



GOVERNMENT OF ASSAM

GOVT. OF ASSAM
OFFICE OF THE DEPUTY COMMISSIONER, BARPETA
(Personnel Establishment Branch)

BPE.34/2019/71

Date: - 17/03/2020

ADVERTISEMENT

In accordance with the approval received vide Govt. Letter No. GAG (B). 291/2017/70 dated 21/02/2020, online applications are invited from citizens of India as defined in Articles 5 & 8 of the Constitution of India for filling up of 27 (Twenty Seven) Nos. sanctioned vacant post of **Junior Assistant** in the Amalgamated Establishment of the Deputy Commissioner, Barpeta in the scale of pay of PB-2 Rs.14000/- - Rs.60500/- + Grade pay Rs.6200/- plus other allowances as admissible under Rule. Online form may be filled up w.e.f. 20th March, 2020 (11.00 AM) onwards to 3rd April, 2020 (5.00 P.M) at www.barpeta.assam.gov.in or <https://niyog.assam.gov.in/barpeta>

Name of Post: Junior Assistant.

Sl. No.	Name of the post	No. of posts	Pay-Band	Reservation category	Remarks
1	Junior Assistant	27	Rs. 14,000/- to Rs. 60,500/-+ Grade Pay- Rs. 6200/-	UR-9 OBC/MOBC-9 ST (P)-3 SC-3 ST(H)-2 EWS-1	Reservation for women will be as per Rule.

1. Terms and conditions-

Age-Candidates must not be less than 18 years of age and not more than 44 years of age as on 01.01.2020. The upper age limit is relaxable for the reserved categories as per the existing norms enumerated vide Govt. OM No. ABP.06/2016/4 dated 03/03/2016 and No. ABP.06/2016/8 dated 18/04/2018. The age of the candidates will be calculated on the basis of Matriculation Certificate/HSLC Admit/ HSLC passed Certificate issued by a recognized Board of Education/ Council. No other documents shall be acceptable in lieu thereof for the purpose.

2. Educational qualification-

- The minimum educational qualification of the candidates shall be a Graduate in Arts/ Science/Commerce from a recognized State/ Central University or a Degree equivalent thereto and recognized by the State/Central Government.
- Candidates must have proficiency in basic Computer applications like MS Window, Linux, MAC, EXCEL, PowerPoint, DTP (English/Assamese) and Internet processing etc.
- Candidates must have obtained a minimum 6 (six) months Diploma in Computer Application from an Institute recognized by State/Central Government.

3. How to apply:-

- Candidates are required to apply in prescribed form through online mode only. No other mode for submission of application is allowed.
- Instructions for filling up the prescribed form will be available in the website: www.barpeta.assam.gov.in or <https://niyog.assam.gov.in/barpeta>
- Before applying online, candidates are advised to carefully go through the instructions provided in the above website.


Deputy Commissioner,
Barpeta

17/3/20

4. Applicants must upload the following documents/testimonials along with the application-
- Recent passport size photograph
 - Specimen Signature of the candidate in full
 - Age proof Certificate (Admit Card/Passed Certificate & Mark Sheet of HSLC examination)
 - Certificate/Mark sheet of Graduation
 - Computer Proficiency Certificate
 - Caste Certificate (if applicable)
 - EWS Certificate (if applicable)
 - Employment Exchange Registration Certificate
 - Experience Certificate (if any)
5. Candidates already in Government Service should apply through the proper channel.
6. Candidates whose applications are accepted as per eligibility criteria will be required to appear in a written examination and Computer test.
7. Incomplete applications will be summarily rejected.
8. The Selection Committee reserves right to accept or reject the candidature after proper scrutiny of the documents/testimonials etc. submitted along with the application. The decision of the selection committee shall be final and binding.
9. The appointment will be made after necessary police verification, document verification and Medical examination as per procedure.
10. Appointment will be made in accordance with the provision of AFRBM Act 2005 under section 7 (f).
11. The candidates qualifying in the written test must produce all original testimonials for verification at the time of Computer proficiency test.
12. The selected candidates will be required to submit an undertaking to the Appointing Authority that they will abide by the new Pension Rules of Government issued vide Finance Department order No. BW.03/2003/PT/I; dtd. 25/01/2005.
13. Date of written examination will be notified later on and will be uploaded in the district website www.barpeta.assam.gov.in or <https://niyog.assam.gov.in/barpeta>. Candidates are advised to check the district website regularly as no individual communication would be made with the candidates.
14. Admit Card/call letters for written test and computer proficiency test will made available in the website www.barpeta.assam.gov.in or <https://niyog.assam.gov.in/barpeta>. The candidates may download their admit cards from the website www.barpeta.assam.gov.in or <https://niyog.assam.gov.in/barpeta>.

15.

Date of Commencement of submission of application	20 th March, 2020
Last date of submission of application	3 rd April, 2020

16. Subjects for written examination-

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/Alternative English	50
4.	Computer proficiency Test (practical)	50


 Deputy Commissioner,
 Barpeta
 17/3/20

17. Four candidates shall be selected to appear in the Computer Proficiency Test (practical) against each vacancy notified on the basis of the aggregate marks obtained in the objective type written test.
18. The candidates who qualify in the written test will be required to bring all original testimonials i.e. Age proof Certificate, Caste Certificate, Educational qualification Certificate, Computer Proficiency Certificate, Mark Sheet for documents verification during Computer proficiency test.
19. Final selection will be done strictly on the basis of merit. (Aggregate marks obtained in the written test + computer proficiency test).
20. No TA/DA will be admissible for appearing in the written test and computer proficiency test.
21. Canvassing in any form will lead to immediate disqualification of the candidature.
22. The undersigned reserves the right to cancel the advertisement, alter any terms and conditions of the advertisement at any stage without assigning any reason thereof.
23. For any query, the candidates may contact Personnel Establishment Branch, DC's office, Barpeta or email at personnelbranch.dcbarpeta@gmail.com


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Barpeta
17/3/20

Memo No. BPE.34/2019/71-A

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Copy to:-

1. The Accountant General (A&E), Assam, Maidamgaon, Beltola, Guwahati-06 for favour of kind information.
2. The Principal Secretary to the Govt. of Assam, Finance (SIU) Department, Dispur, Guwahati-06 for favour of kind information.
3. The Commissioner & Secretary to the Govt. of Assam, General Administration (B) Department, Dispur, Guwahati-06 for favour of kind information.
4. The Commissioner, Lower Assam Division, Panbazar, Guwahati-01 for favour of kind information.
5. All Deputy Commissioners under State of Assam for favour of kind information.
6. The State Informatics Officer, NIC, Assam State Unit, Dispur, Guwahati-06 for favour of kind information.
7. All Additional Deputy Commissioner, Barpeta for information.
8. The Additional Deputy Commissioner & i/c Sub-Divisional Officer (Civil), Bajali for information.
9. The District Information & Public Relations Officer, Barpeta for information. He is requested to publish the advertisement in 4 (four) nos. of renowned and widely circulated English and Assamese newspapers of the state.
10. The Assistant Director of Employment Exchange, Barpeta for compulsory Notification of the Advertisement in compliance with the order of Hon'ble Supreme Court of India.
- ✓ 11. The District Informatics Officer (DIO), NIC, Barpeta. He is requested to upload the advertisement in the district website www.barpeta.assam.gov.in or <https://niyog.assam.gov.in/barpeta>.
12. Office file.
13. Office Notice Board.


Deputy Commissioner,
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17/3/20