

GOVT. OF ASSAM
OFFICE OF THE DEPUTY COMMISSIONER :: BISWANATH
BISWANATH CHARIALI

ADVERTISEMENT

No. BNP.96/2019/941

Date:- 01/11/2019

In pursuance of the Govt.'s post creation letter **No.ELE.4/2008/Pt-II/63 Dated 27/02/2019** issued by the Commissioner & Secretary to the Govt. of Assam, Election Department & Chief Electoral Officer, Assam, Dispur, Guwahati-6 and as per Government approval vide letter **No.GAG (B). 401/2018/91 dtd.16/10/2019** issued by the Under Secretary to the Govt. of Assam, General Administration Department, Dispur, Guwahati-06, applications are invited for filling up of the following posts of Junior Assistant and EVM Godown Keeper in the Office of the Deputy Commissioner, Biswanath and District Election Officer, Gohpur under the amalgamated establishment of Deputy Commissioner, Biswanath in the pay Band & Grade Pay with other allowances as admissible under Rule as shown below.

Sl. No.	Government creation/approval letter No. & Date.	Name of Post	Number of post	Reservation Category	Scale of Pay
1	No.ELE.4/2008/Pt-II/63 Dated 27/02/2019	Junior Assistant	01	E.W.S	P.B.-2 Rs. 14000/- to 49000/-+ GP. 6200/-
2	-DO-	EVM Godown Keeper	01	Unreserved	P.B.2-Rs. 14000/- to 49000/-+ GP. 6200/-
3	No.GAG (B). 401/2018/91 dtd.16/10/2019	Junior Assistant	05	SC-1 OBC -2 Unreserved-1 EWS- 1	P.B.2-Rs. 14000/- to 49000/-+ GP. 6200/-

TERMS AND CONDITIONS:-

- Age :** Candidate must not be less than 18 years of age and not more than 43 years as on 01/01/2019. The upper age limit is relaxable as per the existing Govt. norms issued vide office OM No. ABP.06 2016/04 Dtd.03/03/2016.
- Nationality:-** Candidate must be a Citizen of India.
- Educational qualification**
 - The minimum educational qualification of the candidate shall be Graduate Degree in Arts, Science and Commerce from a University recognized by the State/Central Government or a Degree equivalent thereto and recognized by the State/Central Government.
 - Candidates must have proficiency in basic computer application like MS Windows, Linux, Mac, Excel, power point, DTP (English & Assamese) and Internet etc. Candidates must possess a minimum 6(six) months Diploma in computer application / knowledge from an institute recognized by the State/Central Government.
- The Applicants must submit the following documents/ testimonials along with application.**
 - Self attested photocopies of all certificates /mark sheets in support of educational qualification & other required qualifications, Age proof certificate, caste certificate if applicable, valid employment exchange registration certificate etc.
 - 3 (three) copies of self attested recent passport size photograph. (One of which should be pasted on the application Form).
 - A self addressed envelope affixing postage stamp of Rs. 5.00 must be enclosed along with the Application Form.
 - EWS(Economically Weaker Sections) certificate from the competent authority to be submitted alongwith the application form in respect of the Candidate under Reservation category of E.W.S.
- Candidate already in Government service should apply through proper channel.
- Candidates, whose applications are accepted as per eligibility criteria will be required to appear in a written examination and computer test. Selection will be strictly on merit basis. Incomplete /Unsigned applications will be rejected. The Selection 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.
- The selected candidates will have to submit an undertaking to the appointing Authority that they will abide by New pension Rules of the Govt. issued vide Finance Department Letter No. BW-3/03/pt- II/01 dtd. 25/01/2005.

8. Rs. 100/- (Rupees one hundred only) has to be deposited as processing fee at the Public Facilitation Centre, Office of the Deputy Commissioner, Biswanath and at the Office of the Sub-Divisional Officer (Civil), Gohpur either through online payment or cash deposit. Online payment may be made to Account No.: **50100263010009, IFSC Code: HDFC0001962** The receipt of the payment made has to be submitted along with the application form. For ST/SC /EWS candidates, there will be no processing fees.
9. Application form can be collected from **Public Facilitation Centre, Office of the Deputy Commissioner, Biswanath** or can be down loaded from Official Website—**www.biswanath.gov.in**
10. Each candidates shall have to mention his/her order of preference for each post in the application form itself.
11. Appointments will be made after necessary police verification and medical examination as per procedure.
12. Appoint against the sanctioned vacant posts will be made in accordance with the provision of the AFRBM Act, 2005 under Sec 7(1) (G).
13. The candidates qualifying in the written test must produce all original testimonials for verification at the time of Computer Practical Test.
14. Call letters for written Test and Computer Practical Test will be sent/intimated to eligible candidates through e-mail/SMS in addition to sending by post and also will be notified through district website **www.biswanath.gov.in**. All applicants are to give their e-mail and working Mobile No. for such communication in their applications below signature of the Candidate.
- SELECTION PROCEDURE -**
- i) Candidates applying for the post of Junior. Assistant / EVM Godown Keeper will have to appear in a written test of 150 marks for 2(two) hours, comprising of General English(50 marks), General Knowledge(50 marks) and Quantitative Aptitude/ logical reasoning (50 marks). Further, they will have to appear in another Test of knowledge of Computer (Practical 50 marks).
- ii) On the basis of the marks secured in the written test, four candidates will be selected against each vacancy notified for the computer test. No T.A. D.A. will be admissible for appearing in the written Test/Interview.
- iii) Final selection will be done on the basis of merit (i.e aggregate marks obtained in the Objective type Written Test and Computer Proficiency Test) and preference as mentioned by the candidates.
- iv) There will be no Viva-Voice interview.
15. Canvassing in any form will result in disqualification of the candidate.
16. The application will be received during the office hours up to the last date of form submission at the Establishment/ Personnel Branch of the **Office of the Deputy Commissioner, Biswanath** or may be sent to following address through post or by hand superscribing the post applied for on top of the envelope to the **Office of the Deputy Commissioner, Biswanath District, P.O. Chariali, Assam, PIN- 784176**. Applications received after the last date fixed for submission of application will not be entertained.
17. The last date for submission of application is fixed as **25th of November'2019 up to 5 P.M.**

Sd/-
Deputy Commissioner,
Biswanath
Date: 01/11/2019

Memo No. BNP.96/2019/941

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Copy to:-

1. The Commissioner & Secretary to the Govt. of Assam, General Administration (B) Department, Dispur, Guwahati-6 for favour of information
2. The Commissioner & Secretary to Govt. of Assam, Finance (EC-II) Department, Dispur, Guwahati for favour of information.
3. The Commissioner & Secretary to the Govt. of Assam, Election Deptt & Chief Electoral Officer, Assam, Dispur for information.
4. The Commissioner, North Assam Division, Tezpur for favour of information.
5. The Accountant General (A&E), Assam, Maidamgaon, Guwahati- 29 for favour of information and necessary action.
6. All Deputy Commissioners, Assam for information.
7. The Superintendent, Assam Government Press, Bamunimaidam, Guwahati-21. He is requested to arrange publication of the advertisement in the next issue of Assam Gazette.
8. The Sub- Divisional Officer (Civil), Gohpur for wide publicity.
9. All Circle Officers/ Block Dev. Officers of Biswanath District for wide publicity.
10. DIO, NIC, DC's Office, Biswanath. He is requested to upload the Advertisement at the District website for wide publicity.
11. The SDIPRO, Biswanath Chariali. He is requested to arrange to publish the Advertisement in one English and Assamese daily immediately.
12. The Assistant Employment Officer, Employment Exchange, Biswanath Chariali along with copy of duly filled up format as per provision of Compulsory Notification of Vacancies Act. for information and necessary action.
13. Notice Board, D.C's Office, Biswanath.
14. Office file.

Deputy Commissioner,
Biswanath