



GOVT. OF ASSAM
OFFICE OF THE DEPUTY COMMISSIONER, MAJULI
ASSAM::MAJULI:: ASSAM

☎ 03775-274424

No.MEL.26/2019/28/89-93/

E-mail ID- deo-majuli@nic.in

Dated Majuli the 3rd January, 2020

ADVERTISEMENT

Applications are hereby invited online through <http://niyog.assam.gov.in/majuli> from citizen of India as defined in Articles- 5 & 8 of the Constitution of India for filling up 1 (one) no. of post of Junior Assistant in the Office of the District Election Officer, Majuli. This is in pursuance of Governments post creation No.ELE.961/90/173, dated 04/12/1991 issued by the Commissioner and Secretary to the Govt. of Assam, Election Department and Chief Electoral Officer, Assam and in pursuance of letter No. ELE.75/2015/94, dated 13/11/2019 issued by the Commissioner and Secretary to the Govt. of Assam, Election Department and Chief Electoral Officer, Assam. The pay band and grade pay with other allowances as admissible under Rule are shown below-

- | | |
|----------------------|---------------------------------------|
| 1. Name of the post- | Junior Assistant. |
| 2. No. of post- | 1 (One) |
| 3. Scale of pay- | Rs.14,000- 49,000 + Grade pay Rs.6200 |
| 4. Reservation- | Nil |

Terms and conditions-

1. Age- Candidate must not be less than 18 years of age and not more than 44 years of age on 01.01.2020. The upper age limit is relaxable for SC & ST candidates as per the existing Govt. norms OM No.ABP.06/2016/4 dated 03/03/2016.
2. Nationality- Candidate must be a citizen of India.

Educational qualification-

- a. The minimum educational qualification of the candidate shall be a graduate in Arts/Science/Commerce from a recognized state/central university or a degree equivalent there through and recognized by the State Central Govt.
- b. Candidate must have proficiency in basic computer applications like MS Windows, Linux, MAC, EXCEL, PowerPoint, DTP (English and Assamese) and the internet processing etc.
- c. Candidate must possess a minimum 6 months diploma in Computer Application from an institute recognized by State/Central Government.

Applicants must upload the following documents/testimonials along with the application-

1. Self-attested photocopies of all certificates, mark sheets in support of educational qualifications and other required qualifications, age proof certificate, valid employment exchange certificate etc.
2. Photograph of recent passport size photograph.

Candidates already in Government Service should apply through the proper channel.

Candidates whose application 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 applications will be rejected.

The selection committee shall have the right to accept or reject the candidature after proper scrutiny of the documents/testimonials etc. with regard 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 new pension rules of Government issued vide Finance Department 25/01/2005.

The appointment will be made after necessary Police verification, document verification and Medical examination as per the procedure.

Appointment will be made in accordance with the provision of AFRBM Act 2005 under section 7 (f).

The candidates qualifying in the written test must produce all original testimonials for verification at the time of computer proficiency test.

Admit Card for written test and computer proficiency test will be sent/intimated to eligible candidates through e-mail/SMS & also will be notified through the website (<http://niyog.assam.gov.in/majuli>). All applicants are to mandatorily give their email and a working mobile no. for such communications. The candidates can download their admit cards from the website <http://niyog.assam.gov.in/majuli>.

Date of commencement of application	04/01/2020
Last date of application	20/01/2020
Tentative date of Written Examination	02/02/2020
Tentative date of Computer Proficiency Test	16/02/2020

Selection procedure-

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 skills in Assamese	50
4	Computer Proficiency Test (Practical)	50

Four candidates shall be selected against each vacancy notified on the basis of the aggregate marks obtained in the objective type written test to appear in the Computer Proficiency Test (Practical).

Final selection will be done on the basis of merit. (Aggregate marks obtained in the written test + computer proficiency test).

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

There will be no viva voce interview.

Canvassing in any form will lead to disqualification of the candidate.

Sd/-
Deputy Commissioner
Majuli

Dated Majuli the 3rd January, 2020

Memo No.MEL.26/2019/28/89-93

Copy to:

1. The Chief Electoral Officer, Assam for favour of kind information.
2. The Director of Information and Public Relation Officer, Assam, Dispur, Guwahati. He is requested to published the advertisement in 2 nos. renowned and working of newspapers of the State
3. The District Information and Public Relation Officer, Majuli for information.
4. The District Informatics Officer, NIC, Majuli. He is requested to upload the advertisement in the District Website www.majuli.gov.in.
5. Office Order file.
6. Office Notice Board.


Deputy Commissioner
Majuli