



উপায়ুক্তৰ কাৰ্যালয় ::: বজালী

GOVERNMENT OF ASSAM

OFFICE OF THE DEPUTY COMMISSIONER ::: BAJALI

মদন-ৰাউতালগৰ, পাঠশালা ;MADAN RAUTA NAGAR, PATHSALA.

E-mail: dcbajali@gmail.com Tel: 03666-296999



No.BJRGK-8/2021/112

Dated: 21st November, 2022.

ADVERTISEMENT

In pursuance of the approval accorded by the Govt. Of Assam, Revenue & DM (LR) Department, Dispur, Guwahati-06 vide letter No. ECF No. 234671/8 dated 5th November, 2022, application are hereby invited from the eligible intending candidate who are citizens of India as defined in Article 5 & 8 of the Constitution of India, domiciled in the State of Assam for filling up of **7 (Seven) Nos.** of sanctioned vacant posts of **Lot Mandal (Gr.-III)** under the amalgamated establishment of the Deputy Commissioner, Bajali in the Pay Band of Rs. 14,000/---Rs. 60,500/--and Grade pay of Rs. 6,200/- per month plus other allowances as admissible as per rules.

Category-wise reservation of vacancies as per 100-point Roster:

Sl No.	Name of the Post	Total vacancies	Category-wise distribution							
			Unreserved		OBC	SC	ST (P)	ST (H)		EWS
			Total	RFW				Total	RFW	
1	Lot Mandal (Gr. III)	07	03	01	02	NIL	NIL	02	01	NIL

Eligibility Criteria:

1. The candidates must not be less than 18 years of age or not more than 40 years of age as on 01.01.2022. The Upper age limit is relaxable by 3 years in case of candidates of OBC/MOBC, 5 years in case of candidates of SC, and 10 years for PwD candidates as per Govt. Memorandum No. ABP.6/2016/51 dated 02.09.2020.

Educational Qualification:

2. The candidates must have passed **HSLC Examination** or equivalent examination from any Central or State recognized Board.

Other Qualification:

3. (i) The candidates must possess a valid 6(six) month "**Records Certificate Class Course (RCCC) Training**" certificate from the Assam Surveys and settlement training Centre, Dakhingaon, Guwahati.

- (ii) The candidates must have a minimum 6 (six) months diploma / certificate in computer proficiency from a recognized institute and must have good working knowledge of office productivity software tools in addition to land revenue related software used in the State.
4. The candidates must have registered his/her name in the Employment Exchange and the Registration Number along with the dates must be mentioned in their applications.
5. The candidates already in service should apply through proper channel.

6. **How to Apply:**

The applications should be submitted in the Standard Form published in the Assam Gazette in Part-IX in a sealed envelope addressed to the **Deputy Commissioner, Bajali, P.O.- Pathasala, P.S. Patacharkuchi, PIN-781325** and should be submitted in the **Land Records Branch, DC's office, Bajali**. Applications should be sent either through post or to be delivered by hand in the drop box kept for the purpose in the Land Records Branch, office of the Deputy Commissioner, Bajali on the working days. Post applied for shall be superscribed on the sealed envelope.

The application must be accompanied by the following:

- a. Self-attested copies of all certificates/marksheet in support of educational and other qualification, age and caste along with other testimonials.
 - b. Self-attested copy of 6-months RCCC Training Pass Certificates,
 - c. Three copies of recent passport size photographs duly signed by the candidates across the photographs (one of which should be pasted on the application form).
 - d. EWS Certificates (in case of reserved category).
 - e. Valid Employment Exchange Registration Certificate.
 - f. Declaration in form "A" under Rule 5(1) of the Assam Public Service (Application of small Family Norms in Direct Recruitment) Rules, 2019.
 - g. Disability Certificate in case of PwD category candidates issued by competent authority.
 - h. The applicants are required to enclosed a self-address envelop affixing postal stamp of Rs. 5/- along with the application.
 - i. The candidates shall furnish their mobile number, whatsapp number and email ID (if any) on the application form for smooth communication of information relating to the conduct of examination.
7. Application will be received in the office of the Deputy Commissioner, Bajali from 21st November, 2022 up to 5:00 PM, 12th December, 2022. Incomplete application and application received after last date will not be accepted. Any postal delay after last date of receipt of application will not be accepted.

8. Reservation of 30% for women will be kept as per provision out of the total post as per the Assam women Reservation of vacancies in services & posts (Amendment) Act, 2010.
9. The candidates whose applications are accepted as per eligible criteria will be required to appear in a Written Examination. The written examination will be of 100 Marks and duration will be 3 hours.
10. The date of written examination will be notified later on and will be published in the notice Boards of Deputy Commissioner's office, Bajali. The written examination comprises the following subjects:

Sl No.	Subject	Total Marks
1	Survey & Settlement Matter	50
2	General Knowledge	20
3	General English	15
4	Aptitude & Reasoning	15
Grand Total:-		100

11. The shortlisted candidates through written examination will have to appear in a **Hands-on Computer Proficiency Test (Practical) 25 marks**. The list of the shortlisted candidates and the date of the test will be published in the notice Board of Deputy Commissioner's office, Bajali and also through email id of the candidates.
12. The selection shall be strictly on Merit.
13. If any information declared by the candidates is found false at any stage, the candidature will be cancelled.
14. **CANVASSING DIRECTLY OR INDIRECTLY SHALL DISQUALIFY A CANDIDATE.**
15. No TA/DA shall be admissible for appearing in written test/computer test.
16. The Selection Committee already constituted to select the candidates for aforesaid posts has the right to accept/reject the candidature after proper scrutiny of documents/testimonials, etc., with regard to the modalities of selection. The decision of the Selection Committee shall be final and binding.
17. The selection candidates will have to submit an undertaking to the Appointing Authority that he/she will abide by the New Pension Scheme of the Government issued vide Finance Department letter No. BW.3/03/Part-I/1 dated 25.01.2005.

Sd/-
Deputy Commissioner,
Bajali, Cum
Chairman, Selection Committee

DIO MTL

Memo No. BJRKG-8/2021/112 **19533-A**

Dated Bajali, the 21st November, 2022

Copy for favour of kind information and necessary action to:



1. The Commissioner & Secretary to the Government of Assam, Revenue & DM (LR) Department, Dispur, Guwahati-6. This has a reference to approval vide Govt. letter No. ECF No. 234671/8 dated 5th November, 2022.
2. The Commissioner, Lower Assam Division, Guwahati-1.
3. The Director, Land Records & Surveys, etc., Assam, Rupnagar, Guwahati-32
4. The Director, Printing & Stationary, Assam, Bamunimaidan, Guwahati-21. He is kindly requested to arrange for publication of the advertisement in the next issue of the Assam Gazette.
5. The Director, Information & Public Relation, Assam Dispur Guwahati-6 for information with a request to publish the Notice in two widely circulated Newspaper (One English & One Assamese daily).
6. All Deputy Commissioner/Sub-Divisional Officers(C), Assam.
7. All Revenue Circle Officers, Bajali for wide publicity.
8. The Assistant Director of Employment, Barpeta.
9. The DIO, NIC, Barpeta for information and necessary action. He is requested to take steps for publicity of the advertisement through District website.
10. Notice Board, DC's office, Bajali.
11. Office file.

29951
23/11/2022

By order etc.

Addl. Deputy Commissioner,
Bajali, Cum
Member Secretary, Selection Committee

21/11/2022