

ADVERTISEMENT

Ref. Govt. Letter No. HMA.199/2019/Pt/70 Dated. 14.11.2022. Applications are invited for 4 (four) numbers of Contractual Posts of Data Entry Operator for CCTNS & ICJS projects on contractual posts.

Sl. No.	District	No of DEOS	Total
1	Sadiya Police District	Dholla-1	4
2		Sadiya-1	
3		Prosecution-1	
4		Prison/Jail-1	

Schedule of Exam:

Sl. No.	Schedule	Date
1.	Date of Submission of Application	01.12.2022 to 15.12.2022
2.	Written Test and Declaration of written result	Between 19.12.2022 to 23.12.2022
3.	Typing Test, interview & verification of documents	26.12.2022 to 28.12.2022

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

- 12th Pass with Degree/Diploma in Computer Application from any reputed institute/organization recognized by AICTE, Govt. of India.
- Proficiency of typing in Assamese and English.
- Minimum typing speed of 30 (thirty) words per minute in Assamese & 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 period shall not be counted and would be treated as a fresh candidate.
- Persons already worked as Data Entry Operators (DEOs) for CCTNS will be given preference on production of proper documents.

3. Age Limit: Age limit as on 01-01-2022 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.

5. Pay Structure:

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.

6. Selection Procedure & Conditions:

- The recruitment of the DEOs for CCTNS/ICJS project for the district will be done by the Superintendent of Police for the Police Stations, for Prison (Wherever exists) and Prosecution for the respective district.
- 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 50%.
- 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.
- Final selection merit list is based on the marks secured in Objective Test + Typing Test and interview.
- 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.
- Candidates are required to apply in the standard form of application with their latest coloured photographs (two copies).
- Selected candidates have to submit one medical certificate from Govt. registered Medical Officer declaring the candidate to be physically & mentally fit.
- If 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.
- Along with the application, candidates have to submit their self-attested certificates/mark sheets in support of their qualifications.
- One copy of Address Proof (AADHAAR 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.

7. How to apply

The interested candidates may send their applications latest by 15th December 2022 to office the of Superintendent of Police, Sadiya, Chapakhowa, Assam, Pin-786157.

**Sd/- Superintendent of Police
Sadiya, Assam**