



GOVERNMENT OF ASSAM

OFFICE OF THE DEPUTY COMMISSIONER::JORHAT DISTRICT::JORHAT
(PERSONNEL BRANCH)

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No.JPE.25/2018/

Dated Jorhat the 15th September,2018

ADVERTISEMENT

In pursuance of Govt. letter No GAG(B)32/2015/163 Dated 7/07/2018 online applications are invited in standard Form as Published in Assam Gazette in Part –IX from the citizen of India as defined In Articles 5&8 of the constitution of India for filling up of the following sanctioned vacant post of junior Assistant in Amalgamated Establishment of Deputy Commissioner Jorhat in the pay Bands & Grade Pay with other allowances as per admissible Rule as shown below. Online form may be filled up w.e.f 20th September to 3rd October, 2018 till 5.00 pm at www.dcofficejorhat.in. The application will not be accepted after expiry of the given time as the link will be disabled.

Sl.No	Name of Post	Number of vacant post	Scale Pay
1.	Junior Assistant	13 (Thirteen) Nos. i) UR – 7 ii) OBC -3 iii) SC -1 iv) ST(P) -1 v) Differently able-1(Hearing impairment(Backlog vacancy)	PB-14000-49000,GP-6200

1) Age :-

As per O.M No.ABP -06/2016/08 dated 18-04-2018 candidates must not be less than 18 years of Age or more than 44 years of age as on 01-01-2018. The upper age is relaxable by 5 years in case of SC/ST and persons with Disabilities and 3 years in case of OBC/MOBC. The age of the candidates will be calculated on the basis of Birth certificate/Matriculation certificates/HSLC Admit /Certificate issued by a recognized Board/ Council. No other documents shall be acceptable in lieu thereof for the purpose.

2) Educational Qualification :-

- (a) For the post of junior Assistant the minimum educational qualification of the candidates shall be a graduate in Art, Science or Commerce from a university recognized by the state Government or a Degree equivalent thereof and recognized by the Government.
- (b) Candidates must have proficiency on basic computer application like MS windows, Linux, Mac Excel ,Power Point, DTP (English/ Assamese) and Internet etc. Candidates must possess a minimum 6 (six) months Diploma in Computer application from institute recognized by the Government.

3) 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,dtd 15th March,2017 of 150 marks comprising General English (75 marks), General Knowledge(50 marks) Quantitative Aptitude(25 marks) Computer theory (50 marks),Language skills(50 marks - Assamese/ Bengali/ Bodo/ Alternative English). Only the shortlisted candidates will have to appear in a computer proficiency test (50 marks).

Continued

4. How to apply :-

- a) Candidates are required to apply in prescribed form through Online Mode only. No other mode for submission of application is allowed. The application form will be available Online.
- b) Instructions for filling up in prescribed form will be available in website dcofficejorhat.in from 20/09/2018.
- c) Before applying online, candidates are advised to carefully go through the instructions provided in the above website.
- d) Candidates are required to upload latest passport size photograph, Admit Card/passed certificate & Mark sheet of HSLC examination certificate & Mark sheet of Graduation, Computer proficiency certificate, Caste certificate, Medical certificate (Hearing Impaired).
- e) Since the applications are submitted online, the question of submission of applications through proper channel in case of the candidates already employed becomes redundant. However such candidates shall obtain No objection certificate (NOC) from appropriate appointing authorities to appear in the said examination.
5. 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.
6. 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 dtd.06.10.2009.
7. All appointments will be made after police verification and Medical Test as per procedure. In case any candidate fails to qualify these tests then his/her candidature will be cancelled and will not be considered for appointment.
8. No TA/DA will be admissible for appearing in the Written test /Computer Proficiency test.
9. The date of venue of the written test will be notified later on through Local News paper & Jorhat District Website www.jorhat.gov.in
10. Candidates should be well versed in state official language.
11. Canvassing direct or indirectly in any form will disqualify the candidature of the candidate.



Deputy Commissioner
Jorhat.

No.JPE.25/2018/

Dated Jorhat the 15th September,2018

Copy to :-

- 1) The Commissioner & Secretary to the Govt of Assam, General Administrative (B) Department, Dispur Guwahati – 6.
- 2) The Commissioner Upper Assam Division, Jorhat.
- 3) All Circle Officers/BDO's of Jorhat District for wide publicity.
- 4) The DI & PRO Jorhat is requested to give wide publicity of the Advertisement through FLS daily and to display the same in his office Notice Board. He is further requested to arrange for publication in the 2(two) widely published daily news papers of Assam, one in Assamese and one in English.
- 5) The District Employment Officer Jorhat for display of the advertisement in his/her office notice Board.
- 6) The DIO, NIC Jorhat for information and necessary action. He is requested to publish the advertisement through website accordingly.
- 7) Notice Board, DC's Office Jorhat .



Deputy Commissioner
Jorhat.