



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-17/2020/61

Dated, Nalbari the 1st March, 2023

ADVERTISEMENT

In pursuance of the approval accorded by the Govt. of Assam, Revenue & D.M. (LR) Department, Dispur, Guwahati-06 vide letter No.Ecf No.234369/7 dtd.15/10/2022, online applications are hereby invited from the eligible candidates who are citizen of India as defined in Article 5 & 8 of the Constitution of India domiciled in the State of Assam for filling up 18(Eighteen) nos. of sanctioned vacant post of **Lot Mandal(Gr-III)** under the amalgamated establishment of the Deputy Commissioner, Nalbari in the Pay Band of Rs.14,000/- to Rs.60,500/-P.M. and Grade Pay Rs.6,200/-P.M. with other allowances as admissible under the rules. Category wise reservation of vacancies as per 100 point roster are as shown below:-

Sl. No	Name of post	Total vacancies	Category wise distribution											
			Un reserved		OBC/ MOBC		SC		ST (P)		ST (H)		PWD	
			Total	RFW	Total	RFW	Total	RFW	Total	RFW	Total	RFW	Total	RFW
1.	Lot Mandal	18	10	03	06	02	Nil	Nil	Nil	Nil	02	Nil	Nil	Nil

(1)Eligibility Criteria:

- Age :** Candidates must not be less than 18 years of age and not more than 40 years of age as on 1st January, 2023. The upper age limit is relaxable by 03 years in case of candidates of OBC/MOBC, 05 years in case of candidates of SC & ST and 10 years for PWD candidates as per Govt. Office Memorandum No. ABP.6/2016/51, dtd.02/09/2020. Due weight age, preference and relaxation/condonation of over-age, if necessary shall be given by Selection Committee to the Addl. Mandal depending upon the length of service rendered by him/her as per Govt. OM No. RLR.92/95/Pt-1/104 dtd.23/09/2013.

(2)Educational Qualification:-

- The candidate must have passed HSLC examination or equivalent examination from any Central or State recognized Boards.
- The candidate must possess a valid 06(Six) months RCCC training passed Certificate from Assam Survey & Settlement Training Centre, Dakhingaon, Guwahati.
- The candidate must possess a minimum 06(Six) months diploma/ certificate in computer proficiency from a Govt. recognized institute.
- The candidate must have the knowledge of English and Assamese typing.

(3)Application Fee : There is no application fee for the aforesaid posts as per Govt. of Assam, Finance(Esstt.-A) Department, Dispur, Guwahati-6 vide Notification No.FEG.32/2016/12b, dtd.21/05/2018.

(4)How to apply :

- The interested candidates may submit application online by visiting the district website nalbari.assam.gov.in under tab "RECRUITMENT"
- ONLINE FORM MAY BE FILLED UP** w.e.f. 02/03/2023(10.00 a.m. to 12/03/2023(up to 12.00 P.M)). No application will be filled up after expiry of the given time.
- The date and venue of the written test will be notified through the official website of Nalbari district nalbari.assam.gov.in
- Candidates can also download their admit cards from the same website.
- Candidates already in the Govt. service acting as Addl. Mandal may apply through proper channel.**

(5) Applicants must upload the following documents/testimonials :-

- All Certificates/Mark sheets in support of educational qualifications, 06(Six) months recorders Certificate Class Course(RCCC) training passed certificate and other required qualifications, Age proof Certificate, PWD Certificate, Caste Certificate(if applicable), valid Employment Exchange Registration Certificate and Declaration in Form "A" under Rule 5(1) of the Assam Public Service(Application of small Family Norms in Direct Recruitment)Rules, 2019,
- Latest scanned Passport size photograph.
- Scanned Signature.

[Handwritten Signature]
1/3/23
Deputy Comm. (Personnel)
Nalbari

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6. **Procedure of Selection** : The Candidates whose applications are accepted as per eligibility criteria shall have to appear in a Written Test. The syllabus of the written test will be as follows:-

Sl. No.	Subject	Total Marks
1	Survey & Settlement Matter	50
2	General Knowledge	20
3	General English	15
4	Mathematics	15
Grand Total		100

7. Against each vacancy, 04(four) Nos. of candidates will be shortlisted on the basis of marks obtained in the written test.
8. Preference will be given for absorption of Addl. Mandal as required under the O.M. No. RLR.92/95Pt-I/104 dtd.23/09/2023.
9. The candidates shortlisted based on written test will have to appear in the computer Proficiency Test (Practical) of 25(Twenty Five) marks(both English & Assamese).
10. The candidates who qualify the written test must produce all original testimonials for verification at the time of computer proficiency test.
11. No TA/DA will be admissible to the candidates.
12. All appointment will be made only after Police verification report as per procedure and certificate of medical fitness.
13. Candidature of candidates is provisional and the selection committee has the right to accept or reject the candidature of any candidate at any stage of recruitment after proper scrutiny of the educational and other relevant documents.
14. The selected candidates for appointment shall have to give an undertaking that they will abide by New Pension Scheme of Govt. of Assam.
15. Canvassing directly or indirectly will be liable for disqualification.

Deputy Commissioner,
Nalbari.
Dated 1st March, 2023

Memo No.NPE-17/2020/61 -A

Copy to:-

1. The Commissioner & Secretary to the Govt. of Assam, Revenue & DM(LR) Department, Dispur, Guwahati-06 for favour of kind information. This has the approval vide Govt. letter RLR-228776/172 dtd.20/02/2023
2. The Commissioner, Lower Assam Division, Panbazar, Guwahati-1 for favour of kind information.
3. The Director of Land Records and Surveys etc. Assam, Rupnagar, Guwahati-32 for favour of kind information.
4. The Director of Information and Public Relations, Assam, Guwahati for information and necessary action.
5. The State informatics Officer, NIC, Assam, Dispur, Guwahati-6 for favour of information and necessary action.
6. All Deputy Commissioners of Assam for information and necessary action.
7. All Addl. Deputy Commissioners, Nalbari for information and necessary action.
8. The DIO, NIC Nalbari for information and necessary action. He is requested to upload the advertisement in the Nalbari District Administration Website.
9. All Circle Officers of Nalbari District for information and necessary action.
10. The District Information and Public Relations Officer, Nalbari. She is requested to publish the Advertisement in 02(Two) daily Newspaper, 1(One) in Assamese and 1(One) in English.
11. The Employment Officer, District Employment Exchange, Nalbari for information and necessary action.
12. The Revenue Sheristadar, DC's Office, Nalbari for information.
13. Notice Boars, DC's Office, Nalbari
14. Order File.

Deputy Commissioner,
Nalbari.

[Handwritten Signature]
3/23
21/3/2023