



GOVT. OF ASSAM  
OFFICE OF THE DEPUTY COMMISSIONER ::: DARRANG ::: MANGALDAI  
( **PERSONNEL BRANCH** )

e-mail -dcdarrang@nic.in /dcdarrang@gmail.com

**(ADVERTISEMENT)**

No.DPN.8/2020/ 101

Dated Mangaldai the 25<sup>th</sup> January, 2021

In accordance with the approval by the Government in General Administration Department, Assam vide letter No.GAG(B).186/2018/81 dated Dispur the 21<sup>st</sup> May,2020, applications in Standard form as published in Assam Gazette in part IX, are hereby invited from the intending eligible candidates who are citizens of India as defined in article 5 & 8 of the Constitution of India having registration number in employment exchange in the state of Assam for filling up of the following vacant posts of Junior Assistant in the amalgamated establishment of Deputy Commissioner, Darrang.

**1. Name of Post:- Junior Assistant.**

| Sl.No | Name of Post     | Total number of Post | Pay Band  | Reservation of Post |       |    |            |     |
|-------|------------------|----------------------|---|---------------------|-------|----|------------|-----|
|       |                  |                      |   | UR                  | ST(H) | SC | OBC / MOBC | EWS |
| 1     | Junior Assistant | 11(Eleven)           | Rs.14,000/---60,500/- plus Grade pay Rs 6200/-with other allowances as admissible under Rules | 5                   | 1     | 1  | 3          | 1   |

**2. Terms and conditions:-**

The applicants should not be 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 person with disabilities up to 50 years as per existing Govt. norms. The age limit of the candidates will be calculated on the basis of the Matriculation/HSLC Admit Card/Certificate issued by a recognized Board/Council. No other document shall be accepted in lieu thereof.

**3. Educational Qualification**

- The minimum educational qualification of the candidate shall be Graduate in any discipline from a recognized State/ Central University or any examination declared by the competent authority equivalent thereto.
- The candidates must possess a minimum of 6 month complete diploma/certificates in computer application from a recognized institute. They must have proficiency in basic computer application like MS windows, Excel, Linux, power point,DTP (Assamese/English), Spreadsheet, presentation of Graphics, concept of database, word processor, and internet processing etc.

**4. How to Apply:-**

**THE APPLICANTS MUST SUBMIT THE FOLLOWING DOCUMENTS/TESTIMONIALS ALONG WITH THE APPLICATION:-.**

- 2(Two) copies of recent and coloured photograph of passport size having self attested.
- Copy of admit card, pass certificate & mark sheet of HSLC examination, Degree or other equivalent examination (self attested)
- Copy of certificate and mark sheet of Graduation (self attested)

- (iv) Copy of Computer proficiency certificate ( self attested)
  - (v) Copy of valid registration certificate of employment exchange ( self attested)
  - (vi) Copy of caste certificate ( in case of reservation category for candidates) ( self attested)
  - (vii) Copy of Income and asset certificates of the family issued by the Revenue Circle Officer in case of candidates want to avail the benefit of reservation under EWS.
  - (viii) Candidate must furnish their valid mobile number for communication as and when required.
  - ix) The applicants will enclose a self addressed envelope affixing Postal Stamp of Rs.5/- (Five Rupees) along with the application.
  - x) Incomplete application and the testimonials as prescribed above not submitted will be rejected.
  - xi) Candidates already in Government Service should apply through proper channel.
  - xii) Candidates whose application are accepted as per eligibility criteria will be required to appear in a written examination to be followed by computer test of qualified candidates only.
  - xiii) Candidates shall have to exercise their choice of language i.e either Assamese /Bodo/ Bengali/ Alternative English at the time of submission of application itself and choice once exercise shall be final.
- 5) The selection Committee shall have the right to accept or reject the candidature after proper scrutiny of the documents/testimonials etc, with regards to the modalities of selections. The decision of the selection committee shall be final and binding.
  - 6) The selection will be done strictly on merit basis and selection committee constituted for this purpose will prepare the select list adhering to the rules and procedures laid down by the Govt. of Assam.
  - 7) The appointment will be made after necessary Police Verification, medical examination and documents verification as per procedure.
  - 8) 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 Deptt.s' letter No.OM No.DW.3/03/Pt-1/1 dated 25/01/2005.
  - 9) Date of submission of application :- From 27<sup>th</sup> January,2021(during office hour and in office working days)
  - 10) Last date of submission of application:- 15/02/2021
  - 11) No application will be entertained after the aforesaid time schedule including the application submitted through post.
  - 12) Address for submission of the application :- **The Deputy Commissioner, Darrang, PO/PS- Mangaldai, Dist- Darrang (Assam), Pin-784125**
  - 13) The candidate may submit application at Personnel Branch located at the campus of the Deputy Commissioner's Office, Darrang
  - 14) The final select list will be prepared on the basis of merit(aggregate marks obtained in both the written test +computer proficiency test) .

#### 15. Mode of Selection

The candidates whose applications are accepted will be required to appear in an objective type written test to be held in the District Head quarter of Darrang on date to be notified later on through news papers & Darrang District website ([www.darrang.gov.in](http://www.darrang.gov.in)). The syllabus of the objective type written test will be as follows:-

| Sl No        | Subject  | Total marks |
|--------------|--|-------------|
| 1            | General Knowledge(50) General English(75) and Quantitative Aptitude (25) | 150         |
| 2            | Knowledge of computer Theory   | 50          |
| 3            | Language skills in Assamese/ Bengali/Bodo/ Alternative English           | 50          |
| 4            | Computer Proficiency test (Practical)                                    | 50          |
| <b>Total</b> |  | <b>300</b>  |

Against each vacancy, four candidates will be shortlisted on the basis of the marks obtained in the written test. After the written test, the shortlisted candidates will have to appear in Computer proficiency test. Total marks will be 50 marks for computer proficiency test. The shortlisted candidates will have to bring all the original testimonials, i.e, age proof certificate, caste certificates (in case of reserved category candidates) educational qualification certificates and mark sheet, Computer proficiency certificates, income certificates of family issued by the competent authority (in case of candidate belonging to EWS), employment registration Certificate for verification.

|   |                          |
|---|--------------------------|
| Date of commencement of submission of application | 27/01/2021               |
| Last date of submission of application            | 15/02/2021 up to 5.00 PM |

- 16). CANVASING DIRECTLY OR INDERECTLY SHALL DISQUALIFY A CANDIDATE.
- 17). NO TA/DA is admissible for appearing in the written Test/ Computer proficiency Test.
- 18) The undersigned reserves the right to cancel the advertisement, alter any terms and condition of the advertisement at any stage without assigning any reason thereof.

  
Deputy Commissioner,  
Darrang, Mangaldai

Dated Mangaldai the 25<sup>th</sup> January, 2021

Memo.No.DPN.8/2020/101-A

Copy to:-

1. The Commissioner & Secretary to the Govt. of Assam, General Administration Department, Assam Secretariat, Dispur for Kind information.
2. The Commissioner & Secretary to the Govt. of Assam, Personnel Department, Assam Secretariat, Dispur for Kind information.
3. The Commissioner & Secretary to the Govt. of Assam, WPT&BC Department , Assam Secretariat, Dispur for Kind information.
4. The Commissioner, North Assam Division, Tezpur, Pin-784001 for Kind information
5. All Deputy Commissioner's and SDO's of the state of Assam for wide publicity.
6. All Circle officers, Darrang for information.
7. The DIPRO, Darrang, Mangaldai for wide publicity through media.
8. The DIO, NIC, DC's Office Darrang, Mangaldai for information & necessary action.
9. The District Employment officer, Darrang Mangaldai for information and necessary action.
10. Notice Board, DC's Office Darrang, Mangaldai.
11. Office Order file.

  
Deputy Commissioner,  
Darrang, Mangaldai