

**OFFICE OF THE DISTRICT MAGISTRATE AND COLLECTOR, SUBARNAPUR
(DISTRICT CHILD PROTECTION UNIT)**

No: 132 /Dated: 02/03/21

ADVERTISEMENT

In pursuance to Letter No:67/OSCPS Dt.19.01.17 of OSCPS and letter No:3765 Dt:09.08.2017 of Principal Magistrate, Juvenile Justice Board, Sonapur, The District Child Protection Unit, Subarnapur is intends to engage One Assistant-cum data entry operator(ADEO) for Juvenile Justice Board, Subarnapur on contractual basis under Integrated Child Protection Scheme (ICPS) as per letter mentioned above of Director, Odisha State Child Protection Society, Govt. of Odisha, Bhubaneswar. Applications are invited from eligible candidate in the prescribed application for the following post initially for a period of 11 months. The post extended or curtailed further by the District Child Protection Unit depending on the performance review. The applicants who have applied earlier reference to Advtg No:669 Dtd:21.11.2017 of DCPU section need not to apply again.

1. Details of contractual staffs to be engaged for Juvenile Justice Board, Sonapur.

Sino	Name of the Post	Contractual engagement for	No. of Post
1	Assistant-cum data entry operator (ADEO)	Juvenile Justice Board, Sonapur	01

2. Minimum Qualification, Remuneration and Experience in respect of the post.

Sino	Name of the Post with Qualification and Salary.	Qualification	Age as on 01.01.2017	Experience	Weightage
1.	Assistant-cum -DEO. (Rs.9,000/-)	1. Graduate in any discipline with PGDCA from a recognized University or Institution. 2. Candidates having 3 years graduation degree in Computer Science/Computer Application/IT or Master Degree in Computer Science/Computer Application & IT are	21-35 with relaxation as admissible	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%)	Written-60% Career-30% Experience-10%

		exempted from the from the requirement of the PGDCA certificate.			
		3. Knowledge of Odia and English both written and spoken is essential.			

3. Method of Engagement:

Merit list of 1:5 will be prepared and the candidate secured highest marks may be issued engagement order with terms and conditions.

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

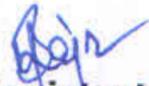
- a. Self-attested photocopy of HSC or equivalent certificate and mark sheet.
- b. Self-attested photocopy of 10+2 or equivalent certificate and mark sheet.
- c. Self-attested photocopy of degree certificate and mark sheet.
- d. One recent self-attested Colour Photograph (3.5X4.5 size) should be affixed 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.
- g. Self attested photo copy of mark sheet and certificate of PGDCA.

Eligible candidates may submit their applications complete in all respect to the office of the **District Child Protection Officer, District Child Protection Unit, 1st Floor Collectorate, Subarnapur, At/Po: Sonepur Dist: Subarnapur.** Latest by 5pm on dt. **22.03.2021** by Regd/Speed Post only. Application in sealed cover has to be submit quoting the position applied on the top of the Envelop. No any other mode of submission will be entertained. Any application received after the due date and time will not be taken into consideration on any circumstances. DM&Collector, Subarnapur reserves the right to accept or reject any or all applications or cancel the entire selection process without assigning any reason thereof.


District Magistrate & Collector
Subarnapur

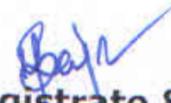
Memo: 133 //Date: 02/03/21

Copy to All BDOs/, Sub-collector Sonepur/Birmaharajpur/Est.Section/Noticeboard of
Collectorate,Subarnapur/Employment Officer/ for favour of kind information and necessary
action.


District Magistrate & Collector
 **Subarnapur**

Memo: 134 //Date: 2/3/21

Copy to DIO, NIC Subarnapur for information and requested to web-hoist the
advertisement in the district website for wider publicity


District Magistrate & Collector,
 **Subarnapur**

**APPLICATION FORM FOR THE POST OF ASSISTANT-CUM DATA ENTRY
OPERATOR(ADEO) FOR JUVENILE JUSTICE BOARD,SONEPUR.**

1. Applied For the Post of :
(Separate application for
Specific Posts)

2. Name of the Applicant:

3. Father's Name:

4. Correspondence Address:

Affix Photograph

5. Permanent Address:

6. Date of Birth:

7. Mobile No:

8. Email Id:

9. Sex:

10. Marital Status:

11. Educational Details: Attach photo copy of certificate and mark sheets.

Qualification	Board/Univ ersity	Year	Subject	%/Grade/Di vision	Full time/Part time/Distanta nce education
Matriculation					
Higher Secondary(10+2)					
Graduation					
Any others					

12. Employment Details: Attach photocopies of Experience certificates.

Name of the Organization	Designation	Key responsibilities handled	Period	
			From	To

13. Computer Literacy:

Package/Application	Details of Exposure/Proficiency

14. Language Proficiency

Language	Ability to Converse			Ability to read			Ability to write		
	Poor	Fair	Good	Poor	Fair	Good	Poor	Fair	Good
Odia									
English									
Hindi									
Any other									

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.