



GOVERNMENT OF ASSAM  
OFFICE OF THE DEPUTY COMMISSIONER, KARIMGANJ.  
(PERSONNEL BRANCH)

Telephone No. 03843-262345(O) 262103(R) 260271(Fax-Office)

Website [www.karimganj.gov.in](http://www.karimganj.gov.in)

No. KPE.7/2021/83,

Dated Karimganj, the 17<sup>th</sup> Nov/ 2021.

**ADVERTISEMENT**

In accordance with the approval accorded by the Government in General Administration Department, Assam vide Letter No. GAG(B).196/2010/608, dtd. 09/08/2021, application, in Standard Form as published in the Assam Gazette in Part-IX, are hereby 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, Karimganj under head of account "2053-DA etc."

Name of the vacant Post	No. of Posts	Pay Band	Reservation	Remarks
Junior Assistant	2(two) Posts	Rs. 14,000/- to Rs. 60,500/- plus Grade Pay of Rs. 6,200/- with other allowances as admissible under Rules	(i)EWS-1(one) Post (ii) OBC/MOBC-1(one) Post.	

(Number of Post of Junior Assistant under the above mentioned reserved category post may increase after receipt of the approval of other vacant posts from the Govt. and will be advertised in due course.)

**1. Terms and conditions:-**

(a) Age- Candidate must not be less than 18 years of age and not more than 40 years of age as on 01/01/2021. The upper age limit is relaxable for 5(five) years for SC & ST candidates, 3(three) years for OBC/MOBC and 10(ten) years for PwD category candidates.

**(b) Educational Qualification for Junior Assistant:-**

- The minimum educational 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 State/Central Government.

**2. Applicant must submit the following documents/testimonials alongwith the application:-**

- 3(three) copies of recent and coloured photograph of passport size(self attested) having the name with date of birth to be superscribed in front bottom of the photo.
- Specimen Signature(in a separate sheet)
- Admit Card, Pass Certificate & Mark Sheet of HSLC examination (self attested).
- Certificate and Mark Sheet of Graduation(self attested).
- Certificate of 6 month diploma in Computer Application from an institute recognized by State/Central Govt. (self attested).
- Caste Certificate(in case of reserved category candidates)
- Copy of Employment Exchange Registration Certificate(having the up-to-date validity)
- Copy of EWS certificate in case of application submitted under EWS category.
- Experience Certificate, if any.

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- Certificate of PwD(Persons with physical benchmark).
  - The application must be submitted in an envelope with the superscription on the body of the envelop "Application for the post of Junior Assistant in DC's Office, Karimganj with the name and address of the candidates.
3. Candidates already in Government Service should apply through proper channel.
  4. 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 candidates only. Selection will be done strictly on merit basis.
  5. Incomplete application and the testimonials as prescribed above are not submitted will be rejected.
  6. 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, dtd. 25/01/2005.
  7. The appointment will be made after necessary Police verification and Medical Examination, etc. as per procedure.
  8. Appointment will be made in accordance with the provision of AFRBM Act 2005.
  9. The Candidate qualifying in the written test must produce all certificates and testimonials in original for verification at the time of computer proficiency test.
  10. Admit Card/Call Letter for written test and computer proficiency will be uploaded/notified through the website of this office [www.karimganj.gov.in](http://www.karimganj.gov.in) and the candidates are to download their individual call card/letter and to affix recent photograph having the name and date of birth supercribed at the front bottom of the photo at the downloaded call letter and to attend the written examination at the venue to be notified at the call letter.
  11. 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.
  12. Date of submission of application:-From 20<sup>th</sup> November, 2021 (during office hour and in office working days)
  13. Last date of submission of the application:-10th December, 2021 5.00PM.
  14. Address for submission of the application:-  
DEPUTY COMMISSIONER,  
KARIMGANJ,  
P.O. P.S. & DISTRICT KARIMGANJ.ASSAM, PIN CODE-788710.

The candidate may submit application, in person, at the Receipt Section, Public Facilitation Centre(PFC), located at the campus of the Deputy Commissioner's Office, Karimganj and may also submit application through post and no application will be entertained after the aforesaid time schedule including the application submitted through Post.

15. SUBJECTS FOR WRITTEN EXAMINATION

Sl.No.	Subject	Marks
1	(i) General English(75 marks),(ii) General Knowledge(50 marks)(iii)Quantitative Aptitude(25 marks)	150
2	Knowledge of Computer(Theory)	50
3	Language skill in Assamese/Bengali/Boro/Alternative English.	50
4	Computer Proficiency Test(Practical)	50

SELECTION PROCEDURE

16) Four candidates(at the ratio of 1:4) will be selected against each category of vacant and notified post on the basis of aggregate marks(on merit) obtained in the objective type written test and the selected candidates only will be called for attending the Computer Proficiency Test.

17) Final Select List for two candidates as per the category of reservation of the post as notified herein above will be prepared on the basis of merit(Aggregate marks obtained in both the written test + computer proficiency test).

OTHER CRITERIA

18) Candidate shall have to exercise their choice of language at the time of submission of application itself i.e. either Assamese/ Bengali/ Boro/Alternative English for attending the test of language skill at the written examination and the choice once exercised shall be final.

19) The candidate must furnish their valid mobile number and e-mail ID for smooth communication if required.

20) No TA/DA will be admissible for appearing in the written test and computer proficiency test.

21) There will be no viva voce interview.

22) Canvassing directly or indirectly will lead to immediate disqualification of the candidature.

23) 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.

  
DEPUTY COMMISSIONER,  
KARIMGANJ

Dated Karimganj, the 17<sup>th</sup> Nov/2021.

Memo No. KPE.7/2021/83(A),

Copy forwarded to:-

- 1) The Commissioner & Secretary to the Govt. of Assam, General Administration(B) Deptt., Dispur, Guwahati for kind information.
- 2) The Commissioner, Barak Valley Division, Silchar, Cachar for kind information.
- 3) All Deputy Commissioners for information.
- 4) The District Information and Public Relation Officer, Karimganj. He is requested to publish the advertisement in 2(two) renowned/widely circulated newspapers.
- 5) The District Informatics Officer, NIC, DC's Office, Karimganj. He is requested to upload the Advertisement in the District Website [www.karimganj.gov.in](http://www.karimganj.gov.in)
- 6) The District Employment Officer, Karimganj.
- 7) The Assistant Employment Officer, Patharkandi.

They are requested for compulsory notification of the Advertisement in compliance with order of the Hon`ble Supreme Court of India.

- 8) Notice Board, DC's Office, Karimganj.
- 9) Docket Section, PFC, DC's Office, Karimganj

  
.DEPUTY COMMISSIONER,  
KARIMGANJ