

**ADVERTISEMENT**

In pursuance to the Govt. Letter No. HMA.199/2019/Pt/70 dtd. 14.11.2022 and office of the Addl. Director General of Police, CID's Memo No. E/VII/172-21/CID/3118, Dated Guwahati, the 23rd Nov. 2022. Interested eligible candidates from the jurisdiction of Nalbari District are hereby invited to submit applications for the post of "Data Entry Operator (DEO)" under CCTNS/ICJS Project of Assam Police.

Sl. No.	Name of Post	No. of Post	Essential Qualification	Pay
1.	DATA ENTRY OPERATOR (DEO)	07 (Seven)	Higher Secondary (HSSLC) Examination passed with Degree/Diploma in Computer Application from any reputed institute/organisation recognised by AICTE. Candidates should have typing speed of 30(Thirty) words per minute both English and Assamese. Preference will be given to those (i) who have already worked as DEO for CCTNS on production of proper documents. (ii) who have working experience as DEO in Govt. organisation for more than 1 (one) year.	Fixed Pay @ Rs. 20,000/- per month with annual increment @ 3%.

**Date of examination:**

1. Written test : 18th December, 2022
2. Typing test and Personnel Interview: Information will be provided in due course of time.

**Terms and Conditions:**

1. The recruitment will be purely on contractual basis with no provision of regularization. The selected candidates will be initially engaged for 1 (one) year.
2. The candidate should submit his/her BIO-DATA in standard Form of Application published in the Assam Gazette Part-IX along with self-attested certificates/ mark sheets in support of their qualifications as well as experience, age, identity proof with 2 (two) recent passport size coloured photographs and a set of self attested copies of the same. One copy of Address Proof (AADHAAR CARD/ VOTER ID/ DRIVING LICENSE etc.) shall also be enclosed with the application.
3. The candidates will submit the duly filled applications at the RECEPTION DESK at the Office of the Superintendent of Police, Nalbari.
4. The last date of submission of duly filled application is 15th Dec., 2022.
5. Age limit not lower than 18 (Eighteen) years and not exceeding 40 (Forty) years as on 01.01.2022.
6. The candidates for the above mentioned post will be selected on the basis of written test as well as typing test and personnel interview.
7. In written test an objective type test will be conducted containing multiple choice questions. The questions 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%.
8. On qualifying the written examination, there will be one typing skill test followed by personal interview. Candidates must have 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.
9. Final selection will be based on the marks secured in Objective Test + Typing Test and interview.
10. 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 Deptt./Office/Unit etc.
11. Selected candidates have to submit one medical certificate from Govt. registered Medical officer declaring the candidate to be physically & mentally fit.
12. Preference will be given to local candidates.
13. No TA/DA will be provided for appearing in the interview.
14. If any candidate is found to approach anyone for his/her selection or engage 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).
15. The undersigned reserves the right to postpone the process of selection at any stage.

**Sd/- Superintendent of Police,  
Nalbari District.**