



GOVT. OF ASSAM
OFFICE OF THE DEPUTY COMMISSIONER:..... NALBARI
(PERSONNEL BRANCH)
03624-220496(O)/220218(R)-220469/220371(F)
E-mail: dc-nalbari@nic.in

No. NPE-34/2020/61-63

Dated 26 /02/2021

ADVERTISEMENT

In pursuance of the Govt. letter No.PLB.60/2020/124 dtd-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 2nd, 3rd, & 4th Nalbari. The details are as shown below:-

1	Stenographer	For FT -2 = 1(one)No. For FT -4 =1(One) No	Rs.14,000-60,500- GP 7,400/-	A. Candidate having minimum qualification of Higher Secondary passed along-with Certificate of Stenography passed from ITI/Polytechnic or any other institution. B. Must possess a minimum 6 (Six) months Diploma/Certificate in Computer Application from a recognized institute. They must have a good working knowledge of office productivity software tools like MS Window, Excel Power Point, DTP (English/Assamese) and Internet Processing etc.)
2	UDA	For FT-2=1 (One) No. For FT-4=1 (One) No.	Rs.14000-60500- GP-8000/-	By promotion amongst the members of LDAs/Bench Assistants who have served for minimum of 7(seven) years or from amongst the member of Typist who have served for minimum of 12 (twelve) years and have satisfactory Service Record in Govt. Department.
3	Bench Asstt.	For FT-3 = 1 (one)	Rs.14,000-60,500- GP- 6,200/-	Minimum qualification of Higher Secondary passed. They must possess a minimum (Six) months Diploma/Certificate in Computer Application from a recognized Institute.
4	Copyist	For F.T-4=1(One) No.	Rs.9,000/- (Fixed)	Minimum qualification of Higher Secondary passed. They must possess a minimum (Six) months Diploma/Certificate in Computer Application from a recognized Institute. They must have good working knowledge of office productivity software tools like M/S Windows, Excel, Power Point, DTP (English/Assamese).

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(1) Age:

The applicant should not be less than 18 years and more than 40 of age as on 01-01-2021 as per Govt. O.M. No. ABP 6/2016/15 Dated 02.09.2020. The Upper age limit for OBC/MOBC is 43 years, SC/ST is 45 years. Ex-serviceman age is as per norms. The age limit of the candidates will be calculated on the basis of the Matriculation/HSLC Admit Card/ Certificate issued by recognized Board/ Council. No other documents shall be accepted in lieu thereof for the purpose.

(2) Educational Qualification:-

- (a) The applicants must be Higher Secondary passed in respect of Stenographer, Copyist and Bench Assistant.
- (b) The candidate 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 Power Point, DTP (English/Assamese) and Internet Processing etc. in respect of bench Assistant.
- (c) There will be Skill Test in respect of Stenography.

3. How to Apply:-

- a. The application must be submitted online through website <https://niyukti.assam.gov.in/ftnalbari> only and no other form of applications will be entertained.
- b. Process for filling up the prescribed form will be available in the website.
- c. 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:-

- a. Scanned Signature of the candidate in full.
 - b. Recent Colored Passport size photograph.
 - c. Self attested copies of Certificates/Mark Sheets in support of educational qualification and other required qualifications like Computer Proficiency Certificate, Age Proof Certificate, and Caste Certificate etc.
 - d. Valid Employment Exchange Registration Certificate.
5. 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.
 6. 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 Committee shall not be any way responsible/accountable in the event of not according permission to appear in the written examination/join services after selection.
 7. 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.
 8. The candidates qualifying in the written test must produce all original testimonials for verification at the time of Computer Proficiency Test.
 9. The selected candidates will have to submit an under taking 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 dtd-25/01/2005.

10. Date of Written examination will be notified later on in the District Administration **website**
<https://www.nalbari.gov.in>
11. The appointment will be made after necessary police verification, document verification and Medical examination as per procedure.
12. Incomplete applications will be summarily rejected.
13. Admit cards/call letter for written test and Computer Proficiency test will be made available in the District Administration website .

Date of commencement of submission of application	26/02/2021
Last date of submission of application	14/03/2021

14. The applicants for the posts of Stenographer/Typist/Bench Assistant/Copyist whose applications are found in order will be called for written Test Examination comprising of the following subjects:-

<u>Subjects: -</u>	<u>Marks:-</u>
(e) (i) General English	75
(ii) General Knowledge	50
(iii) Quantitative Aptitude	25
(f) Knowledge of Computer (Theory)	50
(g) Language Skills in Assamese/English	50
After the Written Test, the shortlisted candidates will have to appear in a Computer Proficiency Test.	
(h) Computer Proficiency Test (Practical) (other than the post of Stenographer) <u>Steno Skill test</u>	50 (for the post of Stenographer)
<u>Total=</u>	<u>300</u>

15. No TA/DA is admissible for appearing in the Written Test/Computer Proficiency Test.
16. 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.
17. Canvassing directly or indirectly shall disqualify a candidate.

Deputy Commissioner, Nalbari
And

Chairman, Recruitment Committee, Foreigners Tribunal,
2nd, 3rd and 4th Nalbari.

Dated-26/2/2021

Memo No.NPE-34/2020/61-63-A

Copy for information and 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) All Circle Officer under Nalbari district for wide publicity.
- 4) Concerned Members (FT No. 2nd, 3rd and 4th) for information and necessary action.
- 5) The District Employment Officer, Nalbari for information and necessary action.
- 6) The DIO, NIC, Nalbari. He is requested to upload the same in District Website.
- 7) The DIPRO, Nalbari. She is requested to take necessary steps to get the advertisement published in two leading regional daily, one in English and one in Assamese.
- 8) Notice Board, D.C's Office, and Nalbari.

Deputy Commissioner, Nalbari
And

Chairman, Recruitment Committee, Foreigners Tribunal,
2nd, 3rd and 4th Nalbari.