

COLLECTORATE; MALKANGIRI

District Child Protection Unit.

(Child Welfare Section)

ADVERTISEMENT

District Child Protection Society (DCPS), Malkangiri intends to engage professional staff on contractual basis for Juvenile Justice Board & Child Welfare Committee under Integrated Child Protection Scheme (ICPS) as per the letter no : 67/OSCPS/RS-0001/2016, Date- 19/01/2017 of the Director, Odisha State Child Protection Society, Bhubaneswar.

Applications are invited from eligible candidates in the prescribed application form for the following post initially for a period of eleven months. The posts may be extended further by the DCPS depending on the performance review. Applicants must have the essential qualification along with adequate experience. The candidates should possess basic computer knowledge. Good working knowledge in Odiya will be treated as an added quality.

Eligible candidates may submit their applications complete in every respect at the office of the **District Child Protection Officer, District Child Protection Unit, Mission Shakti Building Malkangiri latest by 5.00 PM on 23rd June 2018**. No online application will be entertained. Any application received after the due date and time will be rejected.

Details of Dedicated Professional Staff to be engaged as follows;

Sl.No.	Name of the Post	Monthly Honorarium	No of Post
A. Juvenile Justice Board, Malkangiri			
01	Assistant cum Data Entry Operator (ADEO)	9000.00	01
B. Child Welfare Committee, Malkangiri			
01	Assistant cum Data Entry Operator (ADEO)	9000.00	01

The Details eligibility criteria along with the application form is available in the website of Malkangiri district at WWW.malkangiri.nic.in

COLLECTOR : MALKANGIRI

Date 30 /05/2018

Memo no 577 /DCPU/CW/MKG

Copy forwarded to the District Informatics Officer, NIC, Malkangiri for kind information to upload the prescribe application and the guideline of the recruitment procedure in the district website.

Dist. Child Protection Officer, Malkangiri.

Date 30 /05/2018

Memo no 578 /DCPU/CW/MKG

Copy forwarded to the Advertisement Manager, "The Samaj" daily & "The Pramaya" daily for information with a request to publish the above in their respective news paper for information of general public.

Dist. Child Protection Officer, Malkangiri.

Date 30 /05/2018

Memo no 579 /DCPU/CW/MKG

Copy forwarded to the Director, Social Welfare and Ex-Officio Additional Secretary to Govt. Odisha, Bhubaneswar for kind information

Dist. Child Protection Officer, Malkangiri.

APPLICATION FORM

	PRIVATE AND CONFIDENTIAL						
Application for the post of (Separate applications for specific posts)							
Applicant's Name (In Block Letters)							
Address for Correspondences			Permanent Address				
Phone/ Mobile Number			E-mail ID				
Date of Birth			Sex	Marital Status			
Mother's Name			Father's Name				
Educational Details – Attach Photocopies of Certificates & Mark Sheets							
Qualification	Name of Qualification Awarded	Duration		College/ University	Subject/ Specialization	% / Grade/ Division	Full Time/ Part Time/ Distant Learning
		From	To				
Matriculation							
+2							
Graduation							
OTHER							
Employment Details (Previous) – Attach Photocopies of Experiences Certificate							
Name of Organization	Designation	Key Responsibilities Handled	Period				
			From	To			

Current Employment – Attach Proof of Current employment

Name of Organization	Designation	Responsibilities handled	Working From	Monthly Remuneration

Computer Literacy

Package/ Application	Details of Exposure/ Proficiency

Language Proficiency

Language	Ability to Converse			Ability to Read			Ability to Write		
	Poor	Fair	Good	Poor	Fair	Good	Poor	Fair	Good
English									
Hindi									
Oriya									
Bengali									

Declaration:

I hereby declare that the foregoing information is correct, genuine and complete to the best of my knowledge and belief and nothing has been concealed or distorted.

Place:

Date:

Signature of Applicant

Guideline for Engagement of contractual staff in CWC & JJB, Malkangiri

1. Details of contractual staff to be engagement for Child Welfare Committee & Juvenile Justice Board, Malkangiri.

Sl.No	Name of the Post	Name of the Office	No required per district
01	Assistant cum Data Entry Operator	Child Welfare Committee, Malkangiri	01
02	Assistant cum Data Entry Operator	Juvenile Justice Board, Malkangiri	01

2. Minimum Qualifications, Remuneration & Experiences in respect of the above post.

Sl. No	Name of the Post	Qualification	Experience	Weightage	Salary in RS	Age as on 01.01.2018
01	Assistant cum DEO for CWC & JJB, Malkangiri	1). Graduate in any discipline with PGDCA from recognised University or institute. 2). Candidates having 3 years graduation degree in Computer Science/Computer Application/IT or Master Degrees in Computer Science/Computer Application & IT are exempted from the requirement of the PGDCA certificate. 3). Knowledge of Oriya and English both written and spoken is essential.	2 years' experience in relevant field .[for minimum period of experience 7% and for each additional year of experience 1% shall be awarded subject to a maximum of 10%]	Written-60% Career-30% Experience-10%	9,000/-	21-35 with relaxation as admissible

3. General Ability:

In order to be eligible for engagement to the above post, a candidate must Satisfy the following conditions also. He/She

- a) Shall be a citizen of India.
- b) Shall have good moral character
- c) Must not have more than one spouse living
- d) Shall be of good health, good physique, active habits and far from any organic defect or bodily deformity (not applicable in case of persons with disability)
- e) Must be able to speak, read and write Oriya and have (i) passed a language test in Oriya equivalent to Middle school standard of (ii) HSC or equivalent and above or (iv) passed as language subject in the final examination of class VIII and above or (iv) passed a test in Oriya in M.E School standard by the Education Department of the State Government.
- f) Shall possess the requisite qualification as shown in above table-2

3. Age Limit:

The age of candidate must be 21-35 with relaxation as admissible as on 01.01.2018.

4. Procedure and selection:

The selection of candidates shall be made on the basis Written-60%, Career-30%, Experience-10%.

5. Method of Engagement:

The merit list 1:5 will be prepared by the Committee for different position following the procedure as mentioned in Para-4. The candidate secured highest mark may be issued with engagement order with terms and conditions.

6. Documents to be sent along with application form:

- a) Self-attested photocopy of HSC or equivalent and mark sheet.
- b) Self attested photocopy of 10+2 or equivalent certificate and mark sheet.
- c) Self-attested photocopy of Degree certificate and mark sheet.
- d) Self attested photo copy of PGDCA or equivalent certificate and mark sheets.
- e) Two recent self-attested colour photograph(3.5X4.5 size) should be affixed at the space provided.
- f) Certificate of experience issued from the previous/current employer.
- g) In case of persons with disability self-attested copy of identity card issued to competent authority.
- h) No objection certificate from current employing authority.
- i) A self addressed envelope with 22/-rupees postal stamp to be attached.

7. Submission of mode of Application:

The application may be submitted through By Post/Courier.

*May
12/05/2018*

**District Child Protection Officer,
Malkangiri**