

GOVT. OF ASSAM  
OFFICE OF THE DEPUTY COMMISSIONER: LAKHIMPUR : NORTH LAKHIMPUR  
(PERSONNEL BRANCH)

No. LPE-6/2018/32

Dated North Lakhimpur the 2<sup>nd</sup> April/2018

**ADVERTISEMENT**

Applications are invited from Indian citizens domiciled in the State of Assam for recruitment of Junior Assistant for the Office of the Deputy Commissioner, Lakhimpur in the Scale of Pay of PB 14000-49000 + Grade Pay Rs. 6200/- plus other allowances as admissible under rules.

**Important Dates:**

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|--|------------|
| (a) Last date of submission of application form through email:                   | 22/04/2018 |
| (b) Last date of submission of application form at DROP BOX:                     | 22/04/2018 |
| (c) Last date of acceptance of application form through speed / registered post: | 30/04/2018 |

**Vacancies:** 18 Nos.

<b>Reservation:</b>	i) ST (P)	= 2 Nos.
	ii) ST(H)	= 1 No.
	iii) SC	= 2 Nos.
	iv) OBC/MOBC	= 5 Nos.
	v) Unreserved	= 8 Nos.

Reservation for Women - 30% of total nos. of vacancies.

**Required Educational Qualification:** Graduate in Arts, Science or Commerce from a University recognized by the State Government or a degree equivalent thereto and recognized by the Government. The candidates must possess a minimum 6(six) months diploma/Certificate in Computer proficiency from a recognized Institute.

**Age and relaxation of age:** The candidate should not be less than 18 years and more than 43 years of age on the 1<sup>st</sup> day of January, 2018. The upper age limit is relaxable by 5 years for SC and ST candidates.

**Age limit calculation:** The age limit will be calculated on the basis of the Matriculation/HSLC Admit Card/Certificate issued by a recognized Board/Council and no other documents shall be accepted in lieu thereof for the purpose.

**Mode of Selection:**

**Phase – I:** Candidates, whose applications are accepted as per eligibility criteria, will be required to appear in a written competitive examination. The written examination will be of 250 marks with Multiple Choice Questions (MCQ) for 3:00 hour's duration. **Date and Venue of written examination will be notified later by publishing advertisement through daily leading news papers and through district website (<http://lakhimpur.nic.in>).**

**Call Letter / Admit Card will be sent to candidates' email id. In case of non receipt of Call Letter / Admit Card through email, candidates are advised to check district website (<http://lakhimpur.nic.in>) for short listed candidates' list provisionally selected for written test, to check and confirm roll number, venue and date of examination. For any help in this regard, call 03752-222285 during all working days from 10:30 AM to 5:00 PM.**

The syllabus of written examination (MCQ) shall be as follows:

Sl. No.	Subject	Marks
1.	General English, General Knowledge and Quantitative Aptitude. The marks earmarked for General English, General Knowledge and Quantitative Aptitude are 75, 50 and 25 respectively.	150
2.	Knowledge of Computer (Theory)	50
3.	Language Skill in Assamese/English	50

**Phase-II:** Against each vacancy, 4 (four) nos. of candidates will be short listed on the basis of the marks obtained in the written examination. The short listed candidates shall have to appear in the Computer Proficiency Test (Practical) along with original testimonials. **Date and Venue of Phase II examination will be notified later by publishing advertisement through daily leading news papers and through district website (<http://lakhimpur.nic.in>).**

1. Computer Proficiency Test (Practical)	50
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**How to apply (Read carefully):**

**“No fees shall be paid by the candidates at any stage of recruitment process”**

- (1) Candidates are required to apply through Standard Form of Application (Assam Gazette part IX) and affix 1 no passport size photograph in appropriate section and attach 2 nos passport size photographs (stapled) on front side of application form. **The application form should be filled up in all respect along with valid email id and signed unless which the candidature of the intending candidate will be rejected.**
- (2) Application form shall be submitted along with –
  - (a) 3 (three) nos of passport size photographs -1 no affixed, 2 nos stapled.
  - (b) Photocopy of all essential documents regarding educational qualification, i.e. Admit Card/Certificate and marksheets of H.S.L.C. examination. Employment Registration Certificate, Caste Certificate (in case of reserved category candidates), Graduation mark sheets (all semester/year) and certificate issued by college / University. 6 (six) months (minimum) Diploma/Certificate in Computer proficiency from a recognized Institute
- (3) Application form along with all enclosures as mentioned above shall be sent through SPEED POST / REGISTERED POST only in a SEALED ENVELOPE to

**The Deputy Commissioner's Office,  
Personnel Branch (Recruitment Cell for Junior Assistant),  
Lakhimpur – 787001, Assam**

OR

The SEALED ENVELOPE can also be dropped off at the DROP BOX located in the front of Personnel Branch, 1<sup>st</sup> Floor, DC's Office, Lakhimpur. In such case, intending candidates are advised to write the following clearly on the top of SEALED ENVELOPE:

**“APPLICATION FOR THE POST OF JUNIOR ASSISTANT”  
“DEPUTY COMMISSIONER'S OFFICE, LAKHIMPUR”**

OR


Outstation candidates may send (1) scanned copy of filled up application form (**proforma may be downloaded from district website - <http://lakhimpur.nic.in>**) along with (2) scanned copy of all ORIGINAL documents (in PDF format) and (3) scanned copy of **Speed-post/Registered Post Tracking ID** to the email id: **a-lakhim@nic.in** with the subject title as **“Application for the post of Junior Assistant (Advanced Copy)”** after sending application form and other documents by speed-post / registered post.

- (4) Intending candidates who are already employed with Govt. / private institutions are required to apply through proper channel, and if short listed for Phase II: Computer Proficiency Practical Test, a **NOC (issued by concern HoD) have to be submitted while appearing for Phase II: Computer Proficiency Practical Test.**

**Canvassing directly or indirectly shall disqualify the candidature of intending candidate.**

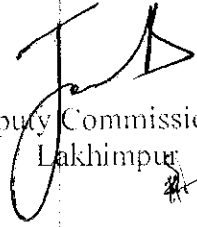
**Electronic devices like mobile phone, smart phone, headphone, Bluetooth device and any other electronic gadgets are not allowed inside examination hall.**

**No TA/DA is admissible for appearing in the Written Examination / Computer Proficiency Practical Test.**

  
Deputy Commissioner,  
Lakhimpur

Copy for information and necessary action to :-

1. The Commissioner & Secretary to the Govt. of Assam, General administration Department, Dispur, Guwahati-6.
2. The Commissioner, North Assam Division, Tezpur.
3. All Deputy Commissioners of Assam.
4. The Sub-Divisional Officer (Civil), Dhakuakhana.
5. All Circle Officers of Lakhimpur district.
6. The DIO, NIC, D.C's Office, Lakhimpur. He is requested to upload the advertisement at the District Website.
7. The District Employment Officer, District Employment Exchange, Lakhimpur.
8. The DIPRO, Lakhimpur. He is requested to publish in the highly circulated Assamese and English News papers.
9. The Principal, N. Lakhimpur College, Lakhimpur Girls College and Lakhimpur Commerce College.
10. Office Notice Board.

  
Deputy Commissioner,  
Lakhimpur