

## ADVERTISEMENT

In pursuance of the Govt. letter No.CD.13/2011/29 Dated 18-12-2017 online application are invited in Standard Form as published in Assam Gazette in Part-IX from the citizen of India as defined in Articles 5 & 8 of the constitution of India for filling up of the following newly created post of Junior Assistant and Stenographer in the Civil Defence Unit under the Amalgamated Establishment of Deputy Commissioner, Darrang in the Pay Bands & Grade Pay with other allowances as per admissible Rule as shown below. Online form may be filled up w.e.f 22/03/2018 March/2018 to midnight of 31/03/2018 March/2018 at [www.darrang.gov.in](http://www.darrang.gov.in). The application will not be accepted after expiry of the given time as the link will be disabled.

Sl.No	Name of Post	Number of Vacant Post	Scale Pay
1	2	3	4
1	Stenographer (Grade-III)	01(One) (UR)	PB-2-14000-49000 GP-7400
2	Junior Assistant	Total post- 02(Two) OBC/MOBC-1 UR -1	PB-2-14000-49000 GP-6200

### **1. Age :-**

As per O.M. No. ABP-06/2016/04 dated 03-03-2016 candidates must not be less than 18 years of age or more than 43 years of age as on 01-01-2018. The upper age is relaxable by 5 years in case SC/ST and persons with Disabilities and 3 years in case of OBC/MOBC. The age limits of the candidates will be calculated on the basis of Birth certificate/Matriculation certificates /HSLC Admit card/Certificate issued by a recognized Board/Council. No other documents shall be accepted in lieu thereof for the purpose.

### **2. Education Qualification :-**

- (a) For the post of Stenographer and Jr. Assistant, the minimum education qualification of the candidates shall be a graduate in Art, Science or Commerce from a university recognized by the state Government or a Degree equivalent thereto and recognized by the Government.
- (b) Candidates having National Trade Certificate in Stenography from ITI in Assam by the National Council for Vocational Trade after 1<sup>st</sup> August 1975 and Diploma in Stenography from Govt. recognized Polytechnic of the State may apply to the post of Stenographer Grade - III.
- (c) Candidates must have proficiency on Basic Computer application like MS Windows, Linux, Mac, Excel, Power point, DTP ( English & Assames ) and Internet etc. Candidates must possess a minimum 6 ( Six ) months Diploma in Computer application, Knowledge from an institute recognized by the Government. (For Stenographer and Jr. Assistant)

### **3. Procedure for Selection:-**

- a) If a large number of candidates apply for both categories of post, then the selection committee may decide to short list candidates on the basis of mark obtained in the HSLC, HS and BA/BSC/B.Com or equivalent examination. In that case such short listed candidates will have to appear for written test.
- b) Candidates applying for the post of Stenographer will have to appear in a written test of 100 marks comprising General English ( 40 marks), Computer (Theory ) ( 40 marks) and General Awareness (20 marks).The qualified candidates in written test shall have to appear in the Stenography proficiency test : ( stenography speed –

Continued.....

