



GOVERNMENT OF ASSAM
OFFICE OF THE DEPUTY COMMISSIONER :: DIBRUGARH DISTRICT
DIBRUGARH - 786003

ADVERTISEMENT

In pursuance of Govt. letter No. GAG(B).332/2017/104- 105, dated 25/01/2021, applications are hereby invited from eligible candidates in Standard Form of application as published in Part IX of Assam Gazette who are the citizens of India as defined in Article 5 to 8 of the Constitution of India, for filling up of the following vacancies (sanctioned posts) of **Junior Assistant** in the Amalgamated Establishment of the Deputy Commissioner, Dibrugarh in the scale of Pay Rs.14,000.00 - 60,500.00 Plus Grade Pay of Rs.6,200.00 and other allowances as admissible under the Rules. The details are shown below:

1. Number of vacancies and reservation status:

Total Vacancy: 17.

Category	Unreserved (UR)					SC	ST(P)	ST(H)
	UR (PwD- Low Vision)	UR (PwD- Deaf & Dumb)	UR (EWS) - RFW	UR	UR - RFW			
No. of Post(s)	1	1	1	8	1	1	2	2

2. Educational Qualification:-

- The candidate must be Graduate in any discipline from any recognized University.
- The candidate must have good working knowledge of office productivity software tools (independent) of any operating system i.e. MS Windows, Linux, Mac etc. such as Word Processor, Spreadsheet, Presentation Graphics, Concept of Database, Internet, E-mail etc.
- The candidate must possess a minimum 6 (six) months of Diploma in Computer Application from any Govt. Recognized Institute.
- The candidates must have the Knowledge of Assamese Typing.

3. Age:-

As per OM No. ABP.06/2016/51 dated 02/09/2020, candidates must not be less than 18 years of age and more than 40 years of age as on 01/01/2021. The upper age limit is relaxable for 5 years in case of candidates belonging to SC/ST, 3 years in case of candidates belonging to OBC/MOBC, 2 years for ex-servicemen and 10 years for persons with disabilities as per existing govt. norms. The Age limit of candidates will be calculated on the basis of Birth Certificate issued by the competent authority or Matriculation/ HSLC Admit Card/ Certificate issued by a recognized Board/ Council. No other documents shall be accepted in lieu thereof for the purpose.

4. Application Fee:- Nil, as per Govt. Notification No. FEG. 32/2016/12, Dtd.21/05/2018.

5. Applicants shall submit the self-attested copies of following documents/testimonials along with application:

- HSLC Admit Card (age proof), Pass Certificate and Marksheet.
- HSSLC Pass Certificate and Marksheet.
- Degree Pass Certificate and Marksheet.
- PRC Copy.
- Valid Employment Exchange Registration Certificate.
- Caste Certificate (in case of Reserved Category candidates).
- EWS Certificate (in case of candidates falls under EWS category).
- Disability Certificate (in case of differently abled/PwD) issued by the Competent Authority
- No Objection Certificate (for those already employed) through proper channel.
- Certificate of Diploma in Computer Knowledge.
- Declaration in Form - A under Rule 5(1) of the Assam Public Services (Application of Small Family Norms in Direct Recruitment) Rules, 2019 to be submitted.
- 3 (Three) copies of passport size photographs. (One of which should be pasted on the application form).

6. Selection Procedure:-

- The candidates applying for the post of Junior Assistant will have to appear in a written test. The syllabus of the Written Examination will be as follows :

Sl. No.	Subject	Total Marks
1	General English (75 marks), General Knowledge (50 marks) and Quantitative Aptitude (25 marks)	150
2	Knowledge of Computer (Theory)	50
3	Language Skills (Assamese)	50

- b. There will also be a Computer Proficiency (Practical) Test for 50 marks. Four candidates shall be selected against each vacancy notified on the basis of the aggregate marks obtained in the Written Test to appear in the Computer Proficiency (Practical) test.
 - c. A Selection Committee will be constituted to select the candidates for the post of Jr. Assistant. The Committee has the right to accept or reject the candidature after proper scrutiny of the documents/ testimonials, etc. with regard to the modalities of selection. The decisions of the Selection Committee shall be final and binding.
 - d. No TA/DA shall be admissible in appearing in written/ practical test.
 - e. The Candidates qualifying in the written test must produce all original testimonials for verification at the time of Computer Practical Test.
 - f. The final Select list shall be prepared on the basis of aggregate marks obtained in both the Written Test and Computer Proficiency Test (Practical) and contain the names of candidates equal to the number of vacancies advertised and selected.
 - g. The final Select list shall be published in two widely circulated newspapers and Notice Board of the office of the Deputy Commissioner, Dibrugarh.
 - h. The appointment shall be made after keeping due reservation of the vacancies for SC, ST(P) & ST(H) candidates as per Govt. guideline and maintaining Roster Points vide Govt. O.M. No. TAD/BC/68/2011/Pt - 1/136, Dtd. 4/11/2013, Physically Handicapped persons as per Law/PwD Act'1995 and EWS reservation as per Roster Points vide Govt. O.M. No. ABP.07/2019/4, Dtd. 10/04/2019.
 - i. All appointments will be made after police verification report and medical fitness certificate as per procedure.
 - j. The selected candidate will have to submit an undertaking to the Appointing Authority that he or she will abide by the New Pensions Scheme of the Government issued vide Finance Department letter No.BW3/03/part-1/1, dated 25/01/2005.
7. The Date and Venue of the Written Test/ Interview will be notified later on through newspaper/ official website www.dibrugarh.gov.in.
8. **How to apply:**
- a. Applications should be sent through post or delivered by hand to the **Deputy Commissioner, Dibrugarh, P.O. - C.R. Building, PIN - 786003, Dist. - Dibrugarh, Assam.** Post applied shall be super scribed on the top of the sealed envelope.
 - b. **Last date of application:** Application will be received during the office hours upto **22/02/2021**. No application after the last date will be entertained. Deputy Commissioner, Dibrugarh will not be responsible for any postal delay.

Note : Canvassing directly or indirectly shall disqualify a candidate.

Paran G/210
6.2.2021

Deputy Commissioner
Dibrugarh

Dated Dibrugarh, the Feb'2021

Memo DPE. 1/2021/35

-A,

Copy forwarded for information and necessary action to:

1. The Commissioner & Secretary to the Govt. of Assam, General Administration (B) Department, Dispur, Guwahati-6.
2. The Commissioner, Upper Assam Division, Jorhat.
3. The Joint Secretary to the Govt. of Assam, General Administration (B) Department, Dispur, Guwahati-6.
4. The Superintendent, Assam Government Press, Bamuni Maidam, Guwahati-21. He is requested to arrange publication of the advertisement in the next issue of Assam Gazette.
5. The Nazarat Officer, DC's Office, Dibrugarh. He is requested to disburse the amount on receipt of the Advertisement Bill in due course.
6. The DIPRO, Dibrugarh is requested to take necessary steps to get the advertisement published in three daily circulated newspapers both Assamese and English for wide publicity.
7. The Asstt. Director of Employment Exchange, Dibrugarh. He is requested to make wide publicity of this advertisement through all the Employment Exchanges in the District.
8. Notice Board, Deputy Commissioner's Office, Dibrugarh.
9. Order file.

Paran G/210
6.2.2021

Deputy Commissioner
Dibrugarh