel any or all the applications without assigning any reason thereof.
- Any application received after due date, Unsuper-scribed application, Inappropriate format and incomplete application, fail to attached proper documents, Ineligible qualification and age limit will be summarily rejected.
- The panel list of the candidates will be valid for one year from the date of issue of the appointment letter.
- The appointment will not confer any right/ claim/entitlement for appointment on regular basis in future.
- No TA/DA will be paid to attend the written test and interview.
- The decision of the Selection Committee will be final and binding on all aspects.
- Separate application in sealed cover has to be submitted for each post quoting the position. On top of the envelope containing the application should be Super-Scribed with **Application for the post of..... For.....(Please Specify DCPU or CWC)**
- Completed applications in the prescribed format along with relevant enclosures should reach "The District Child Protection Officer, District Child Protection Unit, Saheed Laxman Nayak Bhavan, 1st floor, Collectorate, Koraput-764020" on or before Dt...05/...03/ 2020.


COLLECTOR, KORAPUT

APPLICATION FORM

Advt. No :-		Affix self attested passport
Date :-		
Application for the Post of (Separate applications for Specific Post)		
DCPU / CWC, (Please Specify)		
Applicant's Name (In Block Letters)		

	Address for Correspondence	Permanent Address
	At- P/o- Via- P.S- Block- District- PIN Code:-	At- P/o- Via- P.S- Block- District- PIN Code :-

Phone / Mobile Number		E-Mail ID	
Date of Birth (DD-MM-YY)		Sex (Tick)	Marital Status (Please tick)
		Male	Unmarried
		Female	Married
Mother's Name		Father's Name	

Educational Details-Attach Photocopies of Certificates & Mark Sheets

Academics	Name of the Examination Passed	Name of the Board/ University	School/College/Institutions from which passed	Maximum Marks without extra optional	Marks Secured without extra optional	% Grade/Division	Year of Passing
Matriculation							
+2							
Graduation							
Post Graduation							
Other							

Employment Details (Previous)-Attach Self-Attested photocopies of Experience Certificates				
Name of the Organisation	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:-				
	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				
	Reffer-1		Reffer-2	
Name				
Address				
Organisation				
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