



GOVERNMENT OF ASSAM
OFFICE OF THE DEPUTY COMMISSIONER :::::::::: :::::: :::::: TINSUKIA
(PERSONNEL BRANCH)

No. TPE.1/2020/2

Dated Tinsukia the 16th January'2021

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

In pursuance of Govt. Letter No. GAG(B)71/2014/198-199, Dated:31/07/2021, applications are invited from the eligible candidates in the Standard Form of application published in Part IX of Assam Gazette, who are the citizens of India as defined in Article 5 to 8 of the Indian Constitution, for filling up of the 4(Four) nos. of vacant sanctioned posts of **Junior Assistant** as mentioned below under the Amalgamated Establishment of Deputy Commissioner, Tinsukia in the scale of Pay Rs.14,000/- to 60500/- plus Grade Pay of Rs. 6,200/- under Pay Band-2 plus other allowances as admissible under the Rules.

Sl. No.	Name of Post	Number of vacant Post	Reservation						
			UR	EWS	MOBC/OBC	ST(P)	ST(H)	SC	For Women
1	Junior Assistant	04	01	01	01	01	Nil	Nil	As per Govt. norms

1. **Educational Qualifications:-**

- i) The minimum educational qualification of the candidates shall be Graduate/Degree examination passed in any discipline from a University recognized as such by the State/Central Government or a Degree equivalent thereof and recognized by the State/Central Government.
- ii) The Candidates must have good working knowledge and skill in Computer, specially Word Processor, Spreadsheet, Presentation Graphics, Concept of Database, Internet, E-mail etc.
- iii) The Candidate must possess a minimum 6 months Diploma Certificate in Computer Application/Knowledge from Government recognized institute.

2. **Nationality:-** Candidate must be a Citizen of India.

3. **Age:-** Candidate must not be less than 18 years and not more than 40 years of age as on 01/01/2021. The Upper Age limit is relaxable for candidates belonging to SC/ST categories upto 45 years: for the candidates belonging to OBC/MOBC categories upto 43 years, for candidates belonging to ex-Servicemen category upto 42 years and for candidates belonging to persons with disabilities upto 50 years as per Govt. OM No. ABP.06/2016/51, Dated: 02/09/2020 issued by the Government of Assam in Personnel (B) Department.

4. **How to apply:** Applications should be sent through post or delivered by hand to the Deputy Commissioner, Tinsukia, P.O. Borguri, Pin- 786126, Dist- Tinsukia, Assam. Post applied for shall be super scribed on the top of the sealed envelope.

5. **Last date of application:** Application will be received during office hours up to **01/02/2021**. No application after the last date will be entertained. The undersigned will not be responsible for any postal delay.

6. **Applicants shall submit the self attested copies of the following documents/testimonials alongwith application:**

- (a) HSLC Admit Card for age proof, Pass Certificate and Mark sheet.
- (b) HS Pass Certificate and Mark Sheet.
- (c) Degree Pass Certificate and Mark Sheet.
- (d) Employment Exchange Registration Certificate. (Registration No. & Date must be mentioned in their application)
- (e) Caste Certificate/EWS certificate, if applicable.
- (f) 3 (three) copies of Passport Size Photographs self attested. (One of which should be pasted on the Application Form)
- (g) Certificate of Diploma in Computer Knowledge.(from Government recognized institute)
- (h) Self addressed Envelope with Postal Stamp of Rs. 5.00 (Five) only.

7. **Selection Procedure:-**

- i) Candidates applying for the post of Junior Assistant will have to appear in Written Test of 150 Marks, comprising of General English (75 marks), General Knowledge (50 marks) and Quantitative Aptitude (25 marks). Further, they will have to appear in another Test of