



GOVERNMENT OF ASSAM
OFFICE OF THE DEPUTY COMMISSIONER: CACHAR : SILCHAR
(Personnel Branch)

No. CPE.34/2016/106

Dated Silchar, the 16th February, 2021.

ADVERTISEMENT

In pursuance of the approval accorded by the Government in General Administration, Revenue & Disaster Management and Home and Political Department's vide Letter Nos. GAG (B) 421/2017/15, Dated 30.01.2018, No. RLR. 103/2017/10, Dated 23.03.2018 and No. HMB.302/2017/23, Dated 27.09.2018 and subsequent extension of validity period for recruitment issued vide Nos. GAG (B) 421/2017/38-39, Dated 08.06.2020, No. RLR. 103/2017/20, Dated 18.06.2020 and No. HMB.302/2017/35, Dated 21.07.2020 respectively, **Online applications** are invited from the intending candidates, who are citizen of India as defined in article 5 to 8 of the Constitution of India, for filling up of the following vacant posts of Junior Assistant in the amalgamated establishment of Deputy Commissioner, Cachar, Silchar.

Name of the vacant Post	No. of Posts	Pay Band	Reservation	Remarks
Junior Assistant	38 (thirty eight)	Rs. 14,000/- to Rs. 60,500/- plus Grade Pay of Rs. 6,200/- with other allowances as admissible under Rules	SC- 04 ST(H)-01 ST(P)- NIL EWS-04 OBC/MOBC-13 PwD-02 UR-14.	30% out of total posts reserved for women.

1) Terms and conditions :-

Age – Candidate must not be less than 18 years of age and not more than 40 years on the first January of the year of advertisement. The upper age limit is relaxable for 5 (five) years for SC & ST candidates, 3 (three) years for OBC/MOBC as per Govt. Office memorandum No. ABP.6/2016/51, Dated 02.09.2020 and 10 (ten) years for PWD category candidates.

(a) Educational Qualification for Junior Assistant :-

- The minimum education 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 the Government.

2) How to apply :

- CANDIDATES ARE REQUIRED TO APPLY IN PRESCRIBED FORM THROUGH ONLINE MODE ONLY. NO OTHER MODE FOR SUBMISSION OF APPLICATION WILL BE ALLOWED.
- Candidates are required to apply online only by visiting the website www.cachar.gov.in With effect from **09.30 AM of 21st February, 2021 to 11.59 PM of 21st March, 2021**. No application will be filled up after expiry of the given time as the link will be disabled.
- No application fee is required.
- Before applying online, candidates are advised to carefully go through the instructions provided in the website.

- Candidates are required to upload the following documents :
 - i. One recent passport size coloured photograph with white back ground. The photograph must be on a standard 3.5 X 4.5 cm print.
 - ii. The photograph must be in JPEG/JPG format and size not exceeding more than 50 KB.
 - iii. Admit Card, Pass Certificate & Mark Sheet of HSLC examination
 - iv. Certificate and Mark Sheet of Graduation
 - v. Computer proficiency Certificate
 - vi. Caste Certificate (in case of reserved category candidates).
 - vii. Copy of Employment Exchange Registration Certificate.
 - viii. Copy of EWS certificate in case of application submitted under EWSs category.
 - ix. Other experience Certificate, if any.
 - x. Certificate of disability to be submitted by the candidates under PwD category.
 - xi. Scanned signature. Signature should be put with black or dark blue on a white paper in 3.5 x 1.5 cm (size) 50 KB JPEG/JPG format only.
 - xii. In case of candidates already employed NOC from concerned employer is required.
- Since the applications are submitted online, the question of submission of applications through proper channel in case of the candidates already employed becomes redundant. However such candidates shall intimate their appropriate appointing authorities about submission of application in writing.
- The candidates already employed should note that the prerogative for according the permission to appear in written examination/join in services on being selected by the Committee shall rest solely upon appointing authority.
- NO MANUAL APPLICATION FORM WILL BE ACCEPTED.
- Candidates whose applications are accepted will be required to appear in a written examination to be followed by computer test of qualified candidates only. Selection will be done strictly on merit basis. The examination will be held in Silchar, District Head quarter of Cachar, on a date to be notified later on.

Subject for Written Examination :

Sl. No.	Subject	Marks
1.	General English (75 Marks), General Knowledge (50 Marks), Quantitative aptitude (25 Marks)	150
2.	Knowledge of Computer (Theory)	50
3.	Language of Skill in Bengali/Alternative English	50
4.	Computer proficiency test (Practical)	50

Mode of selection:

- i) Four Candidates will be selected against each vacancy notified on the basis of aggregate marks obtained in the written test to appear in the computer proficiency test (Practical).
- ii) Final Selection List will be prepared on the basis of merit (Aggregate marks obtained in both the written test + computer proficiency test).
- iii) Candidate shall have to exercise their choice of language i.e. Bengali / Alternative English at the time submission of application itself and the choice once exercised shall be final.
- iv) 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 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, Dated 25/01/2005.
- v) Rejected list of applications will be uploaded on the Official website www.cachar.gov.in.
- vi) The appointment will be made after necessary Police verification and Medical Examination, etc. as per procedure.
- vii) Appointment will be made in accordance with the provision of AFRBM Act 2005.

- viii) The Candidate qualifying in the written test must produce all certificates and testimonials in original for verification at the time of computer proficiency test.
- ix) Admit Card/Call Letter for written test and computer proficiency test will be uploaded/ notified through the website of this office www.cachar.gov.in and the candidates will be able to download their individual call card/Admit Card/letter from the said website.
- x) 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/ refer the website time to time/ regularly.
- xi) No. TA/DA will be admissible to the candidates for appearing in written test / computer proficiency test or any other such.
- xii) There will be no viva voce interview.
- xiii) Canvassing /lobbying directly or indirectly will lead to immediate disqualification of the candidature.
- xiv) 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.
- xiv) Appointment shall be made in accordance with permission AFRBM Act, 2005.



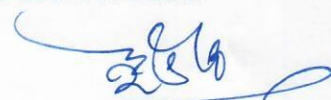
(Keerthi Jalli, IAS)
Deputy Commissioner,
Cachar, Silchar.

Memo No. CPE. 34/2016/106 -A,

Dated Silchar, the 16th February, 2021.

Copy forwarded to:-

1. The Principal Accountant General (A & E), Assam, Maidamgaon, Beltola, Guwahati for kind information.
2. The Commissioner & Secretary to the Govt. of Assam, General Administration (B) Department, Dispur, Guwahati for kind information.
3. The Commissioner & Secretary to the Govt. of Assam, Revenue & D.M. Department, Dispur, Guwahati for kind information.
4. The Commissioner & Secretary to the Govt. of Assam, Home & Political Department, Dispur, Guwahati for kind information.
5. The Commissioner, Barak Valley Division, Assam, Dispur, Guwahati for kind information.
6. All Deputy Commissioners/Sub-Divisional Officer (C) of Assam for information.
7. The Deputy Director, Information & Public Relation, Barak Valley Region, Silchar. He is requested to publish the advertisement in 2 (two) renowned / widely circulated newspapers.
8. The State Informatics Officer, NIC Assam State Unit, Dispur, Guwahati-6 for information.
9. The District Informatics Officer, NIC, D.C's Office, Cachar, Silchar. He is requested to upload the Advertisement in the District Website www.cachar.gov.in.
10. The Superintendent, Assam Govt. Press, Assam, Guwahati-21. He is requested to publish the advertisement in the next issue of the Assam Gazette.
11. All Circle Officers of Cachar District.
12. The District Employment Officer, Cachar, Silchar. He is requested for compulsory notification of the Advertisement in compliance with order of the Hon'ble Supreme Court of India.
13. Notice Board, D.C's Office, Cachar, Silchar.



(Keerthi Jalli, IAS),
Deputy Commissioner,
Cachar, Silchar.