

COLLECTORATE: PURI

District Child Protection Unit

(Social Welfare Section)

No. 897 /Dt. 04.10.2019 //

District Child Protection Unit, Puri intends to engage dedicated professional staff on contractual basis for District child Protection Unit (DCPU), Child Welfare Committee (CWC), Juvenile Justice Board (JJB), Puri under Integrated Child Protection Scheme (ICPS) as per the letter No – 67/OSCPS/RS/0001/2016, dtd 19.01.2017 of the Director, Odisha State Child Protection Society (OSCPS), W & CD Dept., Govt. of Odisha, Bhubaneswar.

Applications are invited from eligible candidates in the prescribed form for engagement for a period of eleven months and may be extended or curtailed depending upon the performance review.

Applicants must have the essential qualification along with adequate experience. The candidate should possess basic computer knowledge; good working knowledge in Odia will be treated as an added quality. Eligible candidates may submit their applications complete in all respect through Speed Post or Registered Post only to the District child Protection Officer, District child Protection Unit, Social Welfare Section, Collectorate, Puri-752001 latest by **5.00 PM** of **Dt. 30.10.2019**. Separate applications in sealed cover has to be submitted for each post quoting the position applied on the top of the envelop. No online application or any other mode of submission will be entertained. Any applications received after due date and time will be rejected.

Details of Dedicated Professional staffs to be engaged as follows;

Sl. No	Name of the positions	No of Position(s)	Salary (in Rs.)
A. District Child Protection Unit (DCPU)			
1	Accountant	1	14000/-
B. Child welfare Committee (CWC)			
1	Assistant cum DEO	1	9000/-
C. Juvenile Justice Board(JJB)			
1	Assistant cum DEO	1	9000/-

The above mentioned posts, honorarium and other terms and conditions may be changed/modified by the authority. The details of the eligibility criteria of the applicants, terms and conditions along with application format are available in the website of Puri District at www.puri.nic.in.

The authority reserves the right to cancel the advertisement without citing any reason thereof. Decision of the authority will be final in this regard.


Collector, Puri

Memo No 898 /Dt. 04.10.19 /

Copy to All BDOs, Puri /DIPRO, Puri /Sub Collector, Puri /Est. Section, Puri /Notice Board of Collectorate, Puri/Employment Officer, Puri/PD, DRDA, Puri for information and for display in their Notice Board for wide publicity of Information.


Collector, Puri

Memo No 899 /Dt. 04.10.2019 /

Copy to District Information Officer, NIC, Puri for information and to hoist the advertisement in the district website for wider publicity.


Collector, Puri

DETAILED GUIDELINE FOR ENGAGEMENT OF STAFFS UNDER DCPU, PURI

District Child Protection Unit, Puri intends to engage dedicated professional staff on contractual basis for District child Protection Unit (DCPU), Child Welfare Committee (CWC), Juvenile Justice Board (JJB), Puri under Integrated Child Protection Scheme (ICPS) as per the letter No – 67/OSCPS/RS/0001/2016, dtd 19.01.2017 of the Director, Odisha State Child Protection Society (OSCPS), W & CD Dept., Govt. of Odisha, Bhubaneswar.

1. Details Of the Posts to be filled up:

Sl. No	Name of the positions	No of Position(s)	Salary (in Rs.)
A. District Child Protection Unit (DCPU)			
1	Accountant	1	14000/-
B. Child welfare Committee (CWC)			
1	Assistant cum DEO	1	9000/-
C. Juvenile Justice Board(JJB)			
1	Assistant cum DEO	1	9000/-

2. 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 viii and above or passed a test in odia in M.E School standard by the Education Department of the State Government.
 - iii. Shall passes the requisite qualification as shown in below point no. 4.

3. Age Limit:-

The age of the candidate must be within 21 to 35 years as on 1st January 2019 with relaxation as admissible.

4. Details of the posts, educational qualification required weightage of marks:

Sl No.	Name of the post	Qualification	Experience	Weightage
1	Asst-cum-Data entry Operator	Graduate in any discipline with PGDCA from a recognized University or Institution. Candidates having 3 years graduation degree In Computer Science/Computer Application & IT or master degree in Computer Science/ Computer application are exempted from the requirement	2 years of 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%

		of the PGDCA certificate. Knowledge of odia and English both written and spoken is essential.		
2	Accountant	Bachelor degree in commerce with basic knowledge in computer.	3years 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%)	Written-50% Career-20% Experience-15% Interview-15%

5. Selection Procedure:

- a. The selection of the candidates shall be made by the selection committee on the basis of the weightage marks obtain by the candidate in written examination, career & experience as per the stipulations mentioned above.
- b. The career marking will be made on the basis of the mark secured in the HSC examination (Matriculation), higher secondary (+2) and Graduation Examinations conducted by recognized Board/Council or the universities as the case may be.
- c. The merit list (1:5) shall be drawn up for the above mentioned posts on the basis of the weightage percentage of marks. The candidate secured highest mark may be selected and the engagement order will be issued as per the terms and condition prescribed by the OSCPS.
- d. 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. Further, in case of non- availability of past experience the decision of the authority in this regard shall be final.

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 self-attested color photograph (3.5*4.5 size) should be fixed 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 the competent authority.
- g. A self addressed envelope with 27/-rupees postal stamp to issue the call letter for written test.


Collector & District Magistrate, Puri

APPLICATION FORM

	PRIVATE AND CONFIDENTIAL						
Application for the Post of (Separate applications for Specific Posts)							
Applicant's Name (In BLOCK Letters)							
Address for Correspondences			Permanent Address				
Phone/Mobile Number			E-Mail ID				
Date of Birth			Sex		Marital Status		
Mother's Name			Father's Name				
Educational Details-Attach Photocopies of Certificates and Mark sheets							
Qualification	Name of Qualification Awarded	Duration		College/ University	Subject/ Specialization	%/ Grade /Divisi on	Full time/ Part time/ Distance learning
		From	To				
Matriculation							
+2							
Graduation							
OTHER							

Employment Details(Previous)-Attach Photocopies of Experience Certificate

Name of Organization	Designation	Key Responsibilities Handled	Period	
			From	To

Current Employment-Attach proof of Current employment

Name of Organization	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		
	Poor	Fair	Good	Poor	Fair	Good	Poor	Fair	Good
English									
Hindi									
Odia									
Bengali									

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:

Signature of Applicant

Date: