

OFFICE OF THE COLLECTOR, NAYAGARH

(Child Protection Unit)

Advertisement No: 63/DCPU Date: 22-02-2021

ADVERTISEMENT

Applications are invited from the eligible candidates for engagement one **Data Analyst & one Assistant-cum-DEO** on contractual basis in the District Child protection Unit, Nayagarh under the Integrated Child Protection Scheme. Application, complete in every respect, super-scribing POST APPLIED FOR _____ should reach by only Regd. Post / Speed Post in the Office of the District Child Protection Officer, Room No-5, Collectorate, Nayagarh, Pin-752069 latest **by 5.00 PM on or before 08.03.2021**. Application forms may be downloaded from the District website. www.nayagarh.nic.in. Incomplete application or any application received after the due date shall be rejected.

Name of the post	No. of Post	Eligibility/ qualification	Experience	Age as on 1.1.2020	Remuneration
Data Analyst	1 (One)	Graduate in any stream preferably in Statistics / Mathematics / Pure Science / Sociology and knowledge in MS excel	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%)	21-35 with relaxation as admissible	Rs.14,000/- per month
Assistant-cum-DEO	1(one)	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 or Master Degrees in Computer Science/ Computer Application & IT are exempted from the requirement of the PGDCA certificate. 3. Knowledge of Oriya 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%)	21-35 with relaxation as admissible	Rs.10,000/- per month

Guideline for engagement of Contractual Staff in DCPU, Nayagarh

1. Details of contractual staff to be engaged in DCPU, Nayagarh are as follows:

Sl No	Name of the Post	No required
1	Assistant-cum-DEO	1 (one)
2	Data Analyst	1 (One)

Note: - The post may be varied as per requirement.

2. 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 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 person with disability)
- e) Must speak, read and write Odia and have (i) passed a language test in Odia equivalent to Middle school standard or (ii) HSC or equivalent examination with oriya as a language subject in the final examination of class VII and above or (iii) passed a test in oriya in M.E school standard by Education Department of the State Government.
- f) Shall posses the requisite qualification as shown in advertisement.

3. Age Limit:

The candidate must not be less than 21 years as on 01.01.2020.

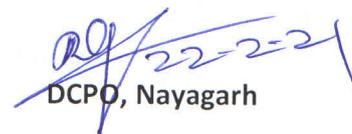
4. Procedure and Selection:

- i. The selection of candidates shall be made on the basis of the marks secured by them in HSC Examination (matriculation), Higher Secondary (10+2) , Graduate Examination, Written Test and Interview.
- ii. There shall be negative mark for wrong answer in the written examination.
- iii. Weightage shall be assigned to the marks obtained by the candidates in the following manner:

Assistant-cum-DEO	Written-60%, Career-30%, Experience-10%
Data Analyst	Written-50%,Career-20%,Experience-15%, Interview-15%

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

- a) Self-attested photocopy of HSC or equivalent and marksheet.
- b) Self-attested photocopy of 10+2 or equivalent and marksheet.
- c) Self-attest photocopy of Degree certificate and marksheet.
- d) One recent self-attested colour photograph should be affixed at the space provided.
- e) Self-attested photocopy of Computer literacy certificate (as per requirement)
- f) Self-attested photocopy of Certificate of experience issued from the previous / current employer.
- g) In case of persons with disability self-attested photocopy of certificate / Identity card issued by competent authority
- h) Self-attested photocopy of Identity Proof (Aadhar Card / Pan card / Voter Id Card)
- i) Self-attested photocopy of caste certificate.


DCPO, Nayagarh

17) LANGUAGE KNOWN:

SL NO	LANGUAGE	WRITING	READING	SPEAKING

Declaration:

I hereby declare that all the statements made by me in the application form and information sheet are true and complete to the best of my knowledge and belief and nothing has been concealed or suppressed. I also understand that in case, any of my statements is found untrue during any stage of recruitment and thereafter, I shall be disqualified for the post applied for and I shall be liable for any penal action.

Date:
Place:

Signature of the Candidate

DOCUMENT ATTACHED: (PLEASE MENTION BELLOW)

- a)
- b)
- c)
- d)
- e)
- f)
- g)
- h)
- l)

TOTAL NUMBERS OF DOCUMENT ATTACHED: (IN WORDS)

Signature of the Candidate