



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

No. KAPE.03/2018-19/6,

Dated Diphu the 25th January'2019.

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

In pursuance of Govt. letter No.GAG(B).352/2013/85, Dated 08/11/2018, Applications are invited in Standard Forms as prescribed in the first page of Part IX of Assam Gazette for filling up of the following sanctioned vacant post of Grade-III in the Amalgamated Establishment of the Deputy Commissioner, Karbi Anglong Diphu 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. 28/01/2019 to 11/02/2019 till 5.00 P.M. The application will not be accepted after expiry of the given date & time.

Sl. No.	Name of the Post	No of vacant Post	Scale Pay	
1.	Junior Assistant	1	PB-14000 – 49000 GP-6200	UR
2	Stenographer	1	PB-5200-20200/GP-2800	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.

Contd.....2


25/01/19
Deputy Commissioner
Karbi Anglong Diphu.

(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

(7) How to Apply : (a) For both the post 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 11/02/2019

(b) Candidates are required to furnish latest passport size photograph (2 Copies), Admit Card/Passed Certificate & Mark Sheet of HSSLC 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.

(8) The selected candidates will have to submit an undertaking to the appropriate Authority that they will abide by new person Rules of the Govt. issued vide Finance Department Letter No. BW.3/2003/Pt-I/1 Dtd. 25/01/2005

(9) 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.

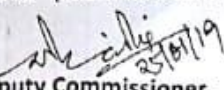
(10) No TA/DA will be admissible for appearing in the Test /Computer Proficiency test.

(11) The date of venue of the written test will be notified later on through 3 (three) Local News Paper in Diphu Karbi Anglong.

(12) Candidates should be well versed in state official language.

(13) A self addressed envelope (size 22X 10 cm) 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)

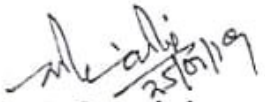

Deputy Commissioner
Karbi Anglong, Diphu

Memo No. KAPE.03/2018-19/6-A,

Dated Diphu the 25th January'2019

Copy to:

1. The Commissioner & Secretary to the Govt. of Assam, General Admin. Deptt., 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 Principal Secretary, KAAC, Diphu for information.
5. The Employment Exchange officer, Karbi Anglong, Diphu for information and necessary action.
6. 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.
7. The DIO, NIC, Karbi Anglong, Diphu for uploading in the website of the District.
8. Office Notice Board.


25/01/19
Deputy Commissioner
Karbi Anglong Diphu



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

No. KAPE.03/2018-19/7

Dated Diphu the 28th January'2019

C O R R I G E N D U M

The information regarding submission of Documents/Certificates/Mark Sheet along with the Standard Form as appeared at Sub-Para (b) of Para – 7 (How to Apply) in the Advertisement Circulated by this office vide No. KAPE.03/2018-19/6, Dtd. 25/01/2019 may be read as :-

(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."

In stead of

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

The other contains of the said Advertisement remain unchanged.

Sd/-
Deputy Commissioner i/c
Karbi Anglong Diphu

Memo No. No. KAPE.03/2018-19/7-A,
Copy to:

Dated Diphu the 28th January'2019

1. The Commissioner & Secretary to the Govt. of Assam, General Admin. Deptt., 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.
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Sd/-
Deputy Commissioner i/c
Karbi Anglong Diphu
28/1/19