



GOVT OF ASSAM
OFFICE OF THE DEPUTY COMMISSIONER : BONGAIGAON

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No.BPE.16/2017/120-121

Date: 07/11/2020

ADVERTISEMENT

In pursuance of Govt. approval vide letter No.GAG(B).290/2017/47-48 dated 27/07/2020, Online applications are invited from the intending eligible candidates who are citizens of India having Registration Number in employment exchange in the state of Assam for filling up of the vacancies as indicated below in the cadre of Junior Assistant in the D.C's Amalgamated Establishment, Bongaigaon under Assam Ministerial District Establishment Service (Amendment) Rules,2017 in the scale of pay of **PB-2 Rs. 14,000/- - 49,000/- + Grade Pay Rs. 6200/-** p.m. plus other allowances as admissible under Rules.

1. Vacancies: 8 (Eight) Nos.

2. Reservation of posts:

ST(P)=2 Nos

ST(H)=2 Nos

OBC=2 Nos

SC=1 No.

UR=1 No.

3. Age: The candidate should not be less than 18 years and more than 40 years of age as on 01.01.2020. The upper age limit is relaxable as follows:

(A) 5 years for SC/ST candidates.

(B) 3 years for OBC/MOBC candidates.

(C) For ex-Serviceman Category up to 42 years

(D) For candidates person with disabilities category up to 50 years as per Govt. O.M. No.ABP.06/2016/51 dated 02/09/2020

The age limit of the candidates will be calculated on the basis of the Matriculation/ HSLC Admit Card/ Certificate issued by a recognized Board/Council. No other document shall be accepted in lieu thereof for the purpose.

4. Educational Qualification:

a. Graduate in any discipline

b. 6 (Six) months Diploma/Certificate in Computer proficiency from a recognized institute. They must have working knowledge of Office productivity software tools such as Word Processor, Spread Sheet, Power Point, concept of Database, internet and email etc.

c. Candidates should be well versed in state official language.

Note: **Decision of the district administration as to be eligibility or otherwise of a candidate for admission to the examination shall be final.**

5. Mode of Selection:

There shall be two phases of selection.

Phase-I: The candidates whose applications are accepted will be required to appear in an objective type written test to be held in the District Head Quarter at Bongaigaon on a date to be notified later on. 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 skill Test in Assamese/English	50
4	Computer proficiency test (Practical)	50
	Total	300

Phase-II: Against each vacancy, 4 (Four) candidates will be short listed on the basis of the marks obtained in the written test. After the written test, the short listed candidates will have to appear in a Computer (Practical) Test and schedule will be intimated accordingly. On the day of practical Test, Candidates will have to bring all the original testimonials i.e. age proof certificate, caste certificate, Educational Qualification Certificate, Computer proficiency Certificate for document verification.

6. How to Apply: CANDIDATES ARE REQUIRED TO APPLY IN PRESCRIBED FORM THROUGH ONLINE MODE ONLY. NO OTHER MODE FOR SUBMISSION OF APPLICATION IS ALLOWED. Instructions for filling up prescribed online form will be available in <https://bongaigaon.gov.in> and https://niyukti.assam.gov.in/bongaigaon_ja

Before applying online, candidates are advised to carefully go through the instructions provided in the above website. Candidates are required to upload:

- (i) A latest passport size photograph.
- (ii) Admit Card/ Certificate of H.S.L.C. examination. (for age verification)
- (iii) Graduation Certificate and Mark sheet.
- (iv) Scanned Signature
- (v) Employment Exchange Registration Card.
- (vi) Computer Diploma/Certificate. (Minimum 6 Months) (from recognized institution)
- (vii) Caste Certificate (in case of reserved category candidates).

Since the applications are submitted online, the question of submission of applications through proper channel in case of the candidates already employed becomes redundant. However, such candidate shall intimate their appropriate appointing authorities about submission of application in writing.

The candidates already employed should note that the prerogative for according permission to appear in Written Examination/join services on being selected by the D.C's amalgamated Establishment, Bongaigaon in due course of time shall rest upon the appropriate authority. The D.C's amalgamated Establishment; Bongaigaon shall not be anyway responsible/accountable in the event of not according permission to appear in the written examination/join service after selection.

7. Last date of application: ONLINE FORM MAY BE FILLED-UP W.E.F. **13/11/2020** TO MIDNIGHT OF **27/11/2020** ONLY. NO APPLICATION WILL BE FILLED UP AFTER EXPIRY OF THE GIVEN TIME AS THE LINK WILL BE DISABLED.

Note: The applicants are advised to submit only a single application. [However, if due to any unavoidable situation, he/she submits another/multiple applications, then he/she must ensure that the application with the higher Registration Number is complete in all respects which will be accepted.]

8. CANVASSING DIRECTLY OR INDIRECTLY SHALL DISQUALIFY A CANDIDATE.

9. NO MANUAL APPLICATION FORM WILL BE ACCEPTED.

10. No TA/DA is admissible for appearing in the written Test/computer practical Test.

11. For any information please visit the Bongaigaon district website <https://bongaigaon.gov.in>

(Sd/- Dr. M.S. Lakshmi Priya IAS)
Deputy Commissioner,
Bongaigaon
Date: 07/11/2020

Memo No.BPE. 19/2010/120-121

Copy to:

1. The Commissioner & Secretary to the Govt. of Assam, General Admin(B) Dept., Dispur, Guwahati for favour of kind information.
2. The Commissioner, Lower Assam Division for faovur of kind information.
3. The State Informatics Officer, NIC, Assam state Centre, First Floor, Composite Building, Near Last Gate of Assam Secretariat, Dispur, Guwahati-6 for information and necessary action.
4. The Supdt. Of Govt. Press, Guwahati. He is requested for publishing the advertisement in the next issue of Assam Gazettee.
5. The Director of information and Public Relation, Assam, Guwahati. He is requested for publishing the matter through prominent English & Assamese daily news paper.
6. The Technical Director & DIO, NIC, Bongaigaon for information and necessary action.
7. DIPRO, Bongaigaon. She is requested to give necessary publicity through leading news paper and also for announcement through FLS.
8. NOTICE Board of all Heads of department and SDO(C) Office, North Salamra, Abhayapuri & Bijni.


Deputy Commissioner,
Bongaigaon