

**Office of the Deputy Resident Commissioner
(ASSAM BHAWAN, MUMBAI)**

No. ABM/EMP/2020/118/005

Dated 29/12/, 2020

ADVERTISEMENT

Online Applications are invited from the intending eligible candidates who are citizens of India for filling up of the following Grade-III and Grade-IV vacant posts in the Office of the Deputy Resident Commissioner, Assam Bhawan, Mumbai under Assam Houses, State Guest Houses and Secretariat P.A.B.X. (Officers and Staff) Service Rules, 1992 (as amended, 17th July, 2020).

Sl. No.	Name of Post	Type of Post	No. of Post as per Roster							PWD/ Reservati-on for Women & Ex-Service men	Total	Scale of Pay
			U R	S T (P)	S C	S T (H)	E W S	O B C				
1	Accountant	Grade-III	1	-	-	-	-	-	As per existing provision	1	Pay of PB-2 Rs.14,000-Rs.49,000 p.m.+ Grade Pay Rs.8000 p.m. plus other allowances as admissible	
2	LDA cum Housekeeper	Grade-III	1	-	-	-	-	-		1	Pay of PB-2 Rs.14,000-Rs.49,000 p.m.+ Grade Pay Rs.6200 p.m. plus other allowances as admissible	
3	LDA/Junior Assistant	Grade-III	1	-	-	-	-	1		2	Pay of PB-2 Rs.14,000-Rs.49,000 p.m.+ Grade Pay Rs.6200 p.m. plus other allowances as admissible	
4	Receptionist cum LDA	Grade-III	2	-	-	-	-	1		3	Pay of PB-2 Rs.14,000-Rs.49,000 p.m.+ Grade Pay Rs.6200 p.m. plus other allowances as admissible	
5	Driver	Grade-III	1	-	-	-	-	-		1	Pay of PB-2 Rs.14,000-Rs.49,000 p.m.+ Grade Pay Rs.5200 p.m. plus other allowances as admissible	
6	Room Bearer	Grade-IV	2	-	-	-	-	1		3	Pay of PB-1 Rs.12,000-Rs.37,500 p.m.+ Grade Pay Rs.3900 p.m. plus other allowances as admissible	
7	Peon	Grade-	1	-	-	-	-	1		2	Pay of PB-1 Rs.12,000-Rs.37,500	

		IV								p.m.+ Grade Pay Rs.3900 p.m. plus other allowances as admissible
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1. Vacancies: 13 Nos.

2. Age: As per O.M No. ABP.6/2016/51, dated 02/09/2020 the candidates must not be less than 18 years and more than 40 years of age as on 01.01.2020. The upper age limit relaxation is as follows:

- (a) 5 years for SC/ST candidates.
- (b) 3 years for OBC/MOBC candidates.
- (c) 2 years for Ex-servicemen.
- (d) 10 years for PWD candidates.

The age limit of the candidates will be calculated on the basis of the Matriculation/ HSLC Admit Card/ Birth Certificate issued by competent authority.

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3. Educational Qualification:

- a. **For Grade-III posts-** As per Schedule-I Rule 3 (3) of Assam Houses, State Guest Houses and Secretariat P.A.B.X. (Officers and Staff) Service Rules, 1992 (as amended, 17th July, 2020) The applicants must be Graduate in any discipline from a recognized University and must possess a minimum 6 (six) months Diploma/Certificate in computer proficiency from a recognized institute.
- b. **For Driver posts-** As per Schedule-I Rule 3 (3) of Assam Houses, State Guest Houses and Secretariat P.A.B.X. (Officers and Staff) Service Rules, 1992 (as amended, 17th July, 2020) The applicant shall have the minimum academic qualification of HSLC pass and a driving license from a recognized authority. Applicant shall have to qualify in a written test and driving test as prescribed in these rules.
- c. **For Grade-IV posts-** As per Schedule-I Rule 3 (3) of Assam Houses, State Guest Houses and Secretariat P.A.B.X. (Officers and Staff) Service Rules, 1992 (as amended, 17th July, 2020) The applicant shall have the minimum academic qualification of HSLC pass. Applicant shall have to qualify in a skill turnout and presentation.

Note: The decision of the Selection Committee as to the eligibility or otherwise of a candidate for admission to the examination shall be final.

4. Mode of Selection:

- A) **Grade-III Posts:** The candidates whose applications are accepted will be required to appear in an objective type written test the venue and date for which will be notified at a later date. The syllabus of the objective Type Written Test will be as follows:

Sl. No.	Subject	Total Marks
1	General English including General Knowledge and Quantitative Aptitude	150
2.	Knowledge of Computer (Theory)	50
3.	Language Skills Test in Assamese/ Bengali/ Bodo/ Alternative English	50
4	Computer Test (Practical)	50
Total		300

B) Grade-III Posts (Driver): As per Amended Rule-5, intersection of new Rule 5A (iv), for recruitment to the cadre of Driver, the candidate shall have to appear in a Written Test and Driving Test in two phases as stated below:

- Phase I: Written Test on Driving Knowledge on Traffic Rules and Traffic Signals of 100 Marks.
- Phase II: Shortlisted candidates shall have to appear in a Driving Skill Test of 100 Marks at a notified place.

C) Grade-IV Posts: For recruitment to the cadre of Class IV posts, the candidates shall have to qualify in Skill Turnout and Presentation. (As per requirement of Assam Bhawan)

Note: Qualified candidates will have to produce all original testimonials i.e. Age proof Certificate, Caste certificate (in case of reserved category candidate), Education Qualification Certificate and Marksheet, Computer Proficiency Certificate, Income and Asset Certificate of the family issued by the competent authority (in case of candidates belonging to EWS), Employment Exchange Registration Certificate, Disability Certificate (in case of PwD candidates).

For those (Grade III) who will have to appear for Language Skills Test in Assamese/Bengali/Bodo/ Alternative English and Computer Test (Practical) the candidate shall have to secure minimum 30 marks to qualify. Marks obtained in the papers shall not be counted for determining the rank.

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5. Nationality : Candidates must be a citizen of India.

6. How to Apply:

- Application along with supporting documents/ testimonials and latest passport size photographs must be submitted only in ONLINE mode at the official link <https://niyukti.assam.gov.in/abmumbai/>
- Candidates are advised in their own interest to submit online applications much before the closing date and not to wait till the last date to avoid the possibility of

disconnection / inability or failure to log in to the given link on account of heavy load on the website during the closing days.

- (c) Assam Bhawan, Mumbai will not be responsible for the candidates not being able to submit their applications within the last date on account of the aforesaid reasons or for any other reasons beyond the control of the Assam Bhawan, Mumbai.
- (d) Before submission of online application, candidates must check that they have filled correct details in each field of the form. After submission of the online application form, no change / correction / modification will be allowed under any circumstances. Requests received in this regard in any form like post / fax / email / by hand, etc. shall not be entertained.

Note: Each applicant can submit only a single application.

Online applications will be accepted from **1100 hours of 31-12-2020 to 1700 hours of 13-01-2021.**

7. CANVASSING DIRECTLY OR INDIRECTLY SHALL DISQUALIFY A CANDIDATE.
8. No TA/DA is admissible for appearing in the Written Test/Computer Practical Test.

(Devasish Sarma, ACS)

Deputy Resident Commissioner, Assam Bhawan
Mumbai

Memo No. ABM/EMP/2020/118/605-A

Dated 29/12/2020 2020

Copy to:

1. The Director, Information and Public Relations, Assam, Dispur, Guwahati-6, He is requested to take immediate necessary action for publishing of this advertisement in local daily Assamese, Bengali and English newspapers. Further, he is requested to forward one copy of each of such advertisement to this Department for record.
2. Notice Board of Assam Bhawan, Mumbai.
3. P.S. to Principal Secretary to Chief Minister, Assam, Dispur, Ghy-6.
4. S.O. to Chief Secretary, Assam, Dispur, Guwahati -6.
5. P.S. to Commissioner & Secretary, General Administration Department Dispur, Guwahati-6.
6. Guard File/Website Copy.

By order etc.,

S/d

Deputy Resident Commissioner, Assam Bhawan
Mumbai