

**GOVERNMENT OF ASSAM
OFFICE OF THE COMMISSIONER, UPPER ASSAM
DIVISION, JORHAT**

Advertisement

Applications are invited from Indian Citizens in Standard Form on or before 4-00 pm of 5th November, 2015 for filling up of one post of Junior Assistant (unreserved category) in the office of the Commissioner, Upper Assam Division, Jorhat.

Intending Candidates may see the details of advertisement in the website **<http://jorhat.gov.in>**


Sd/-
Commissioner,
Upper Assam Division, Jorhat.

Memo No.CUA/PA.34/2011/191

Dated Jorhat the 15th October, 2015

Copy to :-

1. The Commissioner & Secretary to the Government of Assam, General Administration Department, Assam Sachivalaya, Dispur, Guwahati.
2. The District Information & Public Relation Officer, Jorhat. He is requested to publish this advertisement in one issue of 1) **THE ASSAM TRIBUNE** and 2) **THE DAINIK JANAMBHUMI** immediately.
- ✓ 3. The District Information Officer, NIC, Jorhat. He is requested to upload this advertisement in the Govt. website **<http://jorhat.gov.in>** urgently.
4. Office order file.
5. Office Notice Board.


Special Officer
to the Commissioner,
Upper Assam Division, Jorhat

**GOVERNMENT OF ASSAM
OFFICE OF THE COMMISSIONER, UPPER ASSAM DIVISION,
CINNAMARA, JORHAT**

No.CUA/PA.34/2011/192

Dated Jorhat, the 15th October, 2015

Advertisement

In accordance with the approval granted by GAD, Govt of Assam vide their letter (No.GAG(B)189/2014/Pt/63, dated 13/10/015), Applications are invited from the intending candidates for filling up of the following post of **Junior Assistant (LDA)** (Unreserved category) which is lying vacant in the office of the Commissioner, Upper Assam Division, Jorhat. The Application should be submitted in the Standard Form of Application as published in the Assam Gazettee in Part-IX **on or before 5th November, 2015 upto 4 p.m. in the office of the Commissioner, Upper Assam Division, Jorhat, P.O. Cinnamara, Pin-785008.**

Sl No.	Name of the Post	No. of Post	Educational Qualification	Scale Pay
1.	Junior Assistant (LDA)	Total No. 01 (one) [unreserved]	A) Passed H.S.S.L.C or equivalent examination from recognized University or Council. B) Certificate/diploma in Computer Typing both in Assamese and English.	Rs.5,200-20200/- Grade pay Rs.2400/- P.M.

Note :-

1. Candidate must be an Indian Citizen as defined in article 5 to 8 of the Constitution of India.
2. The candidate must have registered their names in the employment exchange and registration number alongwith the date must be mentioned in their application.
3. The applicant must not less than 18 years and more than 38 years of age on 1st January, 2015. The upper age limit is relaxable by 5 years in case of SC/ST and 3 years in case of OBC/MOBC.
4. Candidates already in service should apply through proper channel.
5. The application(s) must be accompanied by self attested copies of all required certificates/ marksheets of educational qualification alongwith **caste certificate** and proof of age. **4 (four) copies of recent passport size photographs** with the name written in block letters on its backside are to be submitted alongwith application.
6. Incomplete application will be rejected and no applications will be entertained after the scheduled date.
7. The reservation, if any, will be followed as per standing Government norms as amended from time to time.
8. One self addressed Envelope of 5cm X 11 cm size affixing postal stamp of Rs.5.00 (Rupees Five) only be sent alongwith the application, to facilitate sending of admit cards to the eligible candidates.
9. The selected candidate will be required to submit an undertaking before the appointing authority that they will abide by new pension rules of Government issued vide Finance Department letter No.B/W-3/03/Pt-I/1, dtd. 25.1.2005.
10. No TA & DA is admissible for appearing in the Written Test & Viva-Voce interview.
11. If the number of candidates applying for the post is too large, then the authority may decide to have a qualifying criteria in order to issue admit cards for the written test.
12. Eligible candidates for the Junior Assistant (L.D.A) will have to appear in a written Test Examination, to be followed by Computer Test and Oral interview (for written examination qualified candidates only).
 - i) General English (including General knowledge & Arithmetic) 100 marks.
 - ii) Precis writing and Drafting 25 marks.
 - iii) Computer Test 50 marks
 - iv) Interview (Viva-Voce) 25 marks.
13. The eligible candidates will be intimated by call letters for appearing in the written test and no separate notice will be published in the Newspaper. However, the **written test is likely to be held on 22/11/2015** and the list of the eligible candidates for the same will be uploaded in the website **<http://jorhat.gov.in>**
14. Those eligible candidates who fail to receive the admit cards within 20th November, 2015 should collect duplicate admit cards in person from the office of the Commissioner, UAD, Cinnamara, Jorhat on 21st November, 2015 between 10AM-3PM.
15. All information pertaining to the list of eligible candidates, written test results, call for interview/computer test and the final results will be intimated through notice board in this office and the website **<http://jorhat.gov.in>** only from time to time. The candidates are therefore advised to refer to the website from time to time in their own interest. No newspaper advertisement shall be published.
16. Address for submission of Application form :

**THE COMMISSIONER, UPPER ASSAM DIVISION,
OFFICE OF THE COMMISSIONER, UAD,
CINNAMARA, JORHAT-785008**

Sd/-
Commissioner,
Upper Assam Division, Jorhat.

Memo No.CUA/PA.34/2011/192 – A,

Dated, Jorhat the 15th October, 2015

Copy to :-

1. The Commissioner & Secretary to the Government of Assam, General Administration Department, Assam Sachivalaya, Dispur, Guwahati.
2. The Deputy Commissioner, Tinsukia/Dibrugarh/Sivasagar/Golaghat/Jorhat. They are requested to display this advertisement in the office notice board.
3. The District Information & Public Relation Officer, Tinsukia/Dibrugarh/Sivasagar/Golaghat/Jorhat for information and for necessary action.
- ✓ 4. The District Information Officer, NIC, Jorhat. He is requested to upload this advertisement in the Govt. website <http://jorhat.gov.in> urgently.
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