



GOVERNMENT OF ASSAM

OFFICE OF THE DEPUTY COMMISSIONER::: UDALGURI:::ASSAM

Telephone & Fax No. 03711- 224433 (Office), 03711-225230 (Residence) and E-mail ID:- dc-udalguri@nic.in
(PERSONNEL BRANCH)

ADVERTISEMENT

In pursuance of Govt. letter No. GAG (B) .351/2013/Vol. II/36 dated Dispur, the 12th November/2020; online applications are invited from the citizen of India as defined in article 5&8 of the Constitution of India for filling up of the 6 (Six) nos of sanctioned vacant post of **Junior Assistants** in amalgamated establishment of Deputy Commissioner, Udalguri in the scale of **Pay of PB-2 Rs. 14,000-60,500 with Grade Pay Rs.6200 plus** other allowances as admissible under rule. Online form may be filled up w.e.f **06/01/2021** at website <https://niyukti.assam.gov.in/udalguri> or clicking the same hyperlink through the district website at udalguri.gov.in

Name of the post- Junior Assistant

Sl No	Name of the post	Total number of the post	Pay-Band	Reservation of the post		
				ST (P)	OBC	PwD
1	Junior Assistant	6 (Six)	Rs 14,000/-60,500/- with Grade Pay-Rs 6200/-	1	4	1

Terms and condition:

1. Age

Applicants should not less than **18 years of age and not more than 40 years of age on 01-01-2021** as per Govt. O.M No.ABP 6/2016/51 dated 02.09.2020. The upper age limit for OBC/MOBC is 43 years, SC/ST is 45 years, ex-Serviceman is 42 years and Persons with disabilities up to 50 years as per existing Govt. norms. 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 purpose.

2. Educational qualification:

- The applicants must be Graduate in any discipline from a recognized University.
- The Candidate must possess a minimum of 6 (Six) months complete diploma/certificate in computer application from a recognized institute. They must have proficiency on basic Computer application Like MS Window, Excel, Linux, 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.
- Before applying through online mode, candidates are advised to carefully go through the instructions provided in the website.

Instructions for filling up the prescribed form will be available in the website- <https://niyukti.assam.gov.in/udalguri>.

4. The applicants must upload the following documents/testimonials along with application.

- Recent coloured passport size photograph.
- Scanned signature of the candidate in full.
- Valid registration card of Employment Exchange.
- Self attested copies of certificates/Mark sheets in support of educational qualification and other required qualifications like Computer Certificate, Age Proof Certificate, and Caste Certificate etc.
- Disability Certificate (in case of PwD) issued by the competent authority.

5. Since applications are submitted online, the question of submission 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 and upload a copy of such intimation along with application form.

6. The applicants, who are already in Government service shall intimate their appropriate authority about submission of application in writing. 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 Commission shall not be any way responsible/accountable in the event of not according permission to appear in the written examination/ join services 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 select list adhering to the rules and procedures laid down by the Govt. of Assam.

9. The appointment will be made after necessary Police verification, document 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 the appropriate authority that they will abide by **New Pension Rules** of the Govt. issued vide Finance Department's letter no. OM No. DW.3/03/Part-I/1 dated 25.01.2005.
12. Date of written examination will be notified later in the website <https://niyukti.assam.gov.in/udalguri>.
13. Admit cards/call letters for written test and computer proficiency test will be made available in the in the website <https://niyukti.assam.gov.in/udalguri>.

Date of commencement of submission application	06/01/2021
Late date of submission of application	05/02/2021

14. The applicants for the post of Junior Assistant, whose applications are found in order will be called for Written Test Examination. The syllabus of the written examination will be as follows:

Sl No	Subject	Total marks
1	General English (75), General Knowledge (50), quantitative Aptitude (25)	150
2	Knowledge of Computer theory	50
3	Language Skills in Assamese/English	50
4	Computer Proficiency Test (After the written test, the shortlisted candidates will have to appear in a Computer Proficiency Test which will include typing in Assamese and English along with other requirements.	50
Total		300

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, after any terms and conditions of the advertisement at any stage without assigning any reason thereof.
17. Canvassing directly or indirectly shall disqualify a candidate.
18. The last date for submission of forms is 05/02/2021 up to 5:00 P.M.

sd/-
Deputy Commissioner,
Udalguri
&
Chairman, Selection Committee.

Memo No. UPE.15/2020 /5216-A
Copy to:-

Date, Udalguri, the 5th January, 2021

1. The Principal Secretary to the Govt. of Assam, Finance (SIU), Department, Dispur, Guwahati-6 for 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 Department, Dispur, Guwahati-6 for favour of kind information.
4. The Commissioner, North Assam Division, Tezpur for favour of kind information.
5. The Deputy Secretary to the Govt. of Assam, GAD, Dispur, Guwahati-06 for favour of kind information.
6. The Sub-Divisional officer (Civil), Bhergaon for information and for wide publicity.
7. All Circle Officer/ Block Dev. Officer of Udalguri District for wide publicity.
8. The DIO, NIC, Udalguri. You are requested to upload the advertisement in the Dist. Website.
9. The Treasury Officer, Udalguri for information and necessary action.
10. The DIPRO, Udalguri for information and necessary action. He is requested to take necessary steps to get the advertisement published in the leading newspapers, one in English and another in Assamese well circulated in locality and also telecast through FLS.
11. The Assistant Director of Employment Exchange, Udalguri for information & necessary action.
12. Notice Board, D.C's Office, Udalguri.

Deputy Commissioner,
Udalguri
&
Chairman, Selection Committee.