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In accordance with the provision of Government Letter No. HMA.199/2019/Pt/70 Dtd. 14.11.2022, APHQ Letter No. S-VI/Misc.CCTNS/2020-21/220 Dtd. 16.11.2022 and the Superintendent of Police, CID, Assam, Guwahati Memo No. E/VII/172-21/CID/3118 Dtd. 23.11.2022 applications are invited by interested eligible candidates for the recruitment of 12 (twelve) Nos. of Data Entry Operators (DEOs) in Police Stations and 01 (one) No. in District prosecutions for CCTNS and ICJS Projects on contract in Kamrup District.

Number of Posts	= 13 (thirteen)
Last date of submission of forms	= 16.12.2022
Date of written examination	= 18.12.2022
Date of typing test, verification of documents	= 26.12.2022 to 28.12.2022

The Criteria for selection of DEOs are as below:**1. Essential Qualification (S):**

- I) 12th pass with Degree/Diploma in Computer Application from any reputed institute/ organization by AICTE, Govt. of India.
- II) Proficiency of typing in Assamese and English.
- III) Minimum typing speed of 30 (thirty) words per minute in Assamese & English on Computer.

2. Desirable Qualification (S):

- I) Persons working as DEO in a reputed Govt. Institution/Office /Organization etc. and having an experience of one or more year of working as DEO. Experience below one year period shall not be counted and would be treated as a fresh candidate.
- II) Persons already worked as Data Entry Operators (DEOs) for CCTNS will be given preference on production of proper documents.

3. Age Limit :

- I) Age limits as on 01.01.2022 should not be less than 18 years and should not be more than 40 years.

4. Pay Structure:

- I) Remuneration is fixed for the DEO @ Rs. 20,000.00 (Rupees Twenty Thousand) only per month with 3% annual increment subject to satisfactory performance acceptable by CID, Assam. No annual increment shall be given to any DEO nor his tenure extended without receiving written confirmation from CID, Assam in this regard.

5. Period of Engagement

- I) The selected candidates will be initially engaged for one year as DEO.
- II) The performance appraisal of the DEO will be reviewed time to time subject to the performance report by the competent authority of CID, Assam.
- III) The quantity as well as quality of Data entered by each DEO would be reviewed on a monthly basis as a part of performance appraisal by CID, Assam based on the report submitted by the district Superintendent of Police and on perusal of data entered into CCTNS server.
- IV) After performance appraisal, DEOs would be categorized as Excellent, Very Good, Good, Average and Poor. The contract of those who are under Average and Poor category would be terminated giving 01 (one) month prior notice.
- V) The engagement of DEOs shall be purely on temporary basis and does not confer any right to the selected candidates for any permanent post.
- VI) The decision of CID, Assam shall be final and binding on the candidates.

6. Selection Procedure & Condition:

- I) An objective type test will be conducted which may be Online or Offline containing multiple choice questions. The questions for the test shall be on basic computer skills/ appetite and General Knowledge (GK). This will be for 60 marks. The minimum qualifying percentage is 5%.
- II) On qualifying of the written examination, there will be one typing skill test followed by personal interview. Candidates must have a typing speed of 30 words p.m. both English and Assamese. Maximum of 30 marks for Typing test and 10 marks for the interview.
- III) Final selection merit list is based on the marks secured in Objective Test + Typing Test and Interview. The same will be sent to CID HQ for onward submission.
- IV) 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 Deptt./Office/Unit etc.
- V) Candidates are required to apply in the standard form of application with their latest coloured photographs (two copies).
- VI) Selected candidates have to submit one medical certificate from Govt. registered Medical Officer declaring the candidate to be physically & mentally fit.
- VII) 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 document(s) they would not be considered for selection and a criminal case shall be registered against such candidates(s).
- VIII) 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.
- IX) If any DEO is relieved from his duties after completion of one year or before due to non-performance, the Concerned District Superintendent of Police/Commissionerate of Police shall have to follow the same selection procedure and send it to the CID, Assam, for final approval.
- X) Each selected candidates has to sign one agreement/SLC before his/her appointment which he/she shall obey during their tenure.
- XI) Each district/Guwahati City Police has to publish the advertisement for recruitment in atleast one leading English and Assamese daily 15 days in advance. For this they shall liaise with the concerned DIPRO office accordingly.
- XII) If any DEO leaves his/her job midway before completion of initial one year period 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 6 (sixty) days time.
- XIII) Along with the application, candidates have to submit their self-attested certificate/ mark sheet in support of their qualification.
- XIV) One copy of address proof (Aadhaar Card/Voter ID/Driving License etc.) shall also be enclosed with the application.
- XV) Character and Antecedents (C/A) verification of each candidates shall be done by local Police Station and the appointment letter would be issued only after receiving of Police Verification Report.
- XVI) Any other duty assigned by the controlling authority depending on requirement, however only those works pertaining to CCTNS/ICJS.
- XVII) The Districts/City Police should also keep 20% DEOs over and above the allocation in reserve so that may any selected DEOs 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.

**Sd/- Superintendent of Police
Cum**

**Chairman Recruitment Committee
Kamrup, Amingaon**