

GOVT. OF ASSAM
OFFICE OF THE DEPUTY COMMISSIONER: KAMRUP: AMINGAON
(S.D.PI.O. BRANCH)

ADVERTISEMENT

In pursuance of Govt. Approval accorded vide letter No. PDA.70/2019/13 dated 27/08/2019 applications are hereby invited from indenting candidates for filling up the following sanctioned vacant of Junior Assistant under Sub-Divisional Planning Office, Kamrup, Amingaon in the Office of the Deputy Commissioner, Kamrup, Amingaon.

Applications should be submitted in the standard form as published in Assam Gazette in Part-IX, and should reach the Office of the undersigned on or before **20th January, 2020** upto 5:00 PM.

Sl No	Name of Post	No. of Post	Educational Qualification	Scale of Pay
1	Junior Assistant	Total: 2 (two) Nos. category to be filled up by as per Roster points. OBC/MOBC- 1 U/R- 1	1. Candidate must have passed Degree examination in any discipline from a recognized University or any declared equivalent there to 2. The Candidate must have possessed a minimum of 6 months diploma in Computer applications/Knowledge from an institute recognized by the Govt. 3. Must have good working knowledge of office procedure, office productivity software tools (independent) of any operating systems such as MS-Windows, Linux, Word Processor, Spread Sheet, Presentation of graphics, Concept of data base, Internet, e-mail etc.	Rs. 14,000 to Rs. 60,500/- GP 6200/- (PB-2) per month plus other allowances as admissible as per rules.

1. Candidate must be an Indian Citizen as defined in Article 5 to 8 of the Constitution of India
2. The candidates must have registered their names in the Employment Exchange and the registration numbers along with the dates must be mentioned in their applications.
3. Candidate should be well versed in the state official Language.
4. Candidate already in service should apply through proper channel.
5. As per OM No. ABP-6/2016/4 Dt. 03.03.2016 candidate must not be less than 18 years or not more than 38 years of age as on 01.01.2020. The upper age is relaxable by 5 years in case of the candidates of SC/ST and persons with disabilities and 3 year in case of OBC/MOBC vide govt. OM No. ABP-6/2016/9 Dt. 25.04.2018.
6. Reservation in respect of all categories will be maintained as per prescribed Govt. criteria.
7. The application must be accompanied with the following-
 - a. Attested copies of all certificates of educational and other qualifications, age, caste along with other testimonials.
 - b. Two copies of the recent passport photographs duly attested by Gazetted Officer.
 - c. The applicants will enclose a self-addresses envelope affixing postal stamp of Rs. 5/- along with the applications.
8. Application and other documents should be put inside an envelope, on which the applicant should clearly mention the post applied for.
9. The selected candidate will submit an undertaking to the appointing authority that they will abide by the New Pension Rule (NPR) of the Govt. issued vide Finance department's letter No BW 3/03/pt-II/1 dated 25.01.2005.
10. All appointments will be made subject to Police verification report as per procedure.
11. No TA/DA will be admissible for appearing in the Written Test /Computer proficiency Test (practical)
12. Canvassing directly or indirectly in any form will disqualify the candidature of the candidate.

13. The unsigned or incomplete applications and the applications submitted after the schedule date will not be accepted.
14. The candidate who will qualify in the written test will be called for Computer Proficiency Test (Practical).

15. Procedure for selection:-

The applications for the post Junior Assistant , whose application are found in order will be called for objective types of written Test examination comprising of 300 marks as follows:

I.	General English	75 Marks
II.	General Knowledge	50 Marks
III.	Quantitative Aptitude	25 Marks
IV.	Knowledge of Computer (Theory)	50 Marks
V.	Language skills in Assamese/Bodo/ Bengali/ Alternative English	50 marks
VI.	Computer Proficiency (Practical)	50 Marks
TOTAL		300 Marks

Candidates shall have to exercise their choice of language i.e either Assamese/Bodo/Bengali/Alternative English at the time of submission of applicaton itself and the choice once exercised shall be final.

The candidates who qualified in the written test will be called for Computer proficiency test (Practical).

(K.K.BAISHYA, ACS)

Deputy Commissioner,
Kamrup, Amingaon
Cum

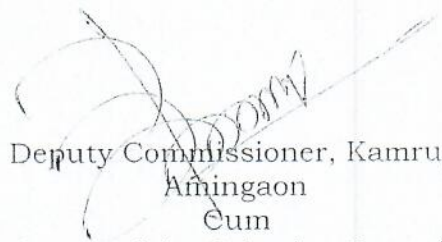
Chairman of the Selection Committee.

Memo No. KDP 425/Advt./2019/11

Dated Kamrup Amingaon the 3rd Jan/2020

Copy to:

1. The Principal Secretary to the Govt. of Assam, Personnel (B) Deptt., Dispur, Guwahati-06 for favour of kind information.
2. The Principal Secretary to the Govt. of Assam, Finance (SIU) Deptt. , Dispur, Guwahati-06 for favour of kind information.
3. The Commissioner & Secretary to the Govt. of Assam , General Administration (B) Department Dispur for kind information and necessary action.
4. The Commissioner, Lower Assam Division, Guwahati-01.
5. The Principal Accountant General (A&E), Assam, Maidamgaon, Beltola, Guwahati-28 for favour of kind information.
6. All Deputy Commissioner /Sub Divisional Officers (C) , Assam.
7. The DI & PRO, Kamrup. He is requested to arrange to give wide publicity in Assam (preferably in 1 (one) English and 1 (one) Assamese daily News Paper) on next publication and submit the Bill to the undersigned for payment etc.
8. The DIO, NIC, Kamrup, Amingaon for kind information and necessary action. He is requested to upload the advertisement in our District website.
9. The Superintendent of Govt. Press, Bamunimaidan , Guwahati-21. He is requested to publish the advertisement in the Next issue of the Assam Gazette.
10. The Asstt. Director, District Employment Officer, Guwahati.
11. All the Circle Officers, Kamrup.
12. The A.O./R.S., DC's Office, Kamrup, Amingaon for information.
13. The CA/PA to Deputy Commissioner , Kamrup
14. Notice Board of the Office the Deputy Commissioner ,Kamrup
15. Office File.


Deputy Commissioner, Kamrup
Amingaon
Cum

Chairman of the Selection Committee.