



GOVERNMENT OF ASSAM
OFFICE OF THE DEPUTY COMMISSIONER ::: SIVASAGAR
(PERSONNEL BRANCH)

No. SVPP.27/2020/13

Dated Sivasagar the 23rd December 2020

ADVERTISEMENT

In pursuance of Govt. Letter No. GAG(B).235/2014/143-144 dated 04/12/2020 online applications are invited from the citizens of India as defined in Articles 5 to 8 of the Constitution of India for filling up of the 13 (Thirteen) Nos. of sanctioned vacant posts of Junior Assistant in Amalgamated Establishment of Deputy Commissioner, Sivasagar in the Scale of Pay of PB-2 Rs.14000-Rs.60500 - Grade pay Rs.6200 plus other allowances as admissible under Rule. Online form may be filled up w.e.f. 25th December,2020 (10-00 AM) onwards to 10th January,2021 (5-00 PM) at <https://niyukti.assam.gov.in/sivasagarja/>. The application will not be accepted after expiry of the given time as the link will be disabled. The details are as shown below:

Name of Post: Junior Assistant.

Sl.No	Name of Post	Number of vacant post	Reservation						
			ST(P)	ST(H)	SC	OBC/MOBC	EWS	UR	For Women
1	Junior Assistant	13 (Thirteen) nos.	01	03	03	03 (One Post reserve for (PwD)Locomotor disability or Cerebral Palsy	02	01	As per norms

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 the candidates belonging to OBC/MOBC categories upto 43 Years, for candidates belonging to ex-Servicemen category upto 42 years and for candidate 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 :

- For the post of Junior Assistant the minimum educational qualification of the candidates shall be a Graduate in Arts, Science or Commerce from a University recognized as such by the State/Central Government or a Degree equivalent thereof and recognized by the State/Central Government.
- Candidate for the post of Junior Assistant must possess a minimum of 6(six) months Diploma in Computer application from Institute recognized by the State/Central Government and have proficiency on basic Computer application like MS windows, Linux, Mac Excel, PowerPoint, DTP (English/Assamese) and internet processing etc.

3. How to apply :

- Candidates are required to apply in prescribed form uploaded in <https://niyukti.assam.gov.in/sivasagarja/> through online mode. The application form will be available online from 25/12/2020.
- Instructions for filling up in prescribed form will be available in <https://niyukti.assam.gov.in/sivasagarja/> from 25/12/2020 to 10/01/2021.
- Before applying online, candidates are advised to carefully go through the instructions provided in the above website.
- Applicants must uploaded the following documents/testimonials alongwith the application –
 - Caste Certificate (If applicable)
 - EWS Certificate (If applicable)
 - Age proof Certificate,
 - Employment Exchange Registration Card,
 - Admit Card/Pass Certificate & Marksheet of HSLC Examination.
 - Pass Certificate & Marksheet of HS Examination,
 - Pass Certificate & Marksheet of Graduation,
 - Computer proficiency Certificate (6 months),
 - Applicant's Photograph.
 - NOC from current employer if applicable.

- e) Incomplete/defective/invalid application will be summarily rejected.
- f) It is mandatory for the candidates to mention a valid Mobile Number and email address in the application form.
4. The date of venue of the written test will be notified later on through Local News Paper & website <https://niyukti.assam.gov.in/sivasagarja/>. Candidates should be well versed in state official language.
5. Admit Card/Call Letters for Written Test and Computer Proficiency Test will be sent/intimated to eligible candidates through email/SMS and also will be notified through the web site <https://niyukti.assam.gov.in/sivasagarja/>. The candidates can download their Admit Cards from the web site <https://niyukti.assam.gov.in/sivasagarja/>.
6. After the Computer Proficiency Test candidates will have to bring all original testimonials i.e. Age proof Certificate, Caste Certificate, Educational Qualification Certificate, Computer Proficiency Certificate, Mark sheets for documents verification when called for.
7. The selected candidates will have to submit an Undertaking to the appropriate authority that they will abide by New Pension Rules of the Govt. issued vide Finance Department's Letter No. OM No. BW.7/2008/Pt/40 dated 06/10/2009.
8. No TA/DA will be admissible for appearing in the Written Test/Computer Proficiency Test.
9. Canvassing directly or indirectly in any form for selection will disqualify the candidature of the candidate.
10. Procedure for selection –

a) Candidates applying for the Post of Junior Assistant will have to appear in a Written Test as per Govt. Notification No. GAG(B)469/2016/36 dated 15/03/2017.

The syllabus of the Written Examination will be as follows –

Sl. No.	Subject	Total Marks
1	General English(75 Marks), General Knowledge(50 Marks), Quantitative Aptitude(25 Marks)	150
2	Knowledge of Computer (Theory)	50
3	Language skills (Assamese/alternative English)	50
Total		250

After the written test, the short listed candidates will have to appear in a Computer (Practical) Test (50 Marks) and schedule will be intimated accordingly.

b) Final Selection will be done on the basis of merit(Aggregate marks obtained in the written Test and Computer Proficiency Test)

c) Date of commencement of application: 25/12/2020

d) Last date of application : 10/01/2021

Sd/-
Deputy Commissioner,
Sivasagar

Memo No. SVPP.27/2020/13 (A)

Dated Sivasagar, the 23rd December/2020

Copy for information and necessary action:

1. The Commissioner & Secretary to the Govt. of Assam, General Administration (B) Department, Dispur, Guwahati-6.
2. The Commissioner & Secretary to the Govt. of Assam, Finance (EC-II) Department, Dispur, Guwahati for favour of information.
3. The Accountant General (A&E), Assam, Maidamgaon, Beltola, Guwahati-29.
4. The Commissioner, Upper Assam Division, Jorhat.
5. The Director, Information and Public Relations, Assam, Dispur, Guwahati-6 for information and necessary action.
6. All Deputy Commissioners of Assam.
7. The Sub-Divisional Officer (C), Nazira for wide publicity.
8. The Circle Officers/ BDOs of Sivasagar District for wide publicity.
9. The DIO, NIC, DC's Office, Sivasagar for information and necessary action. He is requested to publish the advertisement through website accordingly.
10. The D.I.P.R.O., Sivasagar for wide publicity. He is requested to take necessary steps to get the advertisement published in Dainik Janambhumi & Assam Tribune.
11. The Assistant Director of Employment Exchange, Sivasagar for display the Advertisement in his/her Office Notice Board.
12. Notice Board, DC's Office, Sivasagar.

Deputy Commissioner
Sivasagar