



**Govt. of Assam**  
**OFFICE OF THE SUPERINTENDENT OF POLICE**  
**HAILAKANDI, ASSAM.**

**ADVERTISEMENT**

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

Applications are invited from eligible candidates for recruitment of the posts of Data Entry Operator (DEO) for CCTNS under the Superintendent of Police, Hailakandi district, Assam purely on Contractual basis as stated in the below noted table. Application must be submitted at the Police Reserve, Hailakandi in the Standard Form of application with their latest colored photographs (two copies) and self attested documents. The last date of submission of application is 15<sup>th</sup> December, 2022. No application will be received thereafter. .

The date and venue for the test (s) will be published in the office Notice Board of the undersigned.

Name of District	Name of Police Station.	No. of DEOs	Total
Hailakandi	Algapur	P.S- 06, Prosecution-01 Prison/Jail-01	08
	Hailakandi		
	Katlicherra		
	Lala		
	Panchgram		
	Ramnathpur		

**The criteria for selection of DEOs are as below :-**

**1. Essential Qualification (s):**

- (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 Assamese & English on computer.

**2. Desirable Qualification(s):**

- (i) 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.

Contd.- 2/-

Forwarded to IC Computer cell  
N LG  
A  
5/12/2022

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 :**

- (i) The selected candidates will be initially engaged for one year as DEO.
- (ii) The performance appraisal of the DEO will be reviewed time to time subject to the performance report by the competent authority of CID, Assam.
- (iii) 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 CID, Assam based on the report submitted by the district Superintendent of Police and on perusal of data entered into CCTNS server.
- (iv) 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.
- (v) The engagement of DEOS shall be purely on temporary basis and does not confer any right to the selected candidates for any permanent post.
- (vi) The decision of CID, Assam shall be final and binding on the candidates Proposed proforma for Contractual Agreement and order for Contractual engagement are at Annexure-III & Annexure-IV respectively

5. **Scope of Work as DEO:**

- (i) To enter data in CCTNS Core Application Software (CAS) from IIF-1 to IIF-24 or in e-Prison, e-Prosecution and e-FSL Application under ICJS Project.
- (ii) To liaise with state CCTNS/e-Prison/e-Prosecution/e-FSL team and update the status of data entry on daily basis.
- (iii) To monitor the entries in Citizen Centric services under CCTNS system
- (iv) Any other duty assigned by the controlling authority depending on requirement, however only those works pertaining to CCTNS/ICJS. Proposed proforma for job responsibilities and performance appraisal are at Annexure-VII

6. **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

7. **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 CID, Assam and make recommendation for their continuation in service. No DEO shall continue to hold their post after one year without written recommendation by CID, Assam. This exercise by CID, Assam will be done after every quarter and recommend to every district for retention of DEOs. 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 i.e. head of each district.

8. **Selection Procedure & Conditions:**

- (i) The recruitment of the DEOS for CCTNS/ICJS project for the districts will be done by the Superintendent of Police for the Police Stations, for Prison (wherever exists) and Prosecution for the respective district as per Annexure-1.
- (ii) For City Commissionerate, recruitment will be done by O/O the Commissioner of Police for all City Police Stations, respective Prison, FSL and City Prosecution as per Annexure-1.
- (iii) 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

- (iv) skills/appetite and General Knowledge (GK). This will be for 60 marks. The minimum qualifying percentage is 50%.
- (v) 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.
- (vi) Final selection merit list is based on the marks secured in Objective Test + Typing Test and Interview. The same will be sent to CID HQ for onward submission.
- (vii) 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.
- (viii) Candidates are required to apply in the standard form of application with their latest coloured photographs (two copies).
- (ix) Selected candidates have to submit one medical certificate from Govt. registered Medical officer declaring the candidate to be physically & mentally fit.
- (x) 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 document(s), they would not be considered for selection and a criminal case shall be registered against such candidate(s).
- (xi) 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.
- (xii) If any DEO is relieved from his duties after completion of one year or before due to non-performance, the Concerned District Superintendent of Police/Commissionerate of Police shall have to follow the same selection procedure and send it to the CID, Assam, for final approval.
- (xiii) Each selected candidate has to sign one agreement/ SLA before his/her appointment which he/she shall obey during their tenure.
- (xiv) Each district/ Guwahati City Police has to publish the advertisement for recruitment in atleast one leading English and Assamese daily 15 days in advance. For this they shall liaise with the concerned DIPRO office accordingly.
- (xv) If any DEO leaves his / her job midway before completion of initial one year period 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.
- (xvi) Along with the application, candidates have to submit their self-attested certificates/mark sheets in support of their qualifications.
- (xvii) One copy of Address Proof (AADHAAR CARD / VOTER ID DRIVING LICENSE etc.) shall also be enclosed with the application.
- (xviii) 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.
- (xix) The Districts/City Police should also keep 20% DEOS over and above the allocation 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.

9. Selection Committee:

- (i) The decision of the Committee formed for this purpose would be final for preparing the merit list of candidates. The committee will have District Superintendent of Police as the Chairman, Addl. SP (HQ/Crime) as Member and Court Systems Officer as another member. For city, Commissioner of Police is the Chairman, DCP (Crime) is a member and Court Systems Officer as other member.
- (ii) The Committee of the respective district/City Commissionerate will have the power for selection of DEOs. Candidates shall not have any objection in this regard and they are required to join the respective district/ organization /unit etc. within 7 days in case of selection, except in cases of extreme medical exigency supported by the relevant certificate from the medical practitioner.

*S.K.*  
Superintendent of Police,  
Hailakandi.

Memo No. G/VI-91/2022/1410 .

/Dated, Hailakandi the 30<sup>th</sup> November,2022

- Copy to :-
1. The Chief Public Relation Officer, Assam Police Head Quarters ,Guwahati. He is requested to upload the advisement in the Assam Police Website.
  2. The Dist. Information and Public Relation Officer, Hailakandi for information. He is requested to publish the advertisement in the leading English Assamese daily .
  3. The District Employment Exchange officer, Hailakandi for information and necessary action.

*[Signature]*  
Superintendent of Police,  
Hailakandi. *[Signature]*