



GOVERNMENT OF ASSAM
OFFICE OF THE SETTLEMENT OFFICER,
KARIMGANJ.

No.KTSE.14/2020/ Pt./ 05-07,

Dated, Karimganj the 11th March, 2020.

ADVERTISEMENT

In pursuance of approval accorded by the Govt. in Revenue & D.M.(L.R.) Deptt., Assam communicated vide letter No.RLR.12/2020/7, dated 02.03.2020, applications are invited in Standard Form as prescribed in Part- IX of Assam Gazette, from the intending candidates who are the Citizens of India as defined in article 5 to 8 of the constitution of India, for filling up of the following posts of L.D.A. (Junior Assistant) in the establishment of Settlement Officer, Karimganj.

Name of the post to be filed up	Total No. of posts	Category wise Nos. of posts to be filed up as per Post Based Roster		Pay Band	Remarks
		Category	No. of posts		
1	2	3	4	5	6
L.D.A. (Junior Assistant)	05(five) Nos.	UR	02(two)	Rs.14000-60500/- plus Grade pay Rs.6200/- with other allowances as admissible under Rule.	Reservation for Women candidates equivalent to 30% will be applicable for each category of vacant posts.
		OBC/MOBC	02(two)		
		ST(P)	01(one)		
		Total	05 (Five) Nos. of Posts.		

1. Terms and conditions :-

Age of the Candidates must not be less than 18(eighteen) years and not more than 38(thirty eight) years as on 01/01/2020. The upper age limit is relaxable for 5(five) years for SC & ST candidates, 3(three) years for OBC/MOBC category candidates.

(a) Educational qualification:-

- * The minimum educational qualification for 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 State/Central Government.
- * Candidate must have proficiency in basic computer application like MS Windows, Linux, MAC, EXCEL, Power Point, 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 State/Central Government.

2) Applicants must submit the following documents/testimonials alongwith the application:-

- * 3(three) copies of recent and coloured photograph of passport size signed and dated by the candidate on the reverse side of those.
- having the name with date of birth to be superscripted in front bottom of the photo.
- * Specimen Signature (in a separate sheet)
- * Photo copy of Admit Card, Pass Certificate & Mark Sheet of H.S.L.C. examination (self attested).
- * Photo copy of Certificate & Mark Sheet of graduation (self attested).
- * Photo copy of Computer proficiency Certificate (self attested).
- * Photo copy of Caste Certificate (in case of reserved category candidates) (self attested)..
- * Photo copy of of Employment Exchange Registration Certificate (having the up-to-date validity) (self attested).
- * Experience Certificate, if any.
- * One self-addressed and stamped envelope of Rs.5/- (size 24cm X 10 cm) alongwith the application should be submitted alogwith the Application.

3) The application must be submitted in an envelope with the superscription on the body of the envelop "Application for the post of L.D. Assistant in Settlement Officer's office, Karimganj with the name and address of the candidates.

- 4) Candidates already in Government Service should apply through proper channel.
- 5) Candidates whose application are accepted as per eligibility criteria will be required to appear in a written examination to be followed by computer test of qualified candidate only. Selection will be done strictly on merit basis.
- 6) Incomplete application and the testimonials as prescribed above are not submitted will be rejected summarily.
- 7) 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 candidate 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.3/2003/PT-II/1, dtd.25.01.2005.
- 8) The appointment will be made after necessary Police verification and Medical Examination etc. as per procedure.
- 9) Appointment will be made in accordance with the provision of AFRBM Act,2005.
- 10) The candidate qualifying in the written test must produce all certificates and testimonials in original for verification at the time of computer proficiency test.
- 11) Admit Card/Call Letter for written test and computer proficiency will be issued individually to attend the written examination at the venue to be notified at the call letter.
- 12) Date of submission of application: From 11th March, 2020 (during office hour and in office working days)
- 13) Last date of submission of application :- 27th March, 2020 upto 5.00 PM.
No application will be entertained after the aforesaid time schedule including the application submitted through Post.
- 14) Address for submission of the application:-

THE SETTLEMENT OFFICER,
KARIMGANJ,
P.O. , P.S. & DISTRICT KARIMGANJ,
ASSAM, PIN CODE- 788712.

The candidate may submit the application in person at the office of the Settlement Officer, Karimganj located in the Settlement Road, Karimganj during working days and hours or send by post as per the postal address as given above.

15) 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 skill in Assamees/Bengali/Boro/ Alternative English	50
4	Computer proficiency Test (Practical)	50

- 16) Four candidates will be selected against each vacancy notified on the basis of aggregate marks obtained in the objective type written test.
- 17) Final Selection will be prepared on the basis of merit (Aggregate marks obtained in both the written test + Computer proficiency test).
- 18) Candidate shall have to exercise their choice of language i.e. either Assamees/Bengali/Boro/ Alternative English at the time of submission of application itself and the choice once exercised shall be final.
- 19) The candidate may be furnish their valid mobile number and e-mail ID (optional) for smooth communication, as and when required.
- 20) No T.A./D.A. will be admissible for appearing in the written test and computer proficiency test.
- 21) There will be no viva voice interview.

- 22) Canvassing/ lobbying directly or indirectly will lead to immediate disqualification of candidature.
- 23) The undersigned reserves the right to cancel the advertisement, alter any terms and condition of the advertisement and to cancel or postpone written test/interview at any stage without assigning any reason thereof.

Sd/ --

Settlement Officer,
Karimganj.

Memo No.KTSE.14/2020/ Pt./ 05-07-A,

Dated, Karimganj the 11th March, 2020.

Copy forwarded to :-

1. The Addl. Chief Secretary to the Govt. of Assam, Revenue & D.M. (L.R.) Department, Dispur, Guwahati- 6, for kind information.
2. The Commissioner of Barak Valley Division, Assam, Dispur, Guwahati-6, for kind information
3. The Director of Land Records & Surveys etc., Assam, Rupnagar, Guwahati- 32, for kind information.
4. All Deputy Commissioner/ Settlement Officer of Assam for kind information.
5. All Asstt. Settlement Officer/ All Circle Officer of Karimganj District, for information.
6. The District Employment Officer, Karimganj for information.
7. The Asstt. Employment Officer, Patherkandi for information.
8. The D.I.P.R.O., Karimganj. He is requested to arrange for wide publicity through FLS, All India Radio, Doordarshan as news item.
9. The DIO, NIC, D.C.'s office, Karimganj. He is requested to upload the advertisement in the District Website www.karimganj.gov.in.
10. Notice Board of office of the Settlement Officer, Karimganj.


Settlement Officer,
Karimganj.
11/03/2020