



GOVERNMENT OF ASSAM  
OFFICE OF THE MEMBER:: FOREIGNERS' TRIBUNAL-III  
KARIMGANJ

NO. FTK.III/NA/VP/OTH/27/ 8804

Dated, Karimganj the 5<sup>th</sup> January'2022

**ADVERTISEMENT**

In accordance with the approval accorded by the Government of Assam, Political (B) Department, Dispur, Guwahati, Assam Vide Letter No.PLB.60/2020/124 dtd.16/12/2020, application, in Standard Form as published in the Assam Gazette in Part-IX, are hereby invited from the intending candidates for filling up of the following vacant posts in the O/o, the Member, Foreigners Tribunal-III, Karimganj.

Name of the vacant Post	No. of Posts	Pay Band	Reservation	Remarks
Stenographer (Grade-III)	01	PB-Rs.14000/- to Rs.60,500 plus Grade pay of Rs.8000/- with other allowances as admissible under Rules.	UR	
Bench Assistant (Grade-III)	01	PB-Rs.14000/- to Rs.60,500 plus Grade pay of Rs.6200/- with other allowances as admissible under Rules.	UR	

**Terms and conditions:-**

- The term of the concerned posts are valid upto 23.05.2023, vide G.O.I. F.No. 11012/13/2013-NE-IV, dated 27/08/2021.
- Candidate must be an Indian Citizen defined in article 5 to 8 of the constitution of India.
- Age** - Candidate must not be less than 18 years or not more than 40 years of age as on 01/01/2022. as per Govt. OM No.ABP.6/2016/51 dtd.02/09/2020. The upper age limit is relaxable as per Govt. norms subject to submission of Self attested Certificates.

**d) Educational Qualification:**

**i) Stenographer (Grd-III):-** The candidate must be HSSLC (10+2) passed from the recognized Board & must possess certificate of Stenography pass from ITI or from any State Government recognized institute.

**ii) Bench Assistant (Grd-III) :-** The candidate must be HSSLC (10+2) passed from the recognized Board & must possess a minimum 6(Six) months Diploma in Computer Application from an Institute recognized by Govt.

**e) How to Apply:-**


- The candidate should submit their Application in the Assam Standard Form (Part-IX) only.  
\*\* No other Application format will be entertained.
- 04(Four) copies of recent coloured photograph of Passport Size (Self Attested) having the name with date of birth to be superscribed in front bottom of the photo. One copy to be paste in the application form & other three copies to be attached with the application form.
- Admit card, Pass certificate & Marksheet of HSSLC Examination (Self attested) must be submitted along with the application.
- Certificate of Stenography pass from ITI or from any State Government recognized institute for the post of Stenographer & Certificate on Computer Proficiency from a Govt. recognized Institute (minimum 06 months Diploma) for the post of Bench Assistant must be submitted along with the application.
- Copy of Employment Exchange Registration Certificate (Having the up-to-date validity).
- The application must be submitted in an envelope with the superscription on the body of the envelop "**Application for the post of Stenographer/Bench Assistant**" in Office of the Member, Foreigners' Tribunal-III, Karimganj, Address for submission of application- Office of the Member, Foreigners Tribunal – III, Karimganj Dakbunglow road, P.O. & Dist- Karimganj. 788710
- One Self-address envelope size 10" x 4.5" affixing postal stamp of Rs.5/- must be enclosed with the application.



- (viii) Candidates already in Government Service should apply through proper channel.
- (ix) There will be two phases of Test for the post of Stenographer & Bench Assistant (Grd.-III) - (a) Written Test (b) Practical Test . Only 4(Four) Candidates for each post will be called for Practical test on the basis of merit of the written test and the candidates must produce all certificates and testimonials in original for verification on the date of Practical Test. Final "Select List" will be prepared on the basis of Merit (Aggregate marks obtained in both the written Test & Practical Test)
- (x) Incomplete application and the testimonials as prescribed above if not submitted will be rejected.
- (xi) 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 & binding. The selected candidates will have to submit an undertaking to the appointing authority that they will abide by the new pensions rules of Government issued vide Finance Department's Order No. BW.03/2003/Pt-II/1, dtd.25/01/2005.
- (xii) The application should reach the undersigned on or before 28<sup>th</sup> January/2022 up to 4.00 P.M.
- (xiii) The undersigned shall not be responsible for any Postal delay.
- (xiv) Any application received after the last date as well as any incomplete applications shall not be entertained.
- (xv) The applicant may also dropped his/her application in the designated "DROP BOX" placed in the Office of the undersigned for this purpose only on all working days during the office hours from 5<sup>th</sup> January/2022. However no receipt will be issued.
- (xvi) The appointment will be made after necessary Police verification and medical Examination, etc. as per procedure.
- (xvii) Appointment will be made in accordance with the provision of "Assam Foreigner's Tribunal Establishment (Ministerial) Service Order-2012"
- (xviii) Merit/Final Select list of candidates will be notified in the Notice Board of the office.

**(e) GENERAL INSTRUCTION TO THE CANDIDATES:-**

- (i) Canvassing directly or indirectly shall tender such candidates unfit for the post.
- (ii) No TA/DA will be admissible to candidates for the journey and stay at stage of the Recruitment process.
- (iii) The selection list confers no right to appointment unless the Department is satisfied about suitability of the candidate after satisfactory Police verification report & Final Medical Examination Report as per existing norms.
- (iv) Those candidates whose application are found to be in order will be called for a Written Test to be held at the place and date to be notified in due course.
- (v) The candidate must furnish their valid mobile number/ E-mail id for smooth Communication as and when required.
- (vi) There will be no viva voice interview.
- (vii) 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.

  
Member 05/01/2022  
Foreigners' Tribunal-III, Karimganj  
Cum Secretary Selection Board  
Karimganj

Member  
Foreigners' Tribunal-III  
Karimganj


Memo No. FTK.III/NA/VP/OTH/27/ 8805-13

Dated, Karimganj the 5<sup>th</sup> January'2022

Copy forwarded to :-

- 1) The Principal Accountant General (A&E), Assam, Maidamgaon, Beltola, Guwahati for kind information.
- 2) The Joint Secretary to the Govt. of Assam Home & Political (B) Department, Dispur, Guwahati-6 for kind information.
- 3) The commissioner, Hills & Barak Valley Division, Assam Dispur, Guwahati for kind information.
- 4) The Deputy Commissioner, Karimganj for kind information.
- 5) The District Information & Public relation Officer, Karimganj. He is requested to publish the advertisement in 02(Two) nos. of renowned/widely circulated Newspapers.
- ✓ 6) The District Informatics Officer, NIC, D.C's Office, Karimganj. He is requested to upload the Advertisements in the District Websites.
- 7) Superintendent of Police (Border), Karimganj for kind information.
- 8) The District Employment Officer, Karimganj .
- 9) Notice Board, Foreigners Tribunal-III, Karimganj.

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

  
05/01/2022

Member  
Foreigners' Tribunal-III, Karimganj  
Cum Secretary, Selection Board  
Karimganj

Member  
Foreigner's Tribunal-III  
Karimganj