



GOVERNMENT OF ASSAM
OFFICE OF THE DEPUTY COMMISSIONER, KARIMGANJ.
(PERSONNEL BRANCH)

Website www.karimganj.gov.in

Dated Karimganj, the 21st Dec/ 2021.

No. KPE.7/2021/95,

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

In accordance with the approval accorded by the Government in General Administration Department, Assam vide Letter No. GAG(B).196/2010/Pt/25, dtd. 08/12/2021, application, in Standard Form as published in the Assam Gazette in Part-IX, are hereby invited from the intending candidates, who are citizen of India as defined in the Constitution of India, for filling up of the following vacant post of Junior Assistant in the amalgamated establishment of Deputy Commissioner, Karimganj under head of account "2053-DA etc."

Name of the vacant Post	No. of Post to be filled up	Pay Band	Category of the Post
Junior Assistant	1(one) Post	Rs. 14,000/- to Rs. 60,500/- plus Grade Pay of Rs. 6,200/- with other allowances as admissible under Rules	UR(un-reserved) Category

The Candidates who had applied earlier for the post of Junior Assistant in response to this office advertisement published/issued vide No. KPE.7/2021/83, dtd. 17/11/2021 need not apply again and the recruitment process will be conducted simultaneously alongwith the previous advertisement dated 17/11/2021 and the advertisement published now for filling up of 3(three) Nos. sanctioned vacant post of Jr. Asstt. in total.

1. Terms and conditions:-


(a) Age- Candidate must not be less than 18 years of age and not more than 40 years of age as on 01/01/2021. The upper age limit is relaxable for 5(five) years for SC & ST candidates, 3(three) years for OBC/MOBC and 10(ten) years for PwD category candidates.

(b) Educational Qualification:-

- The minimum educational qualification of the candidate shall be Graduate/Degree Examination passed in any discipline from a recognized State/Central University or a degree equivalent there through recognized by the State/Central Govt.
- Candidate must have proficiency in basic computer application like MS Windows, Linux, MAC, EXCEL, PowerPoint, DTP(English/Bengali), Spreadsheet, presentation of graphics, concept of database, word processor, internet processing, e-mail etc.
- Candidate must possess a minimum 6 months diploma in Computer Application from an institute recognized by State/Central Government.

2. Applicant must submit the following documents/testimonials alongwith the application:-

- 3(three) copies of recent and coloured photograph of passport size(self attested) having the name with date of birth to be superscribed in front bottom of the photo.
- Specimen Signature(in a separate sheet)
- Admit Card, Pass Certificate & Mark Sheet of HSLC examination (self attested).
- Certificate and Mark Sheet of Graduation(self attested).
- Certificate of 6 month diploma in Computer Application from an institute recognized by State/Central Govt. (self attested).


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KARIMGANJ

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- Caste Certificate(in case of reserved category candidates)
 - Copy of Employment Exchange Registration Certificate(having the up-to-date validity)
 - Certificate of PwD(Persons with physical benchmark).
 - Experience Certificate, if any.
 - The application must be submitted in an envelope with the superscription on the body of the envelop "Application for the post of Junior Assistant in DC's Office, Karimganj with the name and address of the candidates.
3. Candidates already in Government Service should apply through proper channel.
 4. Candidates whose application are accepted as per eligibility criteria will be required to appear in a written examination to be followed by Computer Proficiency Test of qualified candidates of written test(on merit) only. Final Selection will be done strictly on merit basis(marks obtained in Written test plus Computer Test).
 5. Incomplete application and the testimonials as prescribed above are not submitted will be rejected.
 6. The Selection Committee shall have the right to accept or reject the candidature after proper scrutiny of the documents/testimonials. The decision of the selection committee shall be final and binding. The selected candidates will have to submit an undertaking to the appointing authority that they will abide by the new pension rules of Government issued vide Finance Department's Order No. BW.03/2003/PT/1, dtd. 25/01/2005.
 7. The appointment will be made after necessary Police verification and Medical Examination, etc. as per procedure.
 8. Appointment will be made in accordance with the provision of AFRBM Act 2005.
 9. The Candidate qualifying in the written test must produce all certificates and testimonials, in original, for verification at the time of computer proficiency test.
 10. Admit Card/Call Letter for written test and computer proficiency will be uploaded/notified through the website of this office www.karimganj.gov.in and the candidates are to download their individual call card/letter and to affix recent photograph having the name and date of birth supercribed at the front bottom of the photo at the downloaded call letter and to attend the written examination at the venue to be notified at the call letter.
 11. All information/announcement regarding the recruitment would be uploaded at the aforesaid official website and no individual communication would be made and accordingly the candidates must follow/visit the Website time to time/regularly.
 12. Date of submission of application:-From 28th December, 2021 (during office hour and in office working days)
 13. Last date of submission of the application:-30th January, 2022, 5.00PM.
 14. Address for submission of the application:-

DEPUTY COMMISSIONER,
KARIMGANJ,
P.O. P.S. & DISTRICT KARIMGANJ, ASSAM, PIN CODE-788710.

The candidate may submit application at the Drop Box maintained at the Receipt Section, Public Facilitation Centre(PFC), located at the campus of the Deputy Commissioner's Office, Karimganj and may also submit application through post and no application will be entertained after the aforesaid time schedule including the application submitted through Post.

15. SUBJECTS FOR WRITTEN EXAMINATION

Sl.No.	Subject	Marks
1	(i) General English(75 marks),(ii) General Knowledge(50 marks)(iii)Quantitative Aptitude(25 marks)	150
2	Knowledge of Computer(Theory)	50
3	Language skill in Assamese/Bengali/Boro/Alternative English.	50
4	Computer Proficiency Test(Practical)	50


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SELECTION PROCEDURE

16) Four candidates(at the ratio of 1:4) will be selected against each category of vacant and notified post as per Advertisement dated 17/11/2021 and the advertisement published now on the basis of marks(on merit) obtained in the objective type written test and the selected candidates only will be called for attending the Computer Proficiency Test.

17) Final Select List comprising three candidates as per the category of the post as notified will be prepared on the basis of merit(Aggregate marks obtained in the Written Test + Computer Proficiency Test) for appointment in 3(three) Nos. of vacant post.

OTHER CRITERIA

18) Candidate shall have to exercise their choice of language at the time of submission of application itself i.e. either Assamese/ Bengali/ Boro/Alternative English for attending the test of language skill at the written examination as noted at the syllabus and the choice once exercised shall be final.


19) The candidate must furnish their valid mobile number and e-mail ID at the application form.

20) No TA/DA will be admissible for appearing in the written test and computer proficiency test.

21) There will be no viva voce interview.

22) Canvassing directly or indirectly will lead to immediate disqualification of the candidature.

23) 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,
DEPUTY COMMISSIONER,
KARIMGANJ

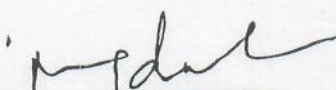
Dated Karimganj, the 21st Dec/2021.

Memo No. KPE.7/2021/95(A)
Copy forwarded to:-

- 1) The Commissioner & Secretary to the Govt. of Assam, General Administration(B) Deptt., Dispur, Guwahati for kind information.
- 2) The Commissioner, Barak Valley Division, Silchar, Cachar for kind information.
- 3) All Deputy Commissioners for information.
- 4) The District Information and Public Relation Officer, Karimganj. He is requested to publish the advertisement at least in 2(two) renowned/widely circulated newspapers.
- 5) The District Informatics Officer, NIC, DC's Office, Karimganj. He is requested to upload the Advertisement in the District Website www.karimganj.gov.in
- 6) The District Employment Officer, Karimganj.
- 7) The Assistant Employment Officer, Patharkandi.

They are requested for compulsory notification of the Advertisement in compliance with order of the Hon`ble Supreme Court of India.

- 8) The PA to DC. He is requested to upload the advertisement at the facebook page of District Administration, Karimganj.
- 9) Notice Board, DC's Office, Karimganj.
- 10) Docket Section, PFC, DC's Office, Karimganj


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