

**Details Terms & Conditions for Grade-IV(Office Peon/Jarikarak/Mali):-**

**1. Post details:-**

Name of the Cadre with Grade	Total Vacancies	Reserved for PwD	UR(EWS)		Unreserved		OBC/MOBC		SC		ST(P)		ST(H)	
			Total	RFW	Total	RFW	Total	RFW	Total	RFW	Total	RFW	Total	RFW
Office Peon (Gr.-IV)	14	1	2	1	7	2	4	1	--	--	--	--	--	--
Jarikarak (Gr.-IV)	6	--	1	--	2	1	3	1	--	--	--	--	--	--
Mali (Gr.-IV)	2	--	--	--	1	--	1	--	--	--	--	--	--	--

**2. Pay Scale:**

- Office Peon:- P.B. Rs.12,000/- to Rs. 52,000/- + G.P. Rs.3,900/- plus other allowances as admissible.
- Jarikarak :- P.B. Rs.12,000/- to Rs. 52,000/- + G.P. Rs.4,400/- plus other allowances as admissible.
- Mali :- P.B. Rs.12,000/- to Rs.52,000/- + G.P. Rs.3,900/- plus other allowances as admissible.

**3. Eligibility Criteria:**

**A) Qualifying Age(As per Govt. OM No.ABP.6/2016/51, dt.02/11/2020):**

- Candidates must not be less than 18(eighteen) years and more than 40(forty) years as on 1<sup>st</sup> January,2021.
- Upper age limit is relaxable for 5 years to the candidates who belong to SC/ST;
- Upper age limit is relaxable for 3 years to the candidate who belong to OBC/MOBC;
- Age limit of candidates will be calculated on the basis of Birth Certificates issued by the competent authority or School Certificates issued by the recognized Institutions.
- No other documents shall be accepted in lieu thereof for the purpose.

**B) Educational Qualification:** Class VIII Passed.

**4. How to apply:**

- The applications must be submitted online through official website <https://niyukti.assam.gov.in/kamrup> only and no other form of applications will be entertained;
- While applying online, the candidates need to indicate their choice as 1<sup>st</sup>, 2<sup>nd</sup> & 3<sup>rd</sup> post of Office Peon, Jarikarak & Mali.
- It may be noted that the choice given during the applications process will be considered final and cannot be changed at a later date.
- In case, the candidate also applies for the Objective Type Written Test for Grade-III posts(Junior Assistant) in Kamrup District, then the candidate should ensure that the mobile number which is given during the application time is the same in both the posts.
- In case, the same candidate applies with different phone numbers for different posts, then the examination centers may end up being different for different posts and the Kamrup District Administration takes no responsibility for the same.
- Since the applications are submitted online, the question of submission of applications through proper channel in case the candidates are already employed becomes redundant. However, such candidate shall intimate their appropriate appointing authorities about the submission of application in writing.
- Declaration in Form-A under Rule 5(1) of the Assam Public Services(Application of Small Family Norms in Direct Recruitment)Rules,2019 to be submitted.
- The candidate should upload self-attested scanned copies of the following documents:-

- Educational Qualification Certificate;
- Age Proof Certificate( i.e. Birth Certificates issued by the competent authority or School Certificates issued by the recognized Institutions);
- Caste Certificate, in case of candidate applying under the Reservation categories;
- EWS Certificate issued by the competent authority;
- Recent Passport size color photograph of size 3.5cm X 4.5cm with white Background;
- In case of candidates of PwD category, a Certificate on following categories to be submitted, issued by the Social Welfare Department as per instructions of Government O.M.No.ABP.180/2017/105, dt.07/01/2019;

**3<sup>rd</sup> Category(c)**locomotor disability including cerebral palsy, leprosy cured dwarfism, acid attack victim and muscular dystrophy.

- Scanned signature of the candidate(Black Ball Pen preferably);

**5) Period for receipt of online applications:**

- Applications will be received online from midnight 12<sup>th</sup> January 2021 up to 12-00 Noon of 21<sup>st</sup> January/2021.

**6) Issue of Hall Tickets/Admit Cards/Call Letters:**

- i) The online Hall Tickets/Admit Cards/Call Letters will be available on the official website link and can be downloaded for appearing in "Written Examination", whose applications are accepted as per eligibility criteria.
- ii) It may be noted that no separate Hall Tickets/Admit Cards/Call Letters will be issued and it will be the responsibility of the applicant to take the printout.
- iii) No body without Hall Tickets/Admit Cards/Call Letters shall be allowed to enter Examination Center.

**7) Selection Procedure:**

- i) The candidates, whose applications are accepted will be required to appear in an Objective Type Combined Written Test to be held at specified venues as per date, time mentioned in Hall Tickets/ Admit Cards/Call Letters;
- ii) The examination will consist of the following subjects:

Sl. No.	Subject	Total Marks
1	General English	50
2	General Knowledge	25
3	Language Skills Test in Assamese	25
Grand Total Marks:-		100

- iii) A combined list for all Grade-IV vacancies as stated above will be prepared on merit basis.
- iv) From the said merit list, candidate will be shortlisted cadre-wise according to the advertised made, i.e. first shortlisting will be made for Office Peon, then for Jarikarak and then for Mali.
- v) Against each vacancy, 4(Four) Candidates will be shortlisted on the basis of the marks obtained in the Combined Written Test;
- vi) The candidates, shortlisted through Combined Written Test will have to attend for documents verification and the date, time & venue for documents verification will be intimated to the candidates concerned in due course of time;
- vii) The Final Select List will be prepared after documents verification and will contain the names of candidates equal to the number of vacancies advertised and selected;
- viii) The Final Select List will be published in two widely circulated newspapers;
- ix) The appointment will be made on receipt of satisfactory Police Verification Report from the authority concerned;
- x) At the time of joining, the appointees will have to give an undertaking that they will abide by the Rules of New Pension Scheme issued by the Government;

**Note:-**

- i) Applicants are advised to submit only a single application for single post.
- ii) Multiple applications from the same candidate for single post may lead to disqualify of the candidate.
- iii) Canvassing directly or indirectly shall disqualify a Candidate.
- iv) No manual application form will be accepted.
- v) No TA/DA is admissible for appearing in the written test and documents verification.
- vi) The decision of the Deputy Commissioner, Kamrup as to the eligibility or otherwise of a candidate for admission to the examination shall be final.