



GOVERNMENT OF ASSAM
OFFICE OF THE DEPUTY COMMISSIONER::SONITPUR::TEZPUR
(PERSONNEL BRANCH)

No.SPE.33/2019/ 680

Date. 23/12/2019

ADVERTISEMENT

In pursuance of Govt. Letter No. GAG(B).349/2013/209 Dated 07.08.2019 and Commissioner(NAD), Tezpur's Letter No.CNA/PA.30/2013/59, Dated-29/08/2019 online applications are invited from the citizens of India as defined in Articles 5 & 8 of the Constitution of India for filling up of the 25 (Twenty five) Nos. sanctioned vacant post of **Junior Assistant** in Amalgamated Establishment of Deputy Commissioner, Sonitpur, Tezpur and 3 (three) Nos. sanctioned vacant post of **Junior Assistant** in O/o the Commissioner, North Assam Division, Tezpur in the scale of pay of PB-2 Rs.14000 – Rs. 60500 + Grade pay Rs.6200 plus other allowances as admissible under Rule. Online form may be filled up w.e.f. **26th December (11.00 AM) onwards to 14th January 2020 (Midnight)** at www.sonitpur.gov.in .

Name of the Post : Junior Assistant.

Name of Office	Total Post	Reservation as per Govt. Norms				
		UR	SC	ST(P)	ST(H)	EWS
O/o The Deputy Commissioner, Sonitpur, Tezpur	25*	05	03	06	04	07
O/o the Commissioner, North Assam Division, Tezpur	03*	02	Nil	01	Nil	Nil

N.B. - *Reservation for Women is 30% of total vacancy and PWD will be as per Roster which is 1 (one) post in O/o the Deputy Commissioner, Sonitpur, Tezpur.

Scale Pay : PB-14000-60500 + 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 01.01.2019. 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, PowerPoint, 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 250 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).

(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 from 26.12.2019.

(b) Instructions for filling up in prescribed form will be available in the website: www.sonitpur.gov.in from 26.12.2019.

(c) Before applying online, candidates are advised to carefully go through the instructions provided in the above website.

(d) Candidates are required to upload the following documents:

- Latest passport size colour photograph
- Specimen Signature
- Admit Card/Passed Certificate & Mark Sheet of HSLC examination,
- Certificate / Mark Sheet of Graduation,
- Computer Proficiency Certificate
- Caste Certificate(If applicable).
- EWS Certificate (If applicable).
- Employment Exchange Registration Certificate.
- Experience Certificate(If any).

(e) It is mandatory for the candidates to mention a valid Mobile Number and email address in the application form. The Mobile Number and email address should be specific to each candidate.

(f) Candidates who are already employed will have to apply through proper channel and submit No Objection Certificate (NOC) from appointing authorities/controlling Officer to appear in the said examination.

(g) Incomplete/defective/invalid application will be summarily rejected.

(5) The candidates who qualifies in written test will be required to bring all original testimonials i.e. Age proof Certificate, Caste Certificate, Educational qualification Certificate, Computer Proficiency Certificate, Mark Sheet for documents verification during Computer proficiency test.

(6) A selection Committee will select the candidates for the post of Junior Assistant. 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. The decision of the Selection Committee shall be final and binding.

(7) 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.

(8) All appointments will be made after police verification and medical test as the procedure in case any candidates fail to qualify these tests then his/her candidature will be cancelled and will not be considered for appointment.

(9) No TA/DA will be admissible for appearing in the Written Test/Computer Proficiency test.

(10) The date of venue of the written test will be notified later on through Local News Paper & Sonitpur District website: www.sonitpur.gov.in . Candidates will have to download the admit card/call letter for the written test from the website mentioned above.

(11) A candidate is NOT required to pay any amount of money at any stage of the recruitment process.

(12) Canvassing directly or indirectly in any form will disqualify the candidature of the candidate.

(13) The number of vacancy may increase or decrease during the process of recruitment. The Selection Committee will maintain a wait list which will be available on www.sonitpur.gov.in for reference.


Deputy Commissioner
Sonitpur, Tezpur

Copy to :

1. The Principal Secretary to the Govt. of Assam, Personnel (A) Department, Dispur, Guwahati-6 for favour of kind information.
2. The Principal Secretary to the Govt. of Assam, Finance (SIU) Department, Dispur, Guwahati-6 for favour of kind information and necessary action.
3. The Commissioner & Secretary to the Govt. of Assam, General Administration (B) Department, Dispur, Guwahati-6 for favour of kind information and necessary action.
4. The Commissioner, North Assam Division, Tezpur for favour of kind information.
5. The Principal Accountant General (A&E), Assam, Maidamgaon, Beltola, Guwahati-6 for favour of kind information.
6. The Director, Information and Public Relations, Assam, Dispur, Guwahati-6 for favour of kind information and necessary action
7. All Members of the Selection Board.
8. The Managing Director, AMTRON, Bamunimaidam, Guwahati-21. He is requested to upload this advertisement in the Govt. website at the earliest.
9. The State Informatics Officer, NIC, Assam State Unit, Dispur, Guwahati-6 for information.
10. The District Information and Public Relations Officer, Sonitpur, Tezpur. She is requested for wide publication of the above Advertisement through Print and Electronic Media immediately.
11. The Assistant Director of Employment Exchange, Tezpur for information and necessary action.
12. The DIO, NIC, Sonitpur for information and necessary action.
13. CA/PA to DC, Sonitpur for information.
14. RS/HA DC's office, Sonitpur, Tezpur for information
15. Office Notice Board.


Deputy Commissioner
Sonitpur, Tezpur