

ADVERTISEMENT

Applications in standard Form of application (Assam Gazette Part – IX) are invited from the intending candidates for engagement on contractual basis at different Police Stations, District Jails and District Judicial court of Karimganj district as Data Entry operators (DEO). The application will be received up to 5 Pm. of 15th December 2022 at the office of the Superintendent of Police, Karimganj. No application shall be accepted after the deadline.

Number of Posts : 09 (nine) Nos
Last date of submission of Form : 15.12.2022
Date of written examination : 18.12.2022
Date of Typing test and verification of documents : 26.12.2022 to 28.12.2022

The Criteria for selection of DEOs are as follows :-

1. Essential qualification: -

- 12th Pass with Degree/Diploma in Computer Application from any reputed institute/Organization recognized by AICTE, Govt of India.
- Proficiency of Typing in Bengali, Assamese and English
- Minimum typing speed of 30(thirty) words per minutes in Bengali, Assamese and English on Computer

2. Desirable Qualification(s) :

- Persons 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 shall not be counted and would be treated as a fresh candidate.
- Persons already worked as Data Entry Operators (DEO) for CCTNS will be given preference on production of proper documents.

3. **Age limit** : Age limit as on 1.1.2022 should not be less than 18 years and should not be more than 40 years.

4. 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 of CID, Assam.
- The Quantity as well as quality of Data entered by each DEO would be reviewed on a monthly basis as 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.
- After performance appraisal, DEOs would be categorized as excellent, very good, good, average and poor. The contract of those who are under average and for category would be terminated giving 01 (one) month prior notice.
- The engagement of DEOs should be purely on temporary basis and does not confer any right to the selected candidate for any permanent post.
- The Decision of CID Assam shall be final and binding on the candidates.

5. 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 and e-FSL team and update the status of Data entry on daily basis.
- To monitor the entries in Citizens Centric Services under CCTNS system .
- Any other duty assigned by the controlling authority depending on recruitment, However only those works pertaining to CCTNS / ICJS.

6. **Pay structure** : Remuneration is fixed for the DEO @ Rs. 20,000.00 (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.

7. **Leave admissible to DEOs** : The DEOs will be entitled to get casual leave (CL), Earn leave (EL) and Medical leave as applicable to state govt employees. However, EL will not be admissible to DEOs during the initial year of their appointment as their performance would be evaluated by CID, Assam and make recommendation for their continuation in service. No DEO shall continue to hold their post after 01 (one) year without written recommendation by CID Assam. This exercise by CID Assam will be done after every quarter and recommend to every district for retention of DEOs. Each DEO shall have to work on Saturday and Sunday and on holidays based on their recruitment for office work. The leave admissible to each DEOs is not a matter of their right but subject to approval from concerned

competent authority ie. head of each district.

8. Selection procedure & condition :

- The recruitment of the DEOs for CCTNS / ICJS project for the district done by the Superintendent of Police for the Police stations, for Prison (wherever exists) and Prosecution for the respective district as per Annexure-1
- Recruitment will be done by office of the Superintendent of Police, Karimganj for all 7 Police Stations, 01 Prison/ Jail and 01 Prosecution.
- An objective type test will be conducted which may be online or offline containing multiple choice question. The question for the test shall be on basic computer skill /aptitude and General Knowledge (GK) this will be for 60(sixty) marks. The minimum qualifying percentage of 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(thirty) words per minutes both English and Assamese. Maximum of 30(thirty) marks for typing test and 10 marks for the interview
- Final selection merit list is based on the marks secured in objective test + typing test and interview. The same will be sent to CID HQrs for onwards submission.
- 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 application from the concerned department / office/Unit etc
- Candidates are required to apply in the standard form of application with their latest colored photograph(02) copies.
- 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 any one for his / her selection or engaged in foul play in favour of selection and submit duplicate / counterfeit documents, they would not be considered for selection and a criminal case shall be registered against such candidates.
- Selected candidates shall have to make their own arrangement for lodging and their place of posting. Selection as Data entry operator(DEO) doesn't confer any right on the candidates for demanding/ asking for any government accommodation
- If any DEO is relieved from his duties after completion of one year or before due to nonperformance, the district Superintendent of Police will follow the same selection procedure and send it to the CID, Assam for final approval.
- Each selected candidates has to sign one agreement/SLA before his / her appointment which he/she shall obey during their tenure.
- If any DEOs 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 DEOs. He/her dues, if any would be settled within sixty days' time.
- Along with the application, candidates have to submit their self attested certificate / mark sheet in support of their qualification.
- One copy of Address proof (AADHAR CARD /VOTER ID/DRIVING LICENSE etc) shall also be enclosed with the application.
- Character and antecedents (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.
- The Districts Police should also keep 20% DEOs over and above the allocation 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 candidate till their appointed.

9. Selection committee :

- The decision of the committee formed for this purpose would be final for preparing the merit list of candidates. The committee will have district Superintendent of Police as the Chairman, Addl..Supdt. of Police, (HQ/Crime) as member and Court system officer as another member.
- The Committee of the district Police will have the power for selection of DEOs. Candidates shall not have any objection in this regard and they are required to join the respective place of posting within 7 (seven) days in case of selection, except in cases of extreme medical exigency supported by the relevant certificate from the medical practitioner.

Sd/- Superintendent of Police
Karimganj :: Assam.