



**GOVERNMENT OF ASSAM  
OFFICE OF THE DEPUTY COMMISSIONER ::MAJULI DISTRICT ::MAJULI.  
PERSONNEL BRANCH.**

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No. MRP.17/2020/03/

Dated Majuli the 12<sup>th</sup> October,2020.

**Advertisement**

Applications are invited online through <https://niyukti.assam.gov.in/majuli> from citizens of India as defined in Articles-5&8 of the Constitution of India for filling up 2(two) posts of Junior Assistant (Grade-III) and 01(one) post of Copyist (Grade-III) in the office of the Deputy Commissioner, Majuli. This is in pursuance of the Govt. letter No.GAG(B).303/2016/Pt/36-37, dated 11-08-2020 issued by the government in General Administration Department, Dispur, Assam. The pay band and grade pay with other allowances as admissible under rules are shown below .

Sl No.	Name of the post	No. of posts	Reservation category	Pay band.
1	Junior Assistant	02(two)	01(one ) UR; 01(one) OBC.	Rs.14,000/- to Rs.60,500/-, Grade pay: Rs.6,200/-
2	Copyist	01(one)	UR	Rs.14,000/- to Rs 60,500/-, Grade pay: Rs.5,600/-

**Terms and conditions:-**

1. **Age**:- Candidate must not be less than 18 years of age and not more than 40 years of age as on 01-01-2020. The upper age limit is relaxable for candidates belonging to SC/ST categories upto 45 years ; for candidates belonging to OBC/MOBC categories upto 43 years ; for candidates belonging to ex-Servicemen category upto 42 years and for candidates belonging to Persons with Disabilities category upto 50 years as per Govt. OM No.ABP.06/2016/51; dated 02/09/2020 issued by the government of Assam in Personnel(B) Department.
2. **Educational qualification**:-
  - a) The minimum educational qualification of candidates for both the posts - Junior Assistant and Copyist- shall be graduate in Arts/Science/ Commerce from a recognized State/Central University or a degree equivalent thereof and recognized as such by the State /Central Govt.
  - b) Candidates for the post of Junior Assistant must possess a minimum of 06(six) months Diploma in Computer Application from an institute recognized by State/Central Government and have proficiency in basic computer applications like MS Windows, Linux, MAC, EXCEL, Power point, DTP( English and Assamese) and internet processing etc.
3. **Applicants must upload the following documents/ testimonials along with the application:-**
  - One recent passport size photograph.
  - Specimen Signature
  - Admit Card/Pass Certificate & mark sheet of HSLC Examination
  - Certificate/ Mark sheet of Graduation
  - Computer proficiency certificate
  - Caste certificate(If applicable)
  - Employment Exchange Registration Certificate
  - Experience certificate(If any).
4. Candidates already in government service should apply through proper channel.
5. Candidates whose application are accepted as per eligibility criteria will be required to appear in a Written Examination and Computer Proficiency Test in case of those applying for the posts of Junior Assistant and hand writing test in case of those applying for the Copyist post. Selection will be strictly on the basis of merit.
6. **Incomplete application will be rejected.**
7. The selection committee shall have the right to accept or reject the candidature of a candidate after proper scrutiny of the documents/testimonials etc. with regards to the modalities of selections. The decision of the selection committee shall be final and binding. The selected candidates will have to submit an undertaking to the appointing authority that they will abide by the new pension rules issued by the Government of Assam in Finance Department vide No.BW.03/2003/Pt-1/1; Date:25/01/2005.
8. The appointment will be made after necessary police verification, document verification and medical examination as per the procedure.
9. Appointment will be made in accordance with the provision of AFRBM Act 2005 under Section7(f).
10. The candidates qualifying in the written test must produce all original testimonials for verification at the time of Computer Proficiency Test.



11. Admit card/call letters for Written Test and Computer Proficiency Test will be sent/intimated to eligible candidates through e-mail/SMS and also will be notified through the website <https://niyukti.assam.gov.in/majuli>. All applicants are to mandatorily give their email address and a working mobile number for such communications. The candidates can download their admit cards from the website <https://niyukti.assam.gov.in/majuli>.

12.

Date of commencement of application	13-10-2020
Last date of application	27-10-2020

13. **Subjects for written examination:**

a) **For Junior Assistant:**

Sl No.	Subject	Marks
1	General English(75 marks), General Knowledge (50 marks), Quantitative Aptitude(25 marks)	150
2	Knowledge of computer(Theory)	50
3	Language skills in Assamese	50
4	Computer Proficiency Test	50

b) **For Copyist:**

Sl No.	Subject	Marks
1	General English, General Knowledge & Arithmetic	100
2	Handwriting Test	50

14. Four candidates shall be selected against each vacancy notified on the basis of the aggregate marks obtained in the written examination to appear in the Computer Proficiency Test(Practical) for Junior Assistant and Handwriting Test for Copyist.
15. Final selection will be done on the basis of merit ( Aggregate marks obtained in the Written Test and Computer Proficiency Test( for Junior Assistant) and Hand writing Test( for copyist).
16. No TA/DA will be admissible for appearing in the Written Test and Computer Proficiency Test/Handwriting Test.
17. There will be no viva- voce interview.
18. Canvassing in any form will lead to disqualification of the candidate.

  
Deputy Commissioner,  
Majuli, Assam.

Dated Majuli the 12<sup>th</sup> October, 2020.

Memo No. MRP.17/2020/03/

Copy to :

1. The Commissioner & Secretary to the Government of Assam, General Administration Department, Janata Bhawan, Dispur, Guwahati-06 for favour of kind information.
2. The Commissioner , Upper Assam Division, Jorhat, Cinnamora-785008 for favour of kind information.
3. The Deputy Commissioner and Sub-Divisional Office ( Civil)( All) , for favour of information and necessary action.
4. The District Information and Public Relation Officer, Majuli for information with a request to publish this advertisement in 02 ( Two) widely published local newspapers.
5. The Director, Employment and Craftsman Training, Assam for information and necessary action.
6. The State Informatics Officer, NIC, Assam State Unit, Dispur, Guwahati-6 for information.
7. The District Informatics Officer, Majuli for uploading this advertisement in the district website [www.majuli.gov.in](http://www.majuli.gov.in)
8. The Assistant Employment Officer, Majuli for compulsory notification of the advertisement in their office Notice Board in compliance with the directions of the Hon'ble Supreme Court of India.

  
Deputy Commissioner,  
Majuli, Assam.