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In pursuance of the approval accorded by the Govt. of Assam and letter No E/VII/172-21/CID/3118 Dated : 23.11.2022 of Superintendent of Police, CID, Assam, Ulubari, Guwahati, applications are invited from eligible candidates for Engagement of Contractual Basis for the post of Data Entry Operators (DEOs) for Police Station, Prisons and District Prosecution under Biswanath district for CCTNS and ICJS Projects as per terms and conditions mentioned below:

Sl. No.	Name of the Post	No. of Post	Qualification	Pay
1.	Data Entry Operator	Sootea PS - 1 Biswanath Chariali - 1 Gingia PS - 1 Behali PS - 1 Gohpur PS - 1 Prosecution - 1 Prison/Jail - 1 Total - 07 (seven) Reserved - 02 (two)	Essential Qualification (s): i) 12th Pass with Degree/ Diploma in Computer Application from any reputed institute/ organization recognized by AICTE, Govt. of India. ii) Proficiency of typing in Assamese and English. iii) Minimum typing speed of 30 (thirty) words per minutes in Assamese & English on computer. Desirable Qualification (s): i) Person working as DEO in a reputed Govt. Institution/ Office/ Organization etc and having an experience of one or more years of working as DEO Experience below one year period shall not be counted and would be treated as a fresh candidate. ii) Person already worked as Data Entry Operators (DEOs) for CCTNS will be given preference on production of proper documents.	Fixed Pay @ Rs. 20,000.00 (Rupees Twenty Thousand only per month with 3% annual increment)

Last Date of application	:15.12.2022
Date of written examination	:18.12.2022
Date of Declaration of written result	: 22.12.2022
Date of typing test and Viva Voce	: 27.12.2022
Date of declaration of Final Result	: 30.12.2022

Terms and Conditions:

- The last date of receiving applications is 15.12.2022 up to 5:00 PM in the Office of the Superintendent of Police, Biswanath and application received beyond due date shall not be accepted and will be summarily rejected. This office shall not be responsible for any postal delay.
- It is informed that this recruitment has been localized so that local and willing candidates will be selected by respective districts.
- The candidate having minimum qualification as stated above shall be eligible to apply for the said posts. Candidates with previous work experience in CCTNS and ICJS works or data entry will be given preference.
- The candidate should not be less than 18 years of age and should not be more than 40 years of age of 01.01.2022.
- No T.A./D.A will be admissible for appearing in written test/ interview etc. as the case may be.
- Selected candidates have to submit one medical certificate from Govt. registered Medical Officer declaring the candidate to be physically and mentally fit.
- If any candidate is found to approach anyone for his/her selection or engaged in foul play in favour of selection and submit duplicate/ counterfeit documents(s), they would not be considered for selection and a criminal case shall be registered against such candidate(s).
- Selected candidates shall have to make their own arrangements for lodging at their place of posting. Selection as Data Entry Operator (DEO) doesn't confer any right on the candidate for demanding/ asking for any Government accommodation.
- Each selected candidate has to sign one agreement / SLA before his/her appointment which he/she shall obey during their tenure.
- If any DEO leaves his/her job midway before completion of initial one year or without giving one month prior intimation, after completion of one year period, no experience certificate would be issued to any DEO. His/her dues, if any, would be settled within 60 (Sixty) day's time.
- Character and Antecedent (C/A) verification of each candidate shall be done by local Police Station and the appointment letter would be issued only after receiving of Police Verification Report.
- 20% DEOs over and above the total numbers of post shall be kept in reserve so that any selected DEO leaves the job or not performing, he/she can be replaced with those selected as reserve. However, no payment will be made to the reserve candidates till they are appointed.

Period of Engagement:

- The selected candidates will be initially engaged for one year as DEO.
- The performance appraisal of the DEO will be reviewed time to time subject to the performance report by the competent authority.
- The quantity as well as quality of Data Entered by each DEO would be reviewed on monthly basis as part of performance appraisal by the competent authority and on perusal of data entered into CCTNS server.
- After performance appraisal, DEOs would be categorized as Excellent, Very Good, Good, Average and Poor. The contact of those who are under Average and Poor category would be terminated giving (01) (one) month prior notice.
- The engagement of DEOs shall be purely on temporary basis and does not confer any right to the selected candidates for any permanent post.

Scope of Work as DEO:

- To enter data in CCTNS Core Application Software (CAS) from IIF-1 to IIF-24 or in e-Prison, e-Prosecution and e-FSL Application under ICJS Project.
- To liaise with state CCTNS / e-Prison/e-Prosecution/e-FSL team and update the status of data entry on daily basis.
- To monitor the entries in Citizen Centric services under CCTNS system.
- Any other duty assigned by the controlling authority depending on requirement, however only those works pertaining to CCTNS / ICJS.

Pay Structure:

Remuneration is fixed for the DEO @ Rs.20,000/- (Rupees Twenty Thousand) only per month with 3% annual increment subject to satisfactory performance acceptable by competent authority. No annual increment shall be given nor his tenure extended without receiving written confirmation from the competent authority in this regard.

Leave admissible to DEOS:

The DEOs will be entitled to get Casual Leave (CL), Earned Leave (EL) and medical leave as applicable to the State Govt. Employee. However, EL will not be admissible to DEOs during the initial year of their appointment as their performance would be evaluated by the competent authority and make recommendation for their continuation in service. No DEO shall continue to hold their post after one year without written recommendation by the competent authority. Each DEO shall have to work on Saturdays, Sundays and on holidays based on their requirement for office work. The leave admissible to each DEO is not a matter of their right but subject to approval from the concerned competent authority.

Selection Procedure:

- An objective type test with multiple choice questions. The question for the test shall be on basic computer skills/ aptitude and General Knowledge (GK). This will be for 60 marks. The minimum qualifying percentage is 50%.
- On qualifying of the written examination, there will be one Typing skill test followed by personnel interview. Candidates must have a typing speed of 30 words p.m. both in English and Assamese. Maximum of 30 marks for Typing Test and 10 marks for interview.
- The final selection merit list is based on the marks secured by the candidate in Objective Test, Typing Test and Interview.

How to apply:

- Candidates are required to apply in the standard form of application published in the Assam Gazette Part-IX along with their latest coloured photographs (two copies).
- Along with the application, candidates have to submit their self-attested certificates/ marksheets in support of their qualifications.
- One copy of Address Proof (Aadhaar Card/ Voter ID/ Driving License,etc.) shall also be enclosed with the application.
- The applicants are to mention their valid mobile number(s) along with an email address in the application.
- Candidates are to send their application addressed to "The Superintendent of Police, Biswanath". Also, candidates are to superscribe the word "Application for the Post of Data Entry Operator under Biswanath District for CCTNS and ICJS Projects" on the top of the envelope containing the application. The candidate may also submit applications in the 0/0 The Superintendent of Police, Biswanath.
- Candidates already in service in any other department shall have to send their application through proper channel and one No Objection Certificate (NOC) to this effect shall have to be enclosed with the application from the concerned Department/ Office/ Unit etc.
- Application without supporting documents or unsigned or incomplete application or application received beyond due date shall be summarily rejected without further intimation to the applicant.

Sd/- Superintendent of Police,
Biswanath, Assam