
GOVERNMENT OF ASSAM
OFFICE OF THE DEPUTY COMMISSIONER, KARBI ANGLONG, DIPHU

No. KAPE-03/Appointment/Civil Defence/2018-2019/23

Dated:-28/02/2020.

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

In suppression of earlier advertisement No. KAPE-03/Appointment/Civil Defence/2018-2019/20 dated 26/02/2020 and In pursuance of Govt. letter (1) No. CD.13/2011/82 Dated 10/12/2018 and (2) No. CD.13/2011/92, Dated 20/01/2020. 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 Defense) in the Pay Band and 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. **28/02/2020 (Friday) to 10/03/2020 (Tuesday) 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	Category
1.	Stenographer	1 nos	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 nos	PB-1-4560-15000 GP-1500	UR

Note:- (The candidates who have already applied for the post of Stenographer/Jr. Assistant/ Driver/ Chowkidar/Orderly Vide this office Advertisement No. KAPE.03/2018-19/10 Dtd Diphu the 2nd February 2019 need not apply again.)

(1)Nationality : (i) He / She must be a Citizen of India.
(ii) Have Registration in the Employment Exchange of Govt. of Assam.

(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 Graduate in Arts, Science or Commerce from University recognized by the State Government or a Degree equivalent thereof and recognized by the Central Government.

(b) Candidates must have proficiency on basic Computer application like MS Windows, Linux, Excel, Power Point, DTP (English/Assamese) and internet etc.

Candidates must possess a minimum 6 (six) months Diploma in Computer Application from Institutes recognized by the Government.

(ii) For Stenographer: (a) The minimum educational qualification of the candidates shall be **Graduate** in Arts, Science or Commerce from University recognized by the State Government or a Degree equivalent thereof and recognized by the Central 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 State or Central Govt.

(c) The candidates must have short hand diploma from and Govt. recognized

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institution.

(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 Licence (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 is VII passed.

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 :

(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 twenty candidates 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 :

(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 candidates will be called for Stenography and 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) **For Driver:**

Test	Marks
(a) Driving Skill Test	125
(b) Driving Knowledge on Traffic Rules & Traffic Signals	50
(c) Driving Experience	25
Total	200

(IV) **For Chowkidar/Orderly:**

A candidate have to appear in the following examination for selection.

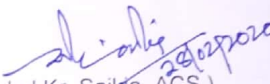
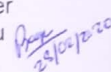
(I) General English	= 50 Marks.
(II) General Knowledge	= 50 Marks.
Total	= 100 Marks

(5) **How to Apply:**

- For all the above mentioned posts a Candidate is required to apply in Govt. Prescribed Standard Form and submit the completely filled up form either by hand or by post.
- Candidates are required to furnish self attested copies of the 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 case of the candidates already employed must apply through proper channel with No Objection Certificate (NOC) from appropriate appointing /Controlling authorities.
- For the Computer Proficiency test candidates will have to bring all original testimonial i.e. Age proof Certificate, Caste Certificate, Educational Qualification Certificate, Computer Proficiency Certificate, Mark Sheet for documents verification.
- 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 document verification on the day of examination when called for.

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- (f) Candidates applying for the post of Chowkidar have to produce their original educational qualification certificate along with 2 copies of latest passport size photograph during document verification on the day of examination when called for.
- (6) The selected candidates will have to submit an undertaking to the appropriate Authority, that they will abide by the New Pension Rules of the Govt. issued vide Finance Department Letter No.BW.3/2003/Pt-I/1 Dtd. 25/01/2005 and "The post is transferable as per discretion of appointing authority/controlling authority and the candidate is willing to work as per place of posting".
- (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 candidate.
- (8) No TA/DA will be admissible for appearing in the Test /Computer Proficiency test.
- (9) The date of venue of the written test will be notified later on through 3 (three) Local News Paper in Diphu Karbi Anglong / and the District website (Karbianglong.gov.in)
- (10) Preference will be given to Civil Defense Volunteers.
- (11) A self addressed envelope (size 22X 10 cm) affixing postal stamp of Rs. 5.00 only will have to submitted at the time of submission of the application.
- (12) Candidates of all Categories viz General/SC/ST/OBC are exempted from depositing any application fees in respect of all Grade-III & Grade IV Post.
- (13) All Candidates shall input their mobile numbers along with the mobile numbers of their guardians in the application form properly.
- (14) Reservation for Economically Weaker Sections will be done as per Notification No. ABP.07/2019/3 dated 2nd February 2019.
- (15) The applications should be sent to the following address through post, **super scribing the post applied for on the top of the envelope**. The address of the recipient is Office of the Deputy Commissioner, Karbi Anglong, Diphu, 782460. The Candidates may also submit applications in the drop box placed at **Room No. 11 in the Office of the Deputy Commissioner, Karbi Anglong, Diphu.**

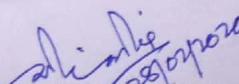

 (Mukul Kr. Saikia, ACS)
 Deputy Commissioner
 Karbi Anglong Diphu 

Memo No. KAPE-03/Appointment/Civil Defence/2018-2019/23-A

Dated:- 28/02/2020.

Copy to:

1. The Accountant General (A&E) Assam, Maidam Gaon, Beltola, Guwahati-29 for favour of kind information.
2. The Commissioner & Secretary to the Govt. of Assam, General Admin. Deptt., Dispur, Guwahati-6 for favour of kind information.
3. The Commissioner & Secretary to the Govt. of Assam, Home & Political (B) Deptt, Dispur, Guwahati-6 for favour of kind information.
4. The Director General, Civil Defense and Commandant of Home Guards, Assam, Beltola for favour of kind information.
5. The Commissioner, Central Assam Division Nagoan, Camp Guwahati for favour of kind information.
6. The Principal Secretary, KAAC, Diphu for favour of kind information.
7. All Deputy Commissioners, Assam for information.
8. All Sub Divisional Officer (Civil), Assam, for information.
9. The Employment Exchange Officer, Karbi Anglong, Diphu for information and necessary action.
10. All Block Development Officers, Karbi Anglong for publicity.
11. The DIPRO, Karbi Anglong, Diphu. He is requested to arrange for publication of the advertisement in 2 (two) State News Paper, 1 (one) nos. of Daily English and 1 (one) no. Daily Assamese Paper and 1 (one) in the local newspaper of Karbi Anglong district.
12. The DIO, NIC, Karbi Anglong, Diphu for uploading in the website of the District.
13. Office Notice Board.


 (Mukul Kr. Saikia, ACS)
 Deputy Commissioner
 Karbi Anglong, Diphu 