

**DISTRICT OFFICE, BALASORE.
(District Child Protection Unit)**

No.:- 1020 /DCPU; Date:- 27.12.19

Applications are invited from eligible candidates in the prescribed application for the following post initially for a period of eleven months. The post may be extended or curtailed in future by the District Child Protection Unit (DCPU), Balasore on the performance review. Applicants must have the essential qualification along with adequate experience.

Details of Contractual Staff to be engaged in DCPU, Balasore and JJB, Balasore

Sl. No.	Name of the Post	No. of Post	Salary (In Rs.)	Eligibility/ Qualification
1	Assistant-cum-Data Entry Operator (ADEO)	02 Nos. (DCPU-01, JJB- 01)	10,000/-	<ol style="list-style-type: none"> 1. Graduate in any discipline with PGDCA from a recognised 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 Odia and English both written and spoken is essential

Eligible candidates may submit their applications complete in every respect to the District Child Protection Officer, District Child Protection Unit, Collectorate, Balasore latest by **05.00PM on 15.01.2020** by speed post or registered post only. Applications in sealed cover has to be submitted for the post quoting the position applied on the top of the envelope. Online application or any other mode of submission of application will not be entertained.

The detail along with the application form is available in the website of Balasore district at www.baleswar.nic.in.

Collector, Balasore



1. Details of Contractual Staff to be engaged in DCPU, Balasore and JJB, Balasore are as follows:

Sl. No.	Name of the Post	No. of Post	Salary (In Rs.)	Eligibility/ Qualification	Experience	Age as on 01.01.2019
1	Assistant-cum-Data Entry Operator (ADEO)	02 Nos. (DCPU-01, JJB- 01)	10,000/-	1. Graduate in any discipline with PGDCA from a recognised 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 Odia and English both written and spoken is essential	2 years experience in relevant field.	21-35 with relaxation as admissible

2. General Ability:

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

- Shall be a citizen of India.
- Shall have good moral character.
- Must not have more than one spouse living.
- 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).
- Must be able to speak, read and write Odia and have (i) passed a language test in Odia equivalent to Middle School Standard of (ii) HSC or equivalent examination with Odia as language subject in the final examination of Class-VII and above or (iii) passed a test in Odia in M.E. School standard by the Education Department of the State Government.
- Shall possess the requisite qualification as shown in the above table.

3. Documents to be sent along with the application from:

- Self attested photocopy of HSC or equivalent certificate and mark sheet.
- Self attested photocopy of 10+2 or equivalent certificate and mark sheet.
- Self attested photocopy of Degree certificate and mark sheet.
- One recent self attested colour photograph (3.5 x 4.5) should be affixed at the space provided.
- Certificate of experience issued from the previous/ current employer.
- In case of persons with disability self attested copy of identity card issued by the competent authority.
- Two self addressed stamped envelope should be enclosed
- Application without proper format shall be rejected.

Collector, Balasore

APPLICATION FORM

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PRIVATE & CONFIDENTIAL

Application for the post of
(Separate applications
for Specific Posts)

Applicant's Name
(In Block Letters)

Address for Correspondence

Permanent Address

Phone / Mobile Number

E-Mail ID

Date of Birth

Sex

- Male
- Female

Marital
Status

- Married
- Unmarried

Mother's Name

Father's Name

Educational Details - Attach Photocopies of Certificates & Mark sheets

Qualification	Institution/Board	Duration		Marks			Full/Part Time/ Distance Learning
		From	To	Full Mark	Mark Secured	%	
Secondary/Matriculation							
Higher Secondary(10+2)							
Graduation							
Others							

Employment Details (Previous) (Addl. Sheets may used; if required)

Name of Organization	Designation	Key responsibilities handled	Period	
			From	To

[Handwritten Signature]

Current Employment- Attach proof of Current Employment

Name of Organization	Designation	Key responsibilities handled	Working Form	Monthly Remuneration					
Computer Literacy-									
Package/Application		Details of Exposure/ Proficiency							
Language Proficiency									
Language	Ability to Converse			Ability to Read			Ability to Write		
	Poor	Fair	Good	Poor	Fair	Good	Poor	Fair	Good
English									
Hindi									
Oriya									
Other Specify									
Referees: Two persons to whom you have reported professionally in the recent past whom we can immediately approach for a reference:									
				Reference-1			Reference-2		
Name									
Address									
Organization									
Designation									
Phone/Mobile									
E-Mail ID									
Your Professional Relationship with the Referee:									

Documents to be submitted along with the Application Form

- NB: (1) Self Attested photocopy of HSC or equivalent and mark sheet.
 (2) Self Attested photocopy of 10+2 or equivalent and mark sheet.
 (3) Self Attested photocopy of Degree Certificate and mark sheet.
 (4) One recent self-attested colour photograph (3.5x4.5 size) should be affixed at the space provided.
 (5) Certificate of experience issued from the previous/current employer.
 (6) In case of persons with disability self-attested copy of identity card issued from competent authority.
 (7) The candidates should mention the "POST APPLIED FOR _____" on the cover of the envelope.
 (8) Application without proper format shall be rejected.

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 Applicant

[Handwritten signature]