



GOVERNMENT OF ASSAM  
OFFICE OF THE DEPUTY COMMISSIONER : CACHAR : SILCHAR :  
\*\*\*

No.CPE.11/2020/11

Dated Silchar the 19<sup>th</sup> February, 2021.

**ADVERTISEMENT**

In pursuance of Govt. approval vide letter No. GAG(B).421/2017/Pt/23-24, Dated 4<sup>th</sup> August, 2020, **online applications** are invited from the eligible candidates who are citizen of India as defined under Article 5 to 8 of the Constitution of India for filling up the following vacant post of **Copyist** under the amalgamated establishment of the Deputy Commissioner, Cachar.

**Post details:-**

Sl. No.	Name of the Post	Number of Posts	Reservation Category	Pay Band
01	Copyist	01	STP-01	P.B. Rs.14, 000/- to Rs.60,500/- + G.P. Rs.6,200/- plus other allowances as admissible.

**1. Terms and condition:-**

**Age:-** Candidate must not be less than 18 years of age and not more than 40 years of age as on 01/01/2021. The upper age limit is relaxable for candidates belonging to SC/ST categories upto 45 years, for candidates belonging to OBC/MOBC categories upto 43 years, for candidates belonging to Ex-Servicemen category upto 42 years and for candidates belonging to Persons with Disabilities categories upto 50 years as per Govt. OM No.ABP.06/2016/51 dated 02/09/2020 issued by the Govt. of Assam in Personnel (B) Department.

**2. Educational Qualification:-**

- a) The minimum educational qualification of candidates shall be graduate in Arts / Science / Commerce from a recognized State / Central University or a degree equivalent thereof and recognized as such by the State / Central Govt.

**3. How to apply:-**

- The applications must be submitted online through official website **www.cachar.gov.in** only and no other form of applications will be entertained.
- Since the applications are submitted online, the question of submission of applications through proper channel in case the candidates who are already employed becomes redundant. However, such candidate shall intimate their appropriate appointing authorities about the submission of application in writing which may also be uploaded.
- The candidates already employed should note that the prerogative for according the permission to appear on viva-voce examination/joining in service on being selected by the committee shall solely rest upon appointing authority. Declaration in Form-A under Rule 5(1) of the Assam Public Services (Application of small Family Norms in Direct Recruitment) Rules, 2019 to be submitted.

**4. Applicants must upload the following self attested documents / testimonials along with the online application:-**



- One recent passport size coloured photograph with white back ground. The photograph must be on a standard 3.5 X 4.5 cm print.
  - Scanned Signature. Signature should be put with black or dark blue on a white paper in 3.5 x 1.5 cm (size) 50 KB JPEG/JPG format only.
  - Admit Card / Pass Certificate & mark sheet of HSLC Examination.
  - Certificate / Mark sheet of Graduate.
  - Caste certificate (if applicable).
  - Employment Exchange Registration Certificate.
  - Experience Certificate (if any).
  - Candidates already in Govt. Service should upload NOC issued from the appropriate appointing authority.
  - Certificate of disability to be submitted by the candidates under PwD category.
  - Since the applications are submitted online, the question of submission of applications through proper channel in case of the candidates already employed becomes redundant. However such candidates shall intimate their appropriate appointing authorities about submission of application in writing.
  - The candidates already employed should note that the prerogative for according the permission to appear in written examination/join in services on being selected by the Committee.
  - No MANUAL APPLICATION FORM WILL BE ACCEPTED.
5. Candidates whose application is accepted as per eligibility criteria will be required to appear in a Written Examination and hand writing test for the post. Selection will be strictly on the basis of merit.
  6. The selection committee shall have the right to accept or reject the candidature of a candidate after proper scrutiny of the documents / testimonials etc. with regards to the modalities of selection. The decision of the selection committee shall be final and binding. The selected candidate will have to submit an undertaking to the appointing authority that they will abide by the new pension rules issued by the Govt. of Assam in Finance Department vide No.BW.03/2003/Pt-I/1, Dated 25/01/2005.
  7. The appointment will be made after necessary Police verification, document verification and medical examination as per the procedure.
  8. Appointment will be made in accordance with the provision of AFRBM under Section 7(f).
  9. The candidates qualifying in the written test must produce all original testimonials for verification at the time of hand writing test.
  10. Admit Card / Call Letters for Written Test and Hand Writing test will be sent / Intimated to eligible candidates through the website [www.cachar.gov.in](http://www.cachar.gov.in). All applicants are to mandatory give their email address and a working mobile number for such communications. The candidates can download their admit cards from the website [www.cachar.gov.in](http://www.cachar.gov.in).

11.

Date of commencement of application	21/02/2021
Last date of application	21/03/2021



**12. Subject for written examination:-**

Sl. No.	Subject	Marks
1.	General English, General Knowledge & Arithmetic	100
2.	Handwriting Test	50

13. Four candidates shall be selected against each vacancy notified on the basis of the aggregate marks obtained in the written examination to appear in the Handwriting Test.
14. Final selection will be done on the basis of merit (Aggregate marks obtained in the Written Test and Handwriting Test).
15. No TA/DA will be admissible for appearing in the Written Test and Handwriting Test.
16. There will be no viva-voce interview.
17. Canvassing in any form will lead to disqualification of the candidate.

  
(KEERTHI JALLI, IAS)  
Deputy Commissioner,  
Cachar, Silchar.

Memo No.CPE. 11/2020/11 -A,

Dated Silchar the 19<sup>th</sup> February, 2021.

Copy for information & necessary action to :-

1. The Principal Accountant General (A & E), Assam, Maidamgaon, Beltola, Guwahati for kind information.
2. The Commissioner & Secretary to the Govt. of Assam, General Administration Department, Dispur, Guwahati-6 for kind information.
3. The Commissioner, Barak Valley Division, Assam, Dispur, Guwahati for kind information.
4. All Deputy Commissioners/Sub-Divisional Officer (C) of Assam for information.
5. The Addl. Deputy Commissioner i/c Sub-Divisional Officer (Civil) Lakhipur & Katigorah Sub-Division, Cachar.
6. All Circle Officers of Cachar District for wide Publicity.
7. The Deputy Director, Information & Public Relation, Barak Valley Region, Silchar. He is requested to publish the advertisement in 2 (two) renowned / widely circulated newspapers.
8. The Superintendent, Assam Govt. Press, Assam, Guwahati-21. He is requested to publish the advertisement in the next issue of the Assam Gazette.
9. The District Employment Officer, Cachar, Silchar. He is requested for compulsory notification of the Advertisement in their Notice Board in compliance with order of the Hon'ble Supreme Court of India.
10. The State Informatics Officer, NIC Assam State Unit, Dispur, Guwahati-6 for information.
11. The District Informatics Officer, NIC, Cachar for uploading this advertisement in the district website.
12. Notice Board, D.C's Office, Cachar, Silchar.

  
Deputy Commissioner,  
Cachar, Silchar.