



Government of Assam

## OFFICE OF THE DEPUTY COMMISSIONER::UDALGURI

(PERSONNEL BRANCH)

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

### ADVERTISEMENT

Applications are hereby invited from eligible candidates in standard form of application as published in Part IX of Assam Gazette who are the citizens of India as defined in Article 5 to 8 of Constitution of India for filling up of the following vacancies (sanctioned posts) of Junior Assistant in the amalgamated Establishment of the Deputy Commissioner, Udalguri in the scale of Pay Rs. 14000.00- 49000.00 Plus Grade Pay of Rs. 6200.00 and other allowances as admissible under the Rules. The details are shown below:

- 1. Number of vacancies and reservations status:** - Total vacancy 04, (SC-NIL, ST (P)-NIL, ST (H)-NIL, OBC/MOBC- 01, UNRESERVED -03)
- 2. Educational Qualification:** - The candidates must possess a Bachelor's degree from a recognized University or any examination declared equivalent by the Government and 6(six) months diploma in Computer Application/ Knowledge from an Institution recognized by the Government.
- 3. Other Qualification:**(i) Candidates must have registered their names in the Employment Exchange and the registration numbers alongwith the dates must be mentioned in their applications. (ii) Candidates must be well versed in State Official Language. (iii) Candidates already in service shall apply through proper Channel.
- 4. Age:** - Candidates must not be less than 18 years and more than 43 years of age as on 01.01.2019. Upper age limit is relaxed by 5 years in case of ST/SC and persons with disabilities as per existing Rules will be admissible.
- 5. Selection Procedure :** Candidate applying for the post of Junior Assistant will have to appear in objective type written test of 250 marks comprising of General English (75 Marks) , General Knowledge ( 50 marks) and Quantitative Aptitude ( 25 marks), Knowledge of Computer ( Theory) (50 marks) and Language skill in Assamese /Bengali/Bodo/Alternative English( 50 marks ). Moreover, the candidates shall have to exercise their choice of language at the time of submission of application itself and the choice once exercised shall be final. The choice of language for language skill may be mentioned in the standard application form. There will also be separate computer proficiency (Practical) Test for 50 marks both in English and Assamese.
- 6.** Applicant shall submit the self attested copies of following documents/ testimonials along with application:
  - a) Admit Card (age proof), Pass Certificate and Mark sheet from HSLC onward.
  - b) Employment Exchange Registration Certificate.
  - c) Caste Certificate if applicable.
  - d) 3 (Three) copies of passport size photographs (One of which should be pasted on the application form).
  - e) Certificate of Diploma in Computer Knowledge.
  - f) Self addressed envelope with postal stamp of Rs. 5.00 only.
  - g) Physical disability certificate issued by competent authority if applicable.
- 7.** Call letters for Written Test and subsequent Computer Practical Test will be sent/ intimated to

eligible candidates by post. The Candidates who qualify in the Written Test will be called for Computer Proficiency Test( Practical) .

**8. How to apply:** Application should be sent through post or delivered by hand to Deputy Commissioner, Udalguri, P.O.: Udalguri, PIN: 784509, Dist.: Udalguri, BTAD (Assam), Post applied for shall be superscribed on the sealed envelope.

**9. Last date of application:** Application will be received during office hours up to **31/07/2019**. No application after the last date will be entertained. Deputy Commissioner, Udalguri will not be responsible for any postal delay.

**10.** A Selection Committee will be constituted to select the candidates for the post of Junior Assistant. The committee has the right to accept or reject the candidature after proper scrutiny of the documents/ testimonials etc. with regard to the modalities of selection. The decisions of the selection committee shall be final and binding.

**11.** No TA/ DA shall be admissible for appearing in Written/Practical Test.

**12.** The Candidates qualifying in the written test must produce all original testimonials for verification at the time of Computer Practical test.

**13.** The final select list shall be published in two widely circulated newspapers and Notice Board of the Office of the Deputy Commissioner, Udalguri.

**14.** The selected candidate will have to submit an undertaking to Appointment authority that he or she will abide by the New Pension Scheme of the Government issued vide Finance Department letter NO. BW/03/part-1/1 dated 25.01.2005.

(Dilip Kr. Das, ACS)  
**Deputy Commissioner,  
Udalguri.**

Memo No. UPE-2/2010/Vol-II/ 3937  
Copy to:-

Dated Udalguri the 12<sup>th</sup> July, 2019

1. The Commissioner & Secretary to the Govt. of Assam, General Administration(B) Department, Dispur, Guwahati-6 for kind information.
2. The Commissioner, North Assam Division, Tezpur for favour of kind information.
3. All Deputy Commissioner/ SDO (Civil) of Assam.
4. The DIO, NIC, Udalguri for information and necessary action. He is requested to publish the advertisement through website accordingly.
5. The District Employment Officer, Udalguri for display of the advertisement in his office.
6. The DIPRO, Udalguri is requested to give wide publicity of the advertisement through FLS and display the same in his Office Notice Board and also arrange publication of the advertisement in 2(two) widely circulated dailies one in vernacular and one in English.
7. All Circle Officers/ BDOs of Udalguri District for wide publicity.
8. Notice Board, D.C.'s Office, Udalguri.

  
**Deputy Commissioner,  
Udalguri.**