



GOVT. OF ASSAM
OFFICE OF THE DEPUTY COMMISSIONER :::::::::: HAILAKANDI

ADVERTISEMENT

In accordance with the approval accorded by the Government in General Administration (B) Department, Assam vide letter No. GAG(B).350/2013/70 dated 25-08-2020, online applications from the intending candidates who, are citizen of India as defined in article 5 to 8 of the constitution of India for filling up of the following vacant post of Junior Assistant in the amalgamated establishment of the Deputy Commissioner, Hailakandi.

Sl. No.	Name of the post	No. of vacant post	Pay Band	Category
1	Junior Assistant	01(one)	Rs. 14000/- to 60500 plus grade pay of Rs. 6200 with other allowance as admissible under rules.	Un-Reserved

i) Terms & Conditions:-

Age :- Candidate must not be less than 18 years of age and not more than 40 years of age as on 01-01-2020 as per Govt. O.M No. ABP.6/2016/51 dated 02-09-2020 . The upper age limit for SC & ST candidates is 45(forty five) years, 43(forty three) years for OBC/MOBC, Ex-Serviceman 42(forty two) years and for PWD candidates is 50(fifty) years as per existing Govt. norms.

(a) Educational Qualification for Junior Assistant :-

- The minimum educational qualification of the candidates shall be Graduate/Degree Examination passed in any discipline from a recognized State/Central University or any examination declared equivalent thereto.
- Candidate must have proficiency in basic computer application like MS Windows, Linux, MAC, Excel, Power point, DTP, Spreadsheet, Presentation of graphics. Concept of database, word processor, Internet Processing, e-mail etc.

(b) Applicants must upload the following documents/testimonial along with the application

- Scan copy of Passport Size colour photograph.
- Scan copy of Specimen Signature.
- Scan copy of Pass certificate & Mark sheet of HSLC examination.
- Scan copy of Pass Certificate & Mark sheet of Graduation.
- Scan copy of Computer proficiency certificate from recognized institution of State/Central Government.
- Scan copy of Caste Certificate /EWS/PWD in case of reserved category candidates (if any).
- Scan Copy of Employment Exchange Registration certificate having the upto date validity (if any).
- Govt. employee must be upload scan copy of NOC from the respective employer.

ii) Candidates whose application are accepted as per eligibility criteria will be required to appear in a written examination to be followed by computer test of qualified candidate only. Selection will be done strictly on merit basis.

iii) Any incomplete application or the testimonials as prescribed above if not submitted will be rejected

iv) The authority shall have the right to accept or reject the candidature after proper scrutiny of the documents/testimonials etc. The decision of the authority shall be final and binding. The selected candidate will have to submit an undertaking to the appointing authority that they will abide by the new pension rules of Government issued vide Finance department order No. BW.03/2003/Pt./1 dated 25-01-2005.

- v) The appointment will be made after necessary Police verification and Medical examination etc. as per procedure.
- vi) The appointment will be made in accordance with the provision of AFRBM Act. 2005.
- vii) The candidate qualifying in the written test must produce all certificates and testimonials in original for verification at the time of computer proficiency test.
- viii) Application will be accepted from 10:00 AM of 12-10-2020 till 05:00 PM of 22-10-2020 through online link https://niyukti.assam.gov.in/dc_hailakandi/.
- ix) Scheme of the Examination:- The written examination will be held for a total of 200 marks. The candidates will be tested in General English, General Awareness and Quantitative aptitude. The Qualified candidates will then appear for a computer proficiency test.
- x) The candidates who qualify in the written test will be required to bring all original testimonials i.e Age proof certificate, Caste certificate, Educational qualification certificate, Computer proficiency certificate, Mark sheet for documents verification during Computer proficiency test.
- xi) No TA & DA will be admissible for appearing in the written test & computer proficiency test.
- xii) Canvassing/Lobbying directly or indirectly will lead to immediate disqualification of the candidature.
- xiii) The undersigned reserves the right to cancel the advertisement, alter any terms and condition of the advertisement at any stage without assigning any reason thereof.
- xiv) In case any technical issue arises, please mail at recruitment.dchkd@gmail.com with your name, date of birth, mobile number.


Deputy Commissioner
Hailakandi

Dated Hailakandi the 09th Oct.2020

Memo No. HPE. 21/2020/

Copy for information & necessary action to :-

1. The Commissioner & Secretary to the Govt. of Assam, General Administration (B) Department, Dispur, Guwahati-06.
2. The Commissioner Barak Valley Division, Dispur, Guwahati-06.
3. All Deputy Commissioner/SDO (C)s of Assam.
4. The CEO, Zilla Parishad, Hailakandi.
5. All ASOs & COs of this Dist.
6. The Chairperson Municipal Board, Hailakandi.
7. All BDO's of this district.
8. The Dist. Employment Officer, Hailakandi.
9. The DIO, NIC, Hailakandi for information & necessary action. He is requested to publish the advertisement through website accordingly.
10. The DIPRO, Hailakandi for wide publicity through the all local Newspaper as news item (Free of cost)
11. Notice Board, D.C's office, Hailakandi.


Deputy Commissioner
Hailakandi.

9/10/20