

ADVERTISEMENT

(Walk-in-Interview)

A walk-in-interview will be held on 12/3/2022 and 13/3/2022 from 11:00 a.m. to 3:00 p.m. as Govt. letter No. PLB.60/2020/310 dated 24/12/2021 at the premises of Foreigners' Tribunal 4th, Goalpara, Assam for the post of Data Entry Operator. The intending candidates having the following required qualifications may appear before the Selection Committee, with all required testimonials in original on the day of interview.

Sl No.	Name of Post	No. of Vacancy	Fixed Pay(Per Month)	Minimum Qualification
1)	Data Entry Operator	01	Rs. 10,000/-	A) HS Passed from a recognized Board/ Council. B) Must possess minimum 6(six) months Computer Diploma having knowledge of DTP and ability to type large quantities of numbers and English text accurately.

Criteria:-

A)Age Criteria

1) Minimum age is 18 years for all candidates and maximum age is 40 years for unreserved category.43 years for OBC/MOBC and 45 years for SC/ST(P)/ST(H) and 50 years for persons with disability(PwD) as on 1st January,2022 as per Government Office memorandum vide No. ABP.6/2016/51, dated 02.09.2022. This relaxation shall be applicable only to those candidates who have attained the necessary educational or other qualifications prior to crossing of their existing upper age limit of 40 years.

B) Engagement Criteria:-

The appointment shall be purely contractual with no provision of regularization.

C)Required Testimonials(in original):-

- i) HSLC Admit card or Birth Certificate as proof of date of birth.
- ii) Caste Certificate as proof of caste.
- iii) Disability Certificate as proof of physically handicapped.
- iii) Class XII pass mark sheet and certificate.
- iv) Certificate of diploma in computer application minimum of six(6) months.
- v)Valid Employment Exchange Registration Certificate.
- vi) An Updated CV mentioning valid contact number and email ID alongwith three(3) recent passport size coloured photograph with blue background, full signature on backside of photos, two sets of documents as Xerox copy and a handwritten self declaration(as given under) in A4 size paper shall be annexed with the application on that day.

"I hereby declare that the particulars submitted herein are true and correct, I understand that in the event of particulars of information given herein found false or incorrect, my candidature for the recruitment is liable to be rejected or cancelled. In the event of my misstatement /discrepancy in the particulars if detected after my appointment, my service shall be terminated without any notice to me."

D) Selection Process:- Walk-in-interview/Proficiency in computer test will be taken by the Selection Committee.

E) Note:-

- 1) Candidates will have to appear for interview /computer test at their own expenses and no TA/DA will be paid for that purpose.
- 2) In the event of particulars or information given by the candidate found false or incorrect or forged his/her candidature will be rejected and if any misstatement/discrepancy detected after appointment, the service of the candidate shall be terminated without any notice to the candidate.
- 3) The undersigned reserves the right to cancel , alter or modify the Advertisement or other terms and conditions of the Advertisement without any prior notice.
- 4) Result will be declared on Office Notice Board and District administration Website on 15th March'2022.
- 5) Canvassing directly or indirectly shall disqualify a candidate.



Member
Foreigners Tribunal- (4)
Goalpara, Assam

Member
Foreigners' Tribunal 4th Goalpara
Goalpara, Assam
Dated Goalpara the 3/3/2022

Memo No.

Copy to:-

- 1) The Commissioner & Secretary to the Govt. of Assam, Home & Political Department, Dispur, Ghy-06 for favour kind information.
- 2) The Joint Secretary to the Govt. of Assam, Political(B) Department for favour kind information.
- 3) The Deputy Commissioner, Goalpara for favour of kind information and necessary action.
- 4) The Superintendent of Police, Goalpara for favour of kind information .He is requested to depute Police personnel in the aforesaid venue on the mentioned dates.
- 5) The Addl. Deputy Commissioner(DDMA), Goalpara for kind information.
- 6) The District Employment Officer, Goalpara for kind information.
- 7) The Treasury Officer, Goalpara for kind information.
- 8) The DIPRO, Goalpara. He/She is requested to take necessary steps to get the advertisement published in two local daily newspaper.i.e; The Assam Tribune and Axomiya Pratidin.
- 9) The District Informatics Officer, NIC, Goalpara for information. He is requested to upload the advertisement in District administration website page.
- 10) Notice Board of FT 4th ,Goalpara and Office File.


Member
Foreigners' Tribunal 4th Goalpara
Goalpara, Assam

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Foreigners Tribunal- (4)
Goalpara, Assam