

# ADVERTISEMENT

In pursuance to the Govt. of Assam Letter No. HMA.199/2019/Pt/70, Dated 14.11.2022 and APHQr Letter No. S-VI/Misc./CCTNS/2020-21/220, Dated 16.11.2022 conveyed vide CID HQr Letter No. E/VII/172-21/CID/3118, Dated 23-11-2022, applications are invited from eligible candidates of Nagaon district for filling up of 17 posts of Data Entry Operators (DEO) in Police Stations (14), Prison/Jail (2) and District Prosecution (1) for CCTNS and ICJS Project in Nagaon District.

Name of Post	No. of Post	Qualifications
Data Entry Operator (DEO)	17 (Seventeen)	<b>Essential Qualifications</b> 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 minute in both Assamese & English on computer. <b>Desirable Qualifications</b> i) Persons working as DEO in a reputed Govt. Institute/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) Persons already worked as Data Entry Operators (DEOs) for CCTNS will be given preference on production of proper documents.

## Terms and Conditions:-

- 1) The last date of receiving applications is 15/12/2022 upto 5 PM in the Office of the Superintendent of Police, Nagaon 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.
- 2) It is informed that this recruitment has been localized so that local and willing candidates will be selected by respective districts.
- 3) The candidate having minimum qualification as stated above shall be eligible to apply for the said posts. Candidates with previous work experience in CCTNS/ICJS will be given preference.
- 4) The candidate should not be less than 18 years of age and should not be more than 40 years of age on 01/01/2022.
- 5) No. T.A/D.A will be admissible for appearing in the written test/interview etc as the case may be.
- 6) Selected candidates have to submit one medical certificate from Govt. registered Medical Officer declaring the candidate to be physically and mentally fit.
- 7) 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).
- 8) Selected candidates shall have to make their own arrangements for lodging at their place of posting. Selection as Data Entry Operator (DEO) does not confer any right on the candidate for demanding /asking for any Government accommodation.
- 9) Each selected candidate has to sign one agreement /SLA before his /her appointment which he/she shall obey during their tenure.
- 10) 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) days' time.
- 11) 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.
- 12) 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:

- 1) The selected candidates will be initially engaged for one year as DEO.
- 2) The performance appraisal of the DEO will be reviewed time to time subject to the performance report by the competent authority.
- 3) 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.
- 4) 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.
- 5) The engagement of DEOs shall be purely on temporary basis and does not confer any right to the selected candidates for any permanent post.

## 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 Saturday, 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:

- 1) An objective type test with 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 50%.
- 2) 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 in English and Assamese. Maximum of 30 marks for Typing test and 10 marks for the interview.
- 3) The final selection merit list is based on the marks secured by the candidate in Objective Test, Typing Test and Interview.

## How to apply:-

- 1) 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).
- 2) Along with the application candidates have to submit their self attested certificates/ mark sheets in support of their qualifications.
- 3) One copy of Address Proof (Aadhaar Card /Voter ID//Driving License, etc) shall also be enclosed with the application.
- 4) The applicants are to mention their valid mobile number(s) along with an email address in the application.
- 5) Candidates are to send their application addressed to "The Superintendent of Police, Nagaon". Also candidates are to superscribe the word "Application for the Post of Data Entry Operator under Nagaon District for CCTNS and ICJS Project" on the top of the envelope containing the application. The candidate may also submit applications in the O/o The Superintendent of Police, Nagaon.
- 6) Candidates already in service in any other department shall have to send their applications 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.
- 7) 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.

## Important Dates:-

Last date of application	15.12.2022
Date of written examination	18.12.2022
Date of declaration of written results	22.12.2022
Date of typing test & viva voce	27.12.2022
Date of declaration of final results	30.12.2022

Sd/- Superintendent of Police,  
Nagaon :: Assam  
Cum

Chairman, Committee of Recruitment of DEOs,  
Nagaon District