

GOVT. OF ASSAM
OFFICE OF THE DEPUTY COMMISSIONER, DHUBRI & CHAIRMAN RECRUITMENT
COMMITTEE,

FOREIGNERS TRIBUNAL 1st, 2nd, 4th, 5th, 6th, 7th, 8th, 9th & 10th, DHUBRI

ADVERTISEMENT

In pursuance of the Govt. letter No. PLB 60/2020/124 Dated 16-12-2020, online applications are invited from citizen of India as defined in Articles 5 & 8 of the Constitution of India from the intending candidates for filling up the following temporary posts which are lying vacant in the office of the Foreigner's Tribunal (1st, 2nd, 4th, 5th, 6th, 7th, 8th, 9th & 10th), Dhubri. The details are as shown

Sl No	Name of the post	Number of the post	Pay Scale	Required qualification
1	Stenographer	For FT 2 nd = 1 (one) For FT 5 th = 1 (one) For FT 6 th = 1 (one) For FT 7 th = 1 (one) For FT 8 th = 1 (one) For FT 9 th = 1 (one) For FT 10 th = 1 (one) Total = 7 (seven)	14,000-60,500+GP 7,400/-	A. Graduate in any discipline from a recognised University. B. Diploma/Certificate in Stenography from III/Polytechnic or any other institution. C. Must possess a minimum 6 (six) months Diploma /Certificate in Computer Application from a recognized Institute. They must have good working knowledge of office productivity software tools like MS Window, Excel, PowerPoint, DTP (English/Assamese) and Internet Processing etc.
2	Typist	For FT 4 th = 1 (one) For FT 6 th = 1 (one) Total = 2 (two)	14,000-60,500+GP 6,200/-	A. Graduate in any discipline from a recognised University.
3	Bench Asstt.	For FT 1 st = 1 (one) For FT 6 th = 1 (one) For FT 10 th = 1 (one) Total = 3 (three)		B. Must possess a minimum 6 (six) months Diploma /Certificate in Computer Application from a recognized Institute. They must have good working knowledge of office productivity software tools like MS Window, Excel, PowerPoint, DTP (English/Assamese) and Internet Processing etc.
4	Copyist	For FT 5 th = 1 (one) For FT 7 th = 1 (one) For FT 9 th = 1 (one) Total = 3 (three)	9,000/- PM (fixed)	
5	Chowkidar	For FT 2 nd = 1 (one) Total = 1 (one)	12,000-52,000+GP 3,900/-	Must possess the education qualification of Class VIII pass but under- matriculate.

1. Age

The applicant should not be less than **18 years** and more than **40 years** of age as on **01-01-2021** as per Govt. O.M. No. ABP 6/2016/51 Dated.02.09.2020. The upper age limit for OBC/MOBC is 43 years, SC/ST is 45 years, Ex Serviceman is 42 years and Persons with Disability is 50 years as per existing Govt. norms. The age limit of the candidates will be calculated on the basis of Matriculation/HSLC Admit Card /Certificate issued by a recognized Board /Council. No other documents shall be accepted in lieu thereof for the purpose.

2. Educational Qualification

- The applicants must be Graduate in any discipline from a recognised University
- The candidates must possess a minimum 6 (six) months Diploma /Certificate in Computer Application from a recognized Institute. They must have good working knowledge of office productivity software tools like MS Window, Excel, PowerPoint, DTP (English/Assamese) and Internet Processing etc.

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3. 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 the prescribed form will be available in the website – www.dhubri.gov.in.
- Before applying online, candidates are advised to carefully go through the instructions provided in the above website.

4. Required documents/ testimonials to be uploaded at the time of applying:-

- Recent Coloured Passport size photograph.
 - Scanned Signature of the candidate in full.
 - Self-attested copies of Certificates/ Mark Sheets in support of educational qualification and other required qualifications like Computer Proficiency Certificate, Age Proof Certificate, Caste Certificate etc.
 - Valid Employment Exchange Registration Certificate.
- Since the applications are submitted online, the question of submission of application through proper channel in case of the candidates already employed becomes redundant. However, such candidates shall intimate their appropriate appointing authority 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 Selection Committee in due course of time shall rest upon appropriate authority. The Selection Commission shall not be any way responsible/accountable in the event of not according permission to appear in the written examination/join services after selection.
 - Incomplete applications will be summarily rejected.
 - The selection will be done as per merit basis and the Selection Committee constituted for this purpose will prepare the Select list adhering to the rules and procedures laid down by the Govt. of Assam.
 - The appointment will be made after necessary police verification, document verification and Medical examination as per procedure.
 - The candidates qualifying in the written test must produce all original testimonials for verification at the time of Computer Proficiency Test.
 - The selected candidates will have to submit an undertaking to appointing Authority that he/she will abide by the New Pension Scheme of the Government issued vide Finance Department letter No.DW.3/03/Part-I/1 dated 25.01.2005.
 - Date of written examination will be notified later on in the District Administration website www.dhubri.gov.in
 - Admit Cards/ call letters for written test and Computer Proficiency test will be made available in the District Administration website www.dhubri.gov.in or <https://niyukti.assam.gov.in/dhubri>

Date of commencement of submission of application	12.01.21
Last date of submission of application	20/01/2021

- The applicants for the posts of **Stenographer/ Typist/ Bench Asstt/ Copyist** whose applications are found in order will be called for Written Test Examination comprising of the following subjects :-

Subjects:-**Marks**

- | | |
|---|----|
| a) (i) General English | 75 |
| (ii) General Knowledge | 50 |
| (iii) Quantitative Aptitude | 25 |
| b) Knowledge of Computer (Theory) | 50 |
| c) Language Skills in Assamese/ English | 50 |

After the written test, the shortlisted candidates will have to appear in a Computer Proficiency Test .

- Computer Proficiency (Practical)
(other than the post of Stenographer/Steno Skill test 50
(for the post of Stenographer)

Total- 300

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15. The Candidates for the post of **Chowkidar** whose applications are found in order will have to appear for written test of **50 marks** as per date time and venue to be notified in due course of time .
16. No TA/DA is admissible for appearing in the Written Test/ Computer Proficiency Test.
17. The undersigned reserves the right to cancel the advertisement, alter any terms and conditions of the advertisement at any stage without assigning any reason thereof.
18. Canvassing directly or indirectly shall disqualify a candidate.

Sd/- A.L. Gyani, IAS
Deputy Commissioner, Dhubri
and
Chairman,
Recruitment Committee, Foreigners Tribunal
1st, 2nd, 4th, 5th, 6th, 7th, 8th, 9th & 10th, Dhubri

Memo No. DPE.42/2020/ (A)

Dated, Dhubri the 11/11/.....2021.

Copy for information & necessary action to :-

- 1) The Commissioner & Secretary to the Govt. of Assam Home & Political Department, Dispur, Guwahati-6 for kind information.
- 2) The Deputy Secretary to the Govt. of Assam Political (B) Department for kind information.
- 3) The Sub-Divisional Officer (C), Bilasipara. He is requested to give wide publicity.
- 4) The Circle Officers/ Block Development Officers of Dhubri district for wide publicity.
- 5) The Member, Foreigners Tribunal 1st / 2nd / 4th / 5th / 6th / 7th / 8th / 9th / & 10th for information and necessary action.
- 6) The D.I.P.R.O., Dhubri for information and necessary action. He is requested to take necessary steps to get the advertisement published in two leading regional dailies, one in English and one in assamese.
- 7) The Treasury Officer, Dhubri/ Bilasipara Sub-Treasury for information & necessary action.
- 8) The Asstt. Director, Employment Exchange, Dhubri for information and necessary action.
- 9) The District Informatics Officer, N.I.C., D.C.'s Office, Dhubri. He is requested to upload the same in District Website.
- 10) Notice Board, D.C.'s Office, Dhubri.

Deputy Commissioner, Dhubri
and
Chairman,

Recruitment Committee, Foreigners Tribunal
1st, 2nd, 4th, 5th, 6th, 7th, 8th, 9th & 10th, Dhubri

11-11-21