



GOVERNMENT OF ASSAM
OFFICE OF THE DEPUTY COMMISSIONER::KARBI ANGLONG DISTRICT::DIPHU

No. KAPE.03/2018-19/10

Dated Diphu the 2nd February'2019.

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

In pursuance of Govt. letter No.CD.13/2011/82, Dtd. 10/12/2018, Applications are invited in Standard Forms as prescribed in the first page of Part IX of Assam Gazette for Appointment of the following Stenographer, Junior Assistant (Grade -III) and Driver, Chowkidar/Orderly (Grade-IV) against the new sanctioned post under the Amalgamated Establishment of the Deputy Commissioner, Karbi Anglong Diphu (Civil Defence) in the Pay Band & Grade Pay with other allowances as per admissible Rules as shown below. Application Form may be submitted to D.C's Office, Diphu w.e.f. 02/02/2019 to 13/02/2019 till 5.00 P.M. The application (application received through by post) will not be accepted after expiry of the given Date & time.

Sl. No.	Name of the Post	No of vacant Post	Scale Pay	
1.	Stenographer	1 no	PB-2-5200-20200 GP-2900	UR
2.	Junior Assistant	2 nos.	PB-2 -5200 – 20200 GP-2200	UR
3.	Driver	2 nos.	PB-2-5200-20200 GP - 2100	UR
4.	Chowkidar/Orderly	1 no	PB-1-4560-15000 GP 1500	UR

(1)Nationality : He/She must be a citizen of India.

(2)Age limit : He/She must not be less than 18 Years of age or more than 44 years of age as on 01/01/2019 . The Upper age limit is relaxable by 5 years in case of SC/ST Candidate and persons with Disabilities and 3 years in case of OBC/MOBC. The age of the candidates will be calculated on the basis of Birth Certificate/Matriculation Certificates/HSLC Admit/Certificate issued by a recognized Board/ Council and no other documents shall be acceptable in lieu thereof for the purpose.

(3)Educational Qualification : (i) **For Junior Asstt** :

- (a) The minimum educational qualification of the candidates shall be a **Graduate** in Arts, Science or Commerce from University recognized by the State Government or a Degree equivalent thereof and recognized by the Government.
- (b) Candidates must have proficiency on 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 from Institute recognized by the Government.

(II) For Stenographer:

- (a) The minimum educational qualification of the candidates shall be a **Graduate** in Arts, Science or Commerce from University recognized by the State Government or a Degree equivalent thereof and recognized by the Government.
- (b) Candidates must have proficiency on 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 from Institute recognized by the Government.
- (c) The candidates must have short hand diploma from any Govt. recognized institution.


Deputy Commissioner
Karbi Anglong, Diphu.

Contd.....2/-

(III) For Driver : The minimum educational qualification of the candidates shall be a HSLC Passed or the State Government equivalent thereof and recognized by the Government. Candidates must possess a valid Driving License (LMV) issued by the Competent Authority. Experience in driving light or medium motor vehicle for minimum of 3 (three) years.

(IV) For Chowkidar/Orderly: The minimum educational qualification of the candidates VIII Passed.

(4) Selection Procedure: (I) For Junior Asstt. : Candidates applying for the post of Junior Assistant will have to appear in written test on the following subjects:

1st Phase :

(A) Written Examination in the following Subject:

(i) General English (including essay writing) = 100 Marks.

(ii) General Knowledge = 100 Marks.

Total = 200 Marks

2nd Phase:-

(B) On the basis of marks secured in the written Examination in the 1st phase the top ten candidate @ 10:1 will be called for computer proficiency test which will be of 100 Marks.

(II) For Stenographer -Grade -III Candidates applying for the post of Stenographer will have to appear in written test on the following subjects:

1st Phase :

(A) Written Examination in the following Subject:

(I) General English (including essay writing) = 100 Marks.

(II) General Knowledge = 100 Marks.

Total = 200 Marks

2nd Phase:-

(B) On the basis of marks secured in the written Examination in the 1st phase the top ten candidate @ 10:1 will be called for computer proficiency test which will be of 100 Marks.

(I) Speed Test – 80 WPM (in stenography) = 50 Marks.

(II) Proficiency test in computer = 50 Marks

Total = 100 Marks

(III)) Driver : On the basis of marks secured in the written Examination in the 1st phase the top ten candidate @ 10:1 will be called for Driving Skill Test and personal Interview.

(IV) Chowkidar : Personal Interview for educational document.

(5) How to Apply : (a) For all the post a Candidates are required to apply in Prescribed Standard Form and to submit in the Dropped Box in the DC's Office, Karbi Anglong, Diphu during office hours up to 5 PM of 13 /02/2019.

(b) Candidates are required to furnish latest passport size photograph (2 Copies), Admit Card/Passed Certificate & Mark Sheet of HSLC Examination & Graduate Examination , Medical Certificate (Hearing, Impaired). If physically disable.

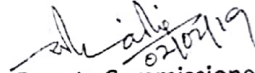
(c) In case of the candidates already employed must apply through proper channel with No Objection Certificate (NOC) from appropriate appointing authorities.

(d) After the Computer Proficiency test candidates will have to bring all original testimonials i.e. Age proof Certificate, Caste Certificate, Educational qualification Certificate, Computer Proficiency Certificate, Mark Sheet for documents verification when called for.

Shivali
Commissioner
Karbi Anglong, Diphu.

Contd.....3/-


- (e) Candidates applying for the post of Driver have to produce their license and original educational qualification certificate along with 2 copies of latest passport size photograph during personal interview.
- (f) Candidates applying for the post of Chowkider have to produce their original educational qualification certificate along with 2 copies of latest passport size photograph during personal interview.
- (6) The selected candidates will have to submit an undertaking to the appropriate Authority that they will abide by New Pension Rules of the Govt. issued vide Govt. of India's O.M. No. 14034/5/82-Estt(D), Dtd. 5.11.1983.
- (7) All appointment will be made after police verification and medical test as per office procedure. The decision of the appointing authority will be final on any decision taken in regards to appointment of a candidates.
- (8) The date of venue of the written test will be notified later on through 3 (three) Local News Paper in Diphu Karbi Anglong.
- (9) No TA/DA will be admissible for appearing in the Written test / Computer Proficiency test.
- (10) Preference will be given to Civil Defence Volunteers.
- (11) Candidates should be well versed in state official language.
- (12) Canvassing direct or indirectly in any form will disqualify the candidature from the candidature.
- (13) A self addressed envelope (size 22X10cm) affixing postal stamp of Rs.5.00 only.
- (14) Ex fee etc. : A copy of Treasury Challan for General Rs. 500 (five hundred) only and Rs. 250 (two hundred & fifty) only in case of SC / ST/OBC candidate as application fee should be deposited under the Head of Acctt. "0070-OAS" (Examination fee etc).


Deputy Commissioner
Karbi Anglong Diphu
Karbi Anglong: Diphu
2/2/19

Dated Diphu the 2nd February 2019.

Memo No. KAPE.03/2018-19/10-A,
Copy to:

1. The Commissioner & Secretary to the Govt. of Assam, General Administration Department, Dispur, Guwahati-6 for kind information.
2. The Accountant General (A&E) Assam Maidam Gaon, Beltola, Guwahati-29 for kind information.
3. The Commissioner Central Assam Division Nagoan Camp Dispur, Guwahati for information.
4. The Director General of Civil Defence and Commdt. General of Home Guards, Assam, Beltola, Guwahati -28.
5. The Principal Secretary, KAAC, Diphu for information.
6. The Deputy Controller of Civil Defence, Karbi Anglong Diphu for information.
7. The Employment Exchange Officer, Karbi Anglong, Diphu for information and necessary action.
8. The DIPRO, Karbi Anglong, Diphu. He is requested to arrange for publication of the advertisement in 3 (three) local News Paper 2 (two) nos. of Daily English Papers and 1 (one) no. Daily Assamese Paper.
9. The DIO, NIC, Karbi Anglong, Diphu for uploading in the website of the District.
10. All Members concerned for information and necessary action.
11. Office Notice Board


Deputy Commissioner
Karbi Anglong Diphu
Karbi Anglong: Diphu
2/2/19