



ASSAM STATE ELECTION COMMISSION
ADITYA TOWER, 2ND FLOOR, DISPUR, GUWAHATI - 781006. Ph. No. 0361-/2264920
e-mail - secassam@gmail.com/ sec-secretary@assam.gov.in

No. SEC. 05/2023/12

Dated Dispur, 9th February, 2023

Advertisement

Applications in Standard form of application are invited from intending eligible candidates for contractual engagement of 2 (two) Data Entry Operators (DEO) in the office of the Assam State Election Commission. The applications will have to be accompanied by latest copy of two coloured passport photo and self attested testimonials and certificates etc. and addressed to the **Secretary, Assam State Election Commission, Aditya Tower, 2nd Floor, Opposite- Downtown Hospital, Dispur, Guwahati-781006.** Last date for receiving applications in the office of the Commission is **20th February, 2023.** For detail advertisement, candidates may visit official website of the Commission **www.sec.assam.gov.in.**

1. Essential Qualification(s):

- i) Graduate in any discipline from recognized University or High Secondary (10+2) only with DCA/ COPA from Government ITIs under Directorate of Technical Education of State Government.
- ii) PGDCA from a recognized University, including deemed University/ Institution affiliated to University/ Directorate of Technical Education of State Government or Diploma in Computer Application (DCA)/ COPA from Government ITIs under Directorate of Technical Education of State Government.
- iii) Proficiency of computer typing in Assamese and English.
- iv) Minimum typing speed of 40 (forty) words per minute in English and 35 (thirty-five) words per minute in Assamese language on computer.
- v) Minimum 2 (two) years working experience in relevant field/ minimum 3 (three) years of experience in case of DCA/ COPA.

2. Age Limit : Age limit as on 01.01.2023 should not be less than 18 years and should not be more than 38 years.

3. Period of Engagement:

- i) The selected candidates will be initially engaged for one year as DEO which is extendable upto 3 (three) years subject to satisfactory performance and may be extended further.
- ii) The performance of the DEOs will be reviewed time to time by the competent authority of Assam State Election Commission.
- (iii) The engagement of DEOS shall be purely on temporary basis and does not confer any right to the selected candidates for any permanent post.
- (iv) The decision of Secretary, Assam State Election Commission shall be final and binding on the candidates for Contractual Agreement and order for Contractual engagement are at Annexure-III & Annexure-IV respectively.

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

- i) To enter manual data received from DCs/ SPs/ SDOs and other offices into computer.
- ii) To check and send e-mails.
- iii) To liaise with District/ Sub-Division level offices for compiling various election related data.
- (iii) To monitor the entries in website of the Assam State Election Commission.
- (iv) Any other duty assigned by the authority from time to time.

5. **Pay Structure:**

Remuneration is fixed for the DEO @ Rs.20,000.00 (Rupees Twenty Thousand) only per month including all applicable taxes with 3% annual increment subject to satisfactory performance acceptable by Assam State Election Commission.

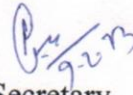
6. **Leave admissible to DEOS:**

The DEOs will be entitled to get Casual Leave (CL) of 12 (twelve) days in a year.

7. **Selection Procedure & Conditions:**


- i) A panel of 6 (six) candidates will be shortlisted through an objective type test which may be online or offline 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 of 1 (one) hour duration.
- ii) On qualifying of the written examination, there will be one typing skill test followed by personal interview. Candidates must have a typing speed of 40 words p.m. in English and 35 (thirty-five) words in Assamese (Rodali format). Maximum of 30 marks for Typing test and 10 marks for the interview.
- iii) Final selection will be made based on the marks secured in Objective Test, Typing Test and Interview.
- iv) 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.
- v) Candidates are required to apply in the standard form of application with their latest coloured photographs (two copies).
- vi) Selected candidates have to submit one medical certificate from Govt. registered Medical officer declaring the candidate to be physically & mentally fit.
- vii) Each selected candidate has to sign one agreement before his/her appointment which he/she shall obey during their tenure.

- viii) 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.
- ix) Along with the application, candidates have to submit their self-attested certificates/mark sheets in support of their qualifications.
- x) One copy of Address Proof (AADHAAR CARD / VOTER ID / DRIVING LICENSE etc.) shall also be enclosed with the application.
- xi) Character and Antecedents (C/A) verification of each candidate shall be done by local Police Station and the engagement letter will be issued only after receiving of Police Verification Report.



Secretary

Assam State Election Commission

 Dispur :: Guwahati-781006