



GOVERNMENT OF ASSAM  
OFFICE OF THE DEPUTY COMMISSIONER  
SOUTH SALMARA AMANKACHAR DISTRICT  
HATSINGIMARI  
(PERSONNEL BRANCH)

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No.HPE.26/Recruitment/2020/5-7  
Dated Hatsingimari the 7<sup>th</sup> December,2020.

**ADVERTISEMENT**

In accordance with the approval accorded by the Government in General Administration Department, Assam vide Letter No. GAG (B).125/2020/45 Dtd. 12<sup>th</sup> November,2020 online applications are invited from the intending candidates who are Citizens of India as defined in Articles 5 to 8 of the constitution of India for filling up of the following post, which are lying vacant under the establishment of office of the Deputy Commissioner, South Salmara Mankachar, Hatsingimari in the scale of pay of PB-II (Rs. 14,000/- to 60,500/- with Grade pay Rs. 6,200/- P.M. plus other allowances as admissible under Rule. Online form may be filled up w.e.f 7<sup>th</sup> December, 2020 at website <https://niyukti.assam.gov.in/ssm/>

| Name of the vacant post | No. of posts | Pay Band   | Reservation Category | Open Category |
|-------------------------|--------------|--|----------------------|---------------|
| Junior Assistant        | 3 (three)    | PB-II<br>Rs.14,000/- to 60,500/-<br>with Grade pay Rs. 6,200/- | SC-1<br>OBC-1        | UR-1          |

**Terms and conditions:-**

**1. Age**

The applicant should not be less than 18 years of age and not more than 40 years of age as on 01/01/2020 as per Govt. O.M. No. ABP6/2016/51 Dtd. 02.09.2020. The upper age limit is relaxable for 5 (five) years for SC & ST candidates, 3 (three) years for OBC/ MOBC, 2 (two) years for Ex-Serviceman and 10 (ten) years for PWD category candidates. The age limit of the candidates will be calculated on the basis of Matriculation/ HSLC Admit Card/Certificate issued by a recognized Board/ Council. No other documents shall be accepted in lieu thereof for the purposr.

**2. Educational Qualification**

- The applicants must be Graduate in any discipline from a recognised University.
- The candidates must possess a minimum 6(six) months Diploma/ Certificate in Computer Application from a recognized Institute. They must have good working knowledge of office productivity software tools like MS Window, Excel, power Point, DTP (English/ Assamese) and Internet Processing etc.

**3. 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 the prescribed form will be available in the website- <https://niyukti.assam.gov.in/ssm/>
- Before applying online, candidates are advised to carefully go through the instructions provided in the above website.

**4. Required documents/ testimonials to be uplodad at the time of applying:-**

- Recent coloured Passport size photograph.
- Scanned Signature of the Candidate in full
- self-assested copies of Certificates / Mark Sheets in support of educational qualification and other required qualifications like Computer Proficiency Certificate, Age Proof Certificate, Caste Certificate etc.
- Valid Employment Exchange Registration Certificate.

Contd....P/2

5. Since the applications are submitted online, the question of submission of application through proper channel in case of the candidates already employed becomes redundant. However, such candidates shall intimate their appropriate appointing authority about submission of application in writing.
6. The candidates already employed should note that the prerogative for according permission to appear in written examination/ join services on being selected by the Selection Committee in due course of time shall rest upon appropriate authority. The Selection Committee shall not be any way responsible / accountable in the event of not according permission to appear in the written examination/join service after selection.
7. Incomplete applications will be summarily rejected.
8. The selection will be done as per merit basis and the Selection Committee constituted for this purpose will prepare the Selection list adhering to the rules and procedures laid down by the Govt. of Assam.
9. The appointment will be made after necessary police verification and Medical examination as per procedure.
10. The Candidates qualifying in the written test must produce all original testimonials for verification at the time of Computer Proficiency Test.
11. The selected candidates will have to submit an undertaking to Appointing Authority that he/she will abide by the New Pension Scheme of the Government issued vide Finance Department letter No.DW.3/03/part-I/1 Dated 25.01.2005.
12. Date of written examination will be notified later on in the District Administration website <https://niyukti.assam.gov.in/ssm/>
13. Admit Cards/ Call letters for written test and Computer Proficiency test will be made available in the website <https://niyukti.assam.gov.in/ssm/>

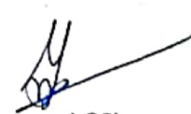
|   |            |
|---|------------|
| Date of commencement of submission of application | 07-12-2020 |
| Last date of submission of application            | 18-12-2020 |

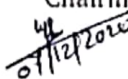
14. The applicants for the post of Jonion Assistant, whose applications are found in order will be called for Written Test Examination comprising of the following subjects:-

| <u>Subjects</u>                                | <u>Marks</u> |
|--|--------------|
| a) (i) General English                         | 50           |
| (ii) General Knowledge                         | 50           |
| b) Knowledge of Computer (Theory)              | 50           |
| c) <u>Language Skills in Assamese/ English</u> | 50           |
| Total=   | 200          |

After the written test, the shortlisted candidates will have to appear in a Computer Proficiency Test (Practical): Qualifying in given Job in particular time.

15. No TA/DA is admissible for appearing in the Written Test/ Computer Proficiency Test.
16. The undersigned reserves the right to cancel the advertisement, alter any terms and conditions of the advertisement at any stage without assigning any reason thereof.
17. Canvassing directly or indirectly shall disqualify a candidate.

  
 (G.S. Panesar, ACS)  
 Deputy Commissioner  
 South Salmara Mankachar &  
 Chairman, Selection Committee

  
 07/12/2020

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Memo No. HPE.26/Recruitment/2020/5-7 (A) Dated Hatsingimari the 7<sup>th</sup> December,2020.  
Copy to:-

1. The Principal Secretary to the Govt. of Assam, Finance (SIU) Deptt., Dispur, Ghy-6 for favour of kind information.
2. The Commissioner & Secretary to the Govt. of Assam, General Administration (B) Department, Dispur, Guwahati-6 for favour of kind information.
3. The Commissioner & Secretary to the Govt. of Assam, Finance Deptt. Dispur, Ghy-6 for favour of kind information.
4. The Commissioner, Lower Assam Division, Guwahati-1 for favour of kind information.
5. The Deputy Secretary to the Govt. Of Assam, General Administration Department, Dispur, Guwahati-6 for favour of kind information.
6. The State Informatics Officer, NIC, Assam State Unit, Dispur, Guwahati-6 for favour of kind information
7. All Circle Officers/ Block Dev. Officer of South Salmara Mankachar District for wide publicity.
8. The DIO i/c, NIC, South Salmara Mankachar with a request to upload the advertisement in the District website.
9. The Treasury Officer, Hatsingimari for information & necessary action.
10. The SDIPRO, South Salmara for information & necessary action. He is requested to take necessary steps to get the advertisement published in two leading newspapers, one in English and another in Assamese well circulated in locality and also telecast through local cable network/ FLS.
11. The Asstt Employment Officer of Employment Exchange, Hatsingimari for information & necessary action.
12. Notice Board, D.C's Office, South Salmara Mankachar.



Deputy Commissioner  
South Salmara Mankachar &  
Chairman, Selection Committee

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07/12/2020