

## ADVERTISEMENT

**No.UEL-8/2017/3:** In pursuance of Govt. Letter No. ELE.97/2013/Pt./95 Dated 06.06.2017, applications are in Standard Form as published in Assam Gazette in Part-IX from the citizen of India as defined in Articles 5 to 6 of the Constitution of India for filling up of the following posts sanctioned by Govt. vide letter Nos.ELE. 321/2014/20 dated 20.03.2015 in the office of the Deputy Commissioner, Election Branch, Udalguri in the Pay Scale & Grade with other allowances as admissible under Rule as shown below.

Sl. No.	Name of Posts	Reservation category	Scale of Pay
1.	Data Entry Operator 2 (two) nos.	UR=2	Pay Band (II) (5200-20200) + G.P. Rs. 2400 p.m.

1. Age limit not lower than 18 years and exceeding 38 years as on 01.01.2017. Relaxation of age is admissible as per existing Rules.
2. **Educational Qualification:** Minimum Graduate in any stream with minimum 60% marks in aggregate with an UGC / AICTE approved / recognized Diploma in Computer Science / Applications / "O" Level or equivalent certificate from NIELIT.  
**Or**  
Diploma holder from Polytechnic with minimum 60% marks in aggregate or equivalent grade from UGC / AICTE approved recognized institutions in Computer Science / Computer Engineering / Electronics / Telecommunications Engineering / Information Technology.
  - a. **Desirable Conditions:** Candidate must have typing speed of not less than 8000 key depressions per hour. A certificate of typing / Skill Test is needed.
  - b. **Other preferences:** Typing knowledge in languages like Assamese / Bengali / Devnagari would be preferable.
  - c. **Experience:** Minimum 2 years of experience in data entry operator is needed.
3. Candidates already in Government service should apply through proper channel.
4. Mandatory particulars to be enclosed with the application are HSLC Admit Card, Pass Certificate & Mark Sheets of HSLC and Graduation, PRC, Caste Certificate, Employment Exchange Registration Card, 4 (four) copies of recent passport size photograph on front side with name of applicant and address of the applicant written on the rear side and 1 (one) of which will have to be pasted on appropriate opposition of the application. An envelope affixing postal stamp of Rs. 10.00 and also writing of applicant's full address shall be submitted
5. The last date for submission of application is fixed on 10.07 2017. Incomplete and incorrect application will be rejected.
6. Candidate applying for the post of Data Entry Operator will have to appear in a written test of 100 marks comprising General English, General Knowledge, General Aptitude & Current Affairs and the date for which will be intimated in due course of time through daily news paper. Call letters for the same shall be issued to the candidates. Successful candidates of written test for Data Entry Operators will be called for an interview and proficiency test in type writing and computer. The dates of interviews and test of proficiency in type writing and computer shall be advertised and call letters dispatched to successful candidates of written examination.
7. Candidates may also mention mobile no and E-mail ID in their application.
8. If any eligible candidate does not receive the call letter before through Postal Department, he shall collect his call letter from the office of the undersigned on or before the date of respective interview. No admission to any interview hall would be permitted without production of call letter pasted with attested photograph of the applicant.
9. A selection Committee shall be constituted to select the candidates for the said post. Candidature of candidates is provisional and the Committee has the right to accept or reject the candidature of any candidates at any stage of recruitment after proper scrutiny of the documents / testimonials etc.
10. The selected candidates for appointment shall have to give an undertaking that they will abide by the New Pension Rule of Govt. of Assam along with their Joining Report.
11. While considering for appointment, other claims under different Rules and the Govt. instructions as well as cases covered by Hon'ble High Court etc. would be placed before the Selection Committee as per Law. The onus for making various claims as above lies upon the applicant who shall submit the same along with applications. The onus for providing proof of special claims lies upon the applicant. Documents relating to various claims have to be submitted directly to the Deputy Commissioner, Udalguri physically on or before the last date of test (either interview or test & proficiency whichever is later).
12. The applications should be sent to the following address through Post or by hand super scribing the post applied for on top of the envelope. The address of recipient is office of the Deputy Commissioner, Udalguri District, PO. Udalguri, Pin-784509, Assam.
13. No TA / DA will be admissible to the candidates.

(Sadhana Hojai, IAS)  
Deputy Commissioner &  
District Election Officer, Udalguri.

Memo No.UEL-8/2017/3

Date:28/06/2017

Copy to:

1. The Principal Secretary to the Govt. of Assam, Personnel Department , Dispur Guwahati -6 for favour of kind information.
2. The Commissioner & Secretary to the Govt. of Assam, General Administrative 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 Chief Electoral Officer, Assam, Dispur, Guwahati-6 for favour of kind information.
5. The Commissioner, North Assam Division, Tezpur for kind information.
6. The Director of Information and Public Relations, Assam, Dispur, Guwahati- 6 is requested to take necessary step for advertising the matter in 2(two) nos. daily news paper for one day only.
7. All Deputy Commissioner of the State of Assam for wide publicity.
8. All Sub-Divisional Officer (Civil) of the State of Assam for wide publicity.
9. The District Information and Public Relations Officer, Udalguri is requested to take necessary step for advertising the matter at least 2(two) nos. daily news paper and wide publicity.
10. The Assistant Employment Officer, District Employment Exchange, Udalguri for information.
11. Notice Board of D.C's Office, Udalguri.



(Sadhana Hojai, IAS)

Deputy Commissioner &  
District Election Officer, Udalguri.

