

OFFICE OF THE DISTRICT MAGISTRATE & COLLECTOR, KORAPUT.

(DISTRICT CHILD PROTECTION UNIT)

No. 289 / DCPU / 2021

Date 23 / 03 / 2021.

ADVERTISEMENT

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 format for the following posts. 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 & weightages 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. 17 / 04 / 2021. 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
(A) District Child Protection Unit, Koraput		
1	Accountant	1
2	Data Analyst	1
3	Assistant-cum-Data Entry Operator.	1
(B) Child Welfare Committee, Koraput		
1	Assistant-cum-Data Entry Operator.	1

N.B :- The candidates are required to find the details of advertisement in the website "www.koraput.nic.in".


COLLECTOR, KORAPUT

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 Child Protection Services (CPS) 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 Scheme of Examination:-

(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 (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 (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 (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

Assistant-cum-Data Entry Operator	1	<p>1. Graduation in any discipline with PGDCA from a Govt. recognised University/ Institution.</p> <p>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.</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 a maximum of 10%)	9,000/-	Written Test- 60% Career- 30% Experience- 10
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2. Age Limit:-

- The age of the candidate must be within 21 to 35 years as on 1st March- 2021. Age relaxation will be given to reserved category candidates i.e. SC/ ST/ OBC/ SEBC as per Govt. rules based on submission of authenticate certificate.

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 applicable 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 possess the requisite qualification as shown in above Point No. -1.

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, Higher secondary and Graduation examination conducted by the recognized board/ Council or the Universities as the case may be.

- c). In case, more than one candidate has equal weightage of marks; the candidate with past experience of working 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 degree certificate and mark sheet.
- d). One recent passport size color photograph shall be affix in the application form signed across the photograph.
- 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 selection committee reserves the right to fill up or not fill up the posts as notified in this advertisement.
- The undersigned reserves the right to cancel any or all the applications without assigning any reason thereof.
- Any application received after due date, inappropriate format and incomplete application, fail to attached proper self-attested certificates / documents/ photograph, Inadequate qualification, and age limit will be summarily rejected.
- 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 mandatorily 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) otherwise it shall be rejected.**
- 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..17.../....04/ 2021.**


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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)	Male Female	Marital Status (Please tick)	Unmarried 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	Total Marks without extra optional	Marks Secured without extra optional	Division	% of Marks	Year of Passing
Matriculation							
+2 (Intermediate)							
Graduation							
Post Graduation							
Others							

Employment Details / Experience Details:-				
Name of the Organisation	Designation	Key Responsibilities Handled	Period	
			From	To
Computer Literacy :-				
Package/Application	Details of Exposure/Proficiency			
Language Proficiency:-				
	Ability to Converse	Ability to Read	Ability to Write	
English				
Hindi				
Odia				
Others (specify)				

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