



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



Advertisement No. 1085 /DCPU dt. 22.10.2018

Applications are invited from the eligible candidates in the prescribed application form for engagement of the following staffs on contractual basis for District Child Protection Unit, Angul and Child Welfare Committee, Angul.

Details of contractual staffs to be engaged for DCPU, Angul and CWC, Angul are follows:

Sl. No.	Name of the post	No. of Post	Remuneration per Month	Eligibility/Qualification
1	Assistant-cum-Data Entry Operator (ADEO) for DCPU	01	Rs.10,000/-	1. Graduate in any discipline with PGDCA from a recognized University or Institute. 2. Candidates having 3 years graduation degree in Computer Science/Computer Application & IT are exempted from the requirement of the PGDCA certificate.
2	Assistant-cum-Data Entry Operator (ADEO) for CWC	01	Rs. 9,000/-	3. Knowledge of Odia and English both written and Spoken is essential.

Eligible candidates may submit their applications completely in every respect by registered post/speed post only latest by 4.00 p.m. of 06.11.2018 addressed to the District Child Protection Officer, Angul, Office of District Child Protection Unit, Collectorate, Angul, PIN:- 759122, Ph. No. 06764-230329. Separate application in sealed cover has to be submitted for each post quoting the position applied on the top of the envelope. No online application or any other mode of submission will be entertained. Any application received after due date and time will be rejected. The detail along with the application form is available in the website of Angul District at www.angul.nic.in.


COLLECTOR, ANGUL



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Details of contractual staffs to be engaged for DCPU, Angul and CWC, Angul are follows:

Sl. No	Name of the post	No. of Post	Salary per Month (in Rs./-)	Qualification/Experience	Weightage
1	Assistant-cum-Data Entry Operator (ADEO) for DCPU	01	Rs.10,000/-	<p>Qualification:</p> <ol style="list-style-type: none"> 1. Graduate in any discipline with PGDCA from a recognized University or Institute. 2. Candidates having 3 years graduation degree 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. 	Written-60% Career-30% Experience-10%
2	Assistant-cum-Data Entry Operator (ADEO) for CWC	01	Rs. 9,000/-	<p>Experience:</p> <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%]</p>	

1. General Ability:

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

- a) Shall be a citizen of India.
- b) Shall have a 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 English and have (i) passed a language test in Oriya equivalent to Middle School standard or (ii) HSC or (iii) equivalent examination with Oriya as language subject in the final examination of Class VIII and above or (iv) passed a test in Oriya in M.E. School standard by the Education Department of the State Government.
- f) Shall possess the requisite qualification as shown in above table.

2. Age Limit:

The age of the candidate must be within 21 to 35 years with relaxation as admissible as on the date of publishing of this Advertisement.

3. Selection Procedure:

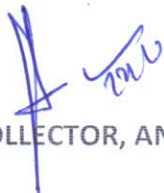
- I. The selection of candidates shall be made by the selection committee on the basis of weightage marks obtained by the candidate in written examination, career and experience as per the stipulations mentioned above.
- II. The career marking will be made on the basis of marks secured by them in the HSC Examination (Matriculation), Higher Secondary (10 + 2) and Graduate Examinations conducted by a recognized Board / Council or University as the case may be.
- III. The merit list 1:5 shall be drawn up on the basis of weighted percentage of marks. The candidate secured highest mark may be issued with engagement order.
- IV. In case, more than one candidate has equal weightage of marks, the candidate with past experience of working in public sector will be given preference. The decision of the Authority in this regard shall be final.

4. Documents to be sent along with the application form:

- a. Self-attested photocopy of HSC or equivalent 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 self-attested colour Photograph (3.5 X 4.5 size) should be affixed at the space provided.
- e. Certificate of experience issued from the previous/current employer.
- f. In case of persons with disability self-attested copy of identity card issued by competent authority.

5. Procedure for submission of Application:

Eligible candidates may submit their applications completely in every respect by registered post/speed post only latest by 4.00 p.m. of 06.11.2018 addressed to the District Child Protection Officer, Angul, Office of District Child Protection Unit, Collectorate, Angul, PIN:- 759122, Ph. No. 06764-230329. Separate application in sealed cover has to be submitted for each post quoting the position applied on the top of the envelope. No online application or any other mode of submission will be entertained. Any application received after due date and time will be rejected. The detail along with the application form is available in the website of Angul District at www.angul.nic.in.


COLLECTOR, ANGUL

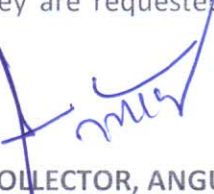
Memo. No. 1086 /DCPU dt. 22.10.2018

Copy to the DIO, NIC, Angul for information. He is requested to hoist the advertisement in the Official Website of Angul District from 23.10.2018 to 06.11.2018 for wide publicity.



COLLECTOR, ANGUL

Memo. No. 1087 /DCPU dt. 22.10.2018

Copy to the ADM, Angul/PD, DRDA, Angul/CDMO, Angul/DPC, SSA, Angul/CWC, Angul/DI&PRO, Angul/DSWO, Angul for information and necessary action. They are requested to display the advertisement in their Office Notice Board for wide publicity.


COLLECTOR, ANGUL

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)	<table border="1"> <tr><td>Male</td></tr> <tr><td>Female</td></tr> </table>	Male	Female	<table border="1"> <tr> <td>Marital Status (Please tick)</td> <td>Unmarried</td> </tr> <tr> <td></td> <td>Married</td> </tr> </table>	Marital Status (Please tick)	Unmarried		Married
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