

GOVT. OF ASSAM
OFFICE OF THE DEPUTY COMMISSIONER::: TINSUKIA DISTRICT
(PERSONNEL BRANCH)

No. TPE.2/2007/PT-I/52

Dated Tinsukia the 8th January'2015

A D V E R T I S E M E N T


Applications are invited from the intending candidates in the standard form of application published in the Assam Gazette Part-II (can be downloaded from www.tinsukia.nic.in) for filling up of vacant posts as mentioned below under the amalgamated establishment of Deputy Commissioner, Tinsukia in the scale of Pay Rs. 5200/- - 20,200/- plus Grade Pay of Rs. 2200/- under Pay Band-2 plus other allowances as admissible under rules.

Name of post	Category wise of posts as per Roaster	Total vacancy
Junior Assistant (Grade – III)	S.T.(P) – 1 No. OBC/MOBC – 1 No. UR – 3 Nos.	5 (five) nos.

1. Last date for submission of application is fixed on 22nd January'2015 (upto 4.15PM) Applications are to be submitted /deposited at Public Grievance & Application Counter, Deputy Commissioner's office, Tinsukia. The deadline applies to applications received by post also. Incomplete applications will be rejected.
2. Nationality : Candidate must be a Citizen of India. Age :- Candidate must not be less than 18 years or more than 38 years of age for unreserved & OBC/MOBC category and 43years in case of SC/ST category as on the 1st January'2015.
3. Educational Qualification : For Junior Assistant (Gr.III), Minimum Qualification HSSLC passed, with knowledge of typewriting both in English and Assamese. Computer, literacy especially in MS-Office, Excel etc. is compulsory.
4. Candidates must have registered their names in the Employment Exchange and the Registration No. & Date must be mentioned in their application.
5. Candidates already in service should apply through proper channel.
6. The application should accompany attested copies of all testimonials regarding qualification, age, caste, Employment Exchange Registration card (if available) etc. alongwith 2(two) copies of recent passport size photograph duly signed by the Candidate on the reverse.
7. The applicant shall send a self addressed envelope affixing postal stamps alongwith testimonials. Candidates applying for the post of Junior Assistant have to appear initially in a written test, the date for which is tentatively fixed on 8/2/2015. The date is subject to change in case of exigencies. The venue of examination shall be informed in the call letter.
8. The call letter for the written examination shall be sent to the applicants well before the date of written test. Those applicants who do not receive the call letters may collect the

same on or before 7/2/2015. The applicants who are allowed appear in written test may also check their names in the list uploaded on the website www.tinsukia.nic.in & may appear in the written test, (they will have to produce identification proof of the examination centre).

9. The written test will consist of General English and Essay writing, Précis writing and Drafting and General knowledge. Total marks will be 100 and the written test will be of 2(two) hours duration.
10. The successful candidates of written test will be called for interview and test of proficiency in Type Writing and Computer. The dates for interviews and test of proficiency in Typewriting and Computer shall be advertised and call letters despatched to successful candidates of written examination. Results shall also be published in Tinsukia District web site www.tinsukia.nic.in
11. No T.A./D.A. will be admissible for attending the test/interview.
12. A selection committee shall select candidates for the said posts. Candidature of candidates is provisional and the Committee has the right to accept or reject the candidature of any candidate at any stage of recruitment after proper scrutiny of the documents/testimonials etc.
13. The selected candidates for appointment shall have to give an undertaking to the effect that they shall abide by the New Pension Rule of Govt. of Assam .
14. While considering the candidates for appointment, claims under different Rules and the Govt. instructions as well as cases covered by Hon'ble High Court orders would be given preference. The concerned documents shall have to directly reach the office of the Deputy Commissioner, Tinsukia on or before the date of interview.



Deputy Commissioner
Tinsukia

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Copy for information and necessary action to :-

1. The Sub-Divisional Officer, (Civil), Margherita/Sadiya.
2. The Circle officer, Tinsukia/Margherita/Doomdooma/Sadiya.
3. The District Employment officer, Tinsukia for information. He is requested to display the advertisement in office notice boards of various Employment Exchange offices in the District.
4. The District Information and Public Relation officer, Tinsukia. He will please arrange to give wide publicity through AIR/T.V. and News Papers.
5. Notice Board


Deputy Commissioner
Tinsukia