

**Details Terms & Conditions for Junior Assistant:-**

**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
Junior Assistant (Gr.-III)	20	1	1	--	9	3	4	1	1	--	3	1	1	--

**2) Pay Scale:-** Rs.14000/- to 60500/- + GP Rs.6200/- 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 candidates who belong to OBC/MOBC;
- Age limit of candidates will be calculated on the basis of Birth Certificates issued by the competent authority, HSLC Admit Card/Certificates issued by the recognized Board/Council.
- No other documents shall be accepted in lieu thereof for the purpose.

**B) Educational Qualification:**

- The candidate must be a Graduate in any discipline from a recognized University.
- The candidate must possess a minimum 6(Six) months Diploma/Certificate in computer application from an Institute recognized by the Government.
- They must have good working knowledge of office productivity software tools(independent) of any operating system, i.e. MS Windows, Linux, MAC etc.) such as Word Processor, Spreadsheet, Presentation, Basic Understanding of database, internet, email, Social Media etc.

**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;
- In case, the candidate also applies for the Combined Written Test for Grade-IV posts(Office Peon/Jarikarak/Mali) 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 HSLC Admit Card/Certificates issued by the recognized Board/Council);
- 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;
- Copy of 6(six) months Computer Diploma/Certificate,
- In case 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;

**4<sup>th</sup> Category**(d)Autism, Intellectual disability, Specific learning disability and mental illness & (e)multiple disabilities from amongst persons under clauses (a) to (d);

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

- The candidates shall exercise their choice of language i.e. Assamese/Bengali/Bodo/ Alternative English at the time of submission of online application itself for the Objective Type Written Test and the choice once exercised shall be final;

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

- i) Applications will be received online from midnight of 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 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 including General Knowledge and Quantitative Aptitude (Marks earmarked for General English, General Knowledge and Quantitative Aptitude are 75, 50 and 25 respectively).	150
2	Knowledge of Computer(Theory)	50
3	Language Skills Test in Assamese/Bengali/Bodo/Alternative English	50
Grand Total Marks:-		250

- iii) Against each vacancy, 4(Four) Candidates will be shortlisted on the basis of the marks obtained in the written test.
- iv) The candidates, shortlisted through written test will have to appear in a Computer Proficiency Test (Practical) and the date, time & venue of such test will be intimated to the candidates concerned in due course of time.
- v) The verification of original documents will be made during Computer Proficiency Test (Practical).
- vi) The Final Select List will be prepared on the basis of aggregate marks obtained in both Objective Type Written Test and Computer Proficiency Test(Practical) and will contain the names of candidates equal to the number of vacancies advertised and selected.
- vii) The Final Select List shall be published in two widely circulated newspapers.
- viii) The appointment will be made on receipt of satisfactory Police Verification Report from the authority concerned.
- ix) 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 disqualification 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/computer proficiency test.
- 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.