

ADVERTISEMENT**RECRUITMENT OF DATA ENTRY OPERATOR (DEO) FOR CCTNS & ICJS PROJECT ON CONTRACT**

In pursuance to the Govt. Letter No. HMA.199/2019/Pt/70 dated 14.11.2022, applications are invited from interested eligible candidates from Sivasagar district for recruitment of the post of Data Entry Operator (DEO) for CCTNS & ICJS Projects under the Superintendent of Police, Sivasagar district, Assam purely on contractual basis as noted below.

Sl. No.	Name of the Post	Name of Police Station	No. of DEOs	Essential Qualification	Pay
1	Data Entry Operator (DEO)	Amguri Demow Gaurisagar Geleky Halwating Nazira Sivasagar Simaluguri	8 nos. for Police Station, 1 no. for Prosecution, 1 no. for Prison/ Jail.	Higher Secondary (HSSLC) Examination passed with Degree/ Diploma in Computer Application from any reputed institute/ organization recognized 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. organization for more than 01(one) year.	Fixed Pay @ Rs. 20,000/- per month (with annual increment @ 3%)

Terms and Conditions:

- The candidate should not be less than 18 years of age and should not be more than 40 years of age of 01.01.2022.
- No T.A./DA will be admissible for appearing in written test/ interview etc as the case may be.
- 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 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.
- 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) day's time.
- Character and Antecedent (C/IA) 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.

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.
- 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 the competent authority 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 Poor category would be terminated giving 01 (one) month prior notice.
- 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. 20,000.00 (Rupees Twenty Thousand) only per month with 3% annual increment subject to satisfactory performance acceptable by the competent authority. No annual increment shall be given to any DEO 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 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 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 Saturdays, 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 concerned competent authority.

Selection Procedure & Conditions:

- An objective type written test (offline) with multiple choice questions will be conducted on 18.12.2022. The questions for the test shall be on basic computer skills/aptitude and General Knowledge. 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 per minute 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.

How to apply:

- Candidates are required to apply in the standard form Part-IX of application with their latest coloured photographs (two copies), proof of educational qualification along with one copy of address and identity Proof each such as AADHAAR CARD/VOTER ID/ DRIVING LICENSE etc. and send the same addressed to the Superintendent of Police, Sivasagar during office hours on or before 15.12.2022. Application received after the due date will not be entertained. This office shall not be responsible for any postal delay.
- The applicants are to mention their valid mobile number and e-mail ID.

**Sd/- Superintendent of Police,
-Cum-
Chairman,
Recruitment of DEO for CCTNS & ICJS Projects,
Sivasagar District.**