



**GOVERNMENT OF ASSAM
OFFICE OF THE DEPUTY COMMISSIONER
KAMRUP METROPOLITAN DISTRICT::GUWAHATI
(PERSONNEL BRANCH)**

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No.KPE.02/2021/46

Dated: Guwahati, the 22nd January, 2021

ADVERTISEMENT

In pursuance of Govt. Letter No. GAG(B).84/2014/145, dated 18th January, 2021, online applications are invited from the citizen of India as defined in article 5 to 8 of the Constitution of India for filling up of sanction vacant posts of 1(One) no. of Stenographer (Grade-III) and 39 (Thirty Nine) nos. of Junior Assistant (Grade-III) under the amalgamated establishment of Deputy Commissioner, Kamrup Metropolitan District, Guwahati.

1. Post Details:-

Sl. No	Name of the Post	Total Vacancies	Unreserved		UR (EWS)		OBC/MOBC		SC		ST (P)		PWD
			Total	RFW	Total	RFW	Total	RFW	Total	RFW	Total	RFW	
1	Stenographer (Grade-III)	1	1	-	-	-	-	-	-	-	-	-	0
2	Junior Assistant (Grade-III)	39	16	4	10	3	7	2	4	1	1	-	1

2. Pay Scale:-

For Stenographer: PB-2 Rs. 14000/- to 60,500/- + GP Rs 7400/- plus the other allowances as admissible.

For Junior Assistant: PB-2 Rs. 14000/- to 60,500/- + GP Rs 6200/- plus the other allowances as admissible.

3. Age:-

As per OM No. ABP.06/2016/51 dated 02/09/2020, candidates must not be less than 18 years of age and more than 40 years of age as on 01/01/2021. The upper age limit is relaxable for 5 years in case of candidates belonging to SC/ST, 3 years in case of candidates belonging to OBC/MOBC, 2 years for ex-servicemen and 10 years for persons with disabilities as per existing govt. norms. The Age limit of candidates will be calculated on the basis of Birth Certificate issued by the competent authority or Matriculation/HSLC Admit Card/Certificate issued by a recognized Board/Council. No other documents shall be accepted in lieu thereof for the purpose.

4. Educational Qualification:-

A. For Stenographer:

- The candidates must be Graduate in any discipline from any recognized University.
- The candidates must possess a minimum 6 (six) months Diploma in Computer Application along with a Diploma in Stenography from any Govt. Recognized Institute.

B. For Junior Assistant:

- The candidates must be Graduate in any discipline from any recognized University.
- The candidates must possess a minimum 6 (six) months of Diploma in Computer Application from any Govt. Recognized Institute.
- The candidates must have the Knowledge of Assamese Typing.

5. 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 prescribed online form will be available in website <https://niyukti.assam.gov.in/kamrupmetro>.
- Before applying online candidates are advised to carefully go through the instructions provided in the above website.
- The Applications must be submitted online through official website <https://niyukti.assam.gov.in/kamrupmetro>.

- v. Candidates are required to upload latest Passport size photograph, Admit Card/Certificate of Matric/ HSLC examination, Certificate and Mark Sheet of Graduation, Scanned Signature, No Objection Certificate (for those already employed), EWS Certificate (in case of EWS Category), Caste Certificate (in case of Reserved category candidates), Employment Exchange Card, Disability Certificate (in case of Differently abled/PwD) issued by competent authority. No other documents i.e. hard copy of the online application form etc are required to be sent to this Office.
- vi. 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.

6. Period for receipt of online applications:

Applications will be received online from 24th January, 2020 to midnight of 7th February, 2021.

7. Selection procedures:


The candidates applying for the post of Stenographer and Junior Assistant will have to appear written test. The syllabus of the Written Examination will be as follows:

Sl No	Subject	Total Marks
1.	General English(50Marks), General Knowledge(50 Marks), Quantitative Aptitude (25 Marks), Logical Reasoning(25 Marks)	150
2.	Knowledge of Computer Theory	50
3.	Language Skills (Assamese)	50
Grand Total		250

- i. Against each vacancy, 4(four) nos. of candidates will be shortlisted on the basis of the marks obtained in the written test.
- ii. The candidates shortlisted through written test will have to appear in Computer Proficiency Test (Practical) 50 Marks. However, in addition, the candidates for Stenographer will also have to appear in the Skill Test on Stenography (Practical) 50 Marks.
- iii. The candidates who qualified the written test must produce all the original testimonials for verification at the time of Computer Proficiency Test.
- iv. Since the applications are submitted online, the question of submission of applications through proper channel in case of the candidates already employed becomes redundant. However, such candidates shall intimate their appropriate appointing authority about the submission of application.
- v. The Final Selection list will be prepared on the basis of aggregate marks obtained in both Objective Type Written Test and Stenography Skill Test/ Computer Proficiency Test (Practical) and will contain the names of candidates equal to the number of vacancies advertised and selected.
- vi. The selected candidates will have to submit an Undertaking to the Appointing Authority that they will abide by 'New' Pension Rules of the Govt. issued vide Finance Department's Letter No. BW-3/03/Pt-II/1 dated 25/01/2005.
- vii. The appointment shall be made after keeping due reservation of the vacancies for SC, ST(P), and ST(H) candidates as per Govt. guideline and maintaining roster points vide Govt. OM No. TAD/BC/68/2011/Pt-I/136 dated 4th November, 2013.
- viii. All appointments will be made after police verification report as per procedure.
- ix. No TA/DA will be admissible for appearing in the Written Test/Interview.
- x. The date & venue of the written test/interview will be notified later on through news paper/official website. Those candidates who have qualified in the written Test will be called for Stenography Test/Computer Skill Test accordingly.
- xi. CANDIDATES SHOULD BE WELL VERSED IN STATE OFFICIAL LANGUAGE.

Note:

- i) Applicants having the required essential qualification for the posts as mentioned above may apply for both the posts by submitting their first preference, second preference.
- 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 Metropolitan District as to the eligibility or otherwise of a candidate for admission to the examination shall be final.


 Deputy Commissioner
 Kamrup Metropolitan District
 Guwahati

Memo No. KPE.02/2021/46-A

Dated: Guwahati, the 22nd January, 2021

Copy for favour of information and necessary action to:

1. The Commissioner & Secretary to the Govt. of Assam, General Administration (B) Department, Guwahati-6.
2. The Commissioner & Secretary to the Govt. of Assam, Finance (EC-II) Department, Guwahati-6.
3. The Accountant General (A&E), Assam, Maidamgaon, Guwahati-29.
4. The Commissioner, Lower Assam Division, Guwahati-01.
5. The Director, Information and Public Relations Assam, Dispur, Guwahati-06.
6. All Deputy Commissioners of Assam.
7. All Circle Officers/BDOs of Kamrup Metropolitan District for information.
8. The Deputy Director, O/o the Deputy Director of Employment, Kamrup Metropolitan District, Guwahati, Assam for display the advertisement in his/her Office Notice Board.
9. The DIO, NIC, O/o the Deputy Commissioner, Kamrup Metropolitan District. He is requested to publish the advertisement through website accordingly.
10. The DIPRO, O/o the Deputy Commissioner, Kamrup Metropolitan District is requested to take necessary steps to get the advertisement published in three esteemed daily newspapers both Assamese and English for wide publicity.
11. Notice Board, Deputy Commissioner Office, Kamrup Metropolitan District.
12. Order Book



Addl. Deputy Commissioner
Kamrup Metropolitan District
Guwahati

DECLARATION

Form- "A"

[See rule 5 (1)]

I, Shri /Smti.
Son / daughter / husband / wife of Shri/Smti.....
Agedyears, resident of
.....

do hereby declare as follows:

- 1) That I have filled my application for the post of
advertised vide
- 2) I have (number) living children as on today. Their names, sex and date
of birth are:

Name

Sex

Date of birth

- 3) I am aware that if I have more than two living children, I am liable to be disqualified
for the appointment to the post.
- 4) I also declare that:
I am not married / I am married and my spouse and I have not violated the provision of
legal age of marriage.
- 5) I am aware that marrying in violation of the provision of the Prohibition of Child
Marriage Act, 2006 (Act No. 6 of 2007) shall be disqualification for appointment to the
post applied for.

Place:

Date :

Signature of the applicant