


GOVERNMENT OF ASSAM
OFFICE OF THE MEMBER :: FOREIGNERS TRIBUNAL :: BAKSA
TAMULPUR :: RANGIA BHUTAN ROAD :: PIN- 781 367



A D V E R T I S E M E N T

Applications are invited in Standard Form as published in Part IX of the Assam Gazette from the citizens of India for filling up sanctioned vacant post of **Stenographer & Typist** in the establishment of the MEMBER, FOREIGNERS TRIBUNAL BAKSA at Tamulpur.

SL. NO.	NAME OF POST	NO. OF POST	Category	SCALE OF PAY
1	Stenographer (Grade-III)	1	UR	14000/-to-49000/- with a Grade Pay of Rs.6200/-
2	Typist (Grade-III)	1	UR	14000/-to-49000/- with a Grade Pay of Rs.5600/-

Terms & Conditions:

A) Candidate must be an Indian citizens defined in Article 5 to 8 of the Constitution of India.

B) Age- Candidate must not be less than 18 years or not more than 38 years of age as on 01.01.2021.
The Upper age limit is relaxable as per Govt. norms.

C) Educational Qualification for Stenographer (Grade-III):

1. The Candidate must be HSSLC (10+2) passed from a recognized board/institution.
2. Must have Certificate of Stenography from ITI or State Government recognized institute.

D) Educational Qualification Typist (Grade-III):

1. The Candidate must be HSLC passed from recognized board/institution.
2. The Candidate must have a minimum of 6 (six) months diploma in Computer application.

E) How to Apply:

1. Self attested copies of all testimonials regarding educational qualifications, age, experience (if any).
2. The candidate must have registered their names in the Employment Exchange.
3. Three (3) copies of recent colored passport size photographs duly signed by the candidate on the reverse side.
4. One (1) self-addressed envelope of 5cm x 11 cm, affixed with postal stamp of Rs.5/- (Rupees Five) is to be enclosed with the application.
5. The applicant should write the name of the post applied for in the top of the envelope.
6. Application should address to the OFFICE OF THE MEMBER, FOREIGNERS TRIBUNAL, BAKSA, OLD SDO (C) OFFICE, NEAR MOTONGA CHOWK, TAMULPUR, DIST. BAKSA (ASSAM), PIN-781367.
7. The application should reach the undersigned on or before 04.03.2021 up to 5 pm.

General Instructions:

1. No T.A/D.A. will be admissible to the candidate for appearing in the test/interview process.
2. The mode of selection will be in written test & practical test and date of test will be intimated accordingly.
3. Incomplete application will be summarily rejected. No application will be entertained after the last date.
4. The posts in all cadres are purely temporary and continue till the existence of Foreigners' Tribunal. The employee shall have no claim to continue in service in case the Tribunals are abolished.
5. The Candidate must furnish their valid Mobile Number/Email for smooth communication as and when required.
6. The undersigned reserves the right to cancel the advertisement, alter any terms and condition of the advertisement at any stage without any reason thereof.
7. The Process of Recruitment is followed up as per "Assam Foreigners Tribunal Esstt. (Ministerial) Service Order 2012".

Member
Foreigners Tribunal, Baksa
&
Cum Member Secretary
Recruitment Committee

No.BFT/SR/09/2021/11




Dated Tamulpur 18th February, 2021

Copy to:-

1. The Principal Accountant General (A&E), Assam, Maidamgaon, Beltola, Guwahati for kind information.
2. The Commissioner & Secretary to the Govt. of Assam, Home & Political (B) Department, Dispur, Guwahati for kind information.
3. The Joint Secretary to the Govt. of Assam, Home & Political (B) Department, Dispur, Guwahati for kind information.
4. The Deputy Commissioner, Baksa for kind information and necessary action.
5. The District Information Officer, NIC, DC Office, Baksa, Mushalpur is requested to upload the advertisement in the District Website.
6. The Superintendent of Police (B), Baksa for kind information.
7. Notice Board, Foreigners Tribunal, Baksa.

18.02.2021
Member

Foreigners Tribunal, Baksa
&
Cum Member Secretary
Recruitment Committee


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