



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

No.CPE.9/2018/61

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

**ADVERTISEMENT**

In pursuance of Govt. approval vide letter No. RLR.154/2018/12, Dated 11.09.2020, **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 posts of **Grade-IV** under the amalgamated establishment of the Deputy Commissioner, Cachar.

**1. Post details:-**

Sl. No.	Name of the Post	Number of Posts	Reservation Category	Pay Band
01	Process Server	01	UR-01	P.B. Rs.12,000/- to Rs.52,000/- + G.P. Rs.4,400/- plus other allowances as admissible.
02	Office Peon	04	STP-01 STH-01 EWS-01 UR-01	P.B. Rs.12,000/- to Rs.52,000/- + G.P. Rs.3,900/- plus other allowances as admissible
03	Chowkidar	05	STP-01 STH-01 OBC/MOBC-01 EWS-01 UR-01	P.B. Rs.12,000/- to Rs.52,000/- + G.P. Rs.3,900/- plus other allowances as admissible

- i) Number of posts of different category in Grade-IV other than the above mentioned posts (viz. Mali, Room Bearer, Cook, Paniwala etc.) may increase on receipt of the approval from the Government in General Administration Department.

**2. Eligibility criteria**

**A) Qualifying Age (As per Govt. OM No.ABP.6/2016/51, Dated 02/11/2020)**

- Candidates must not be less than 18 (eighteen) years and more than 40 (forty) years as on 1<sup>st</sup> January, 2021.
- Upper age limit is relaxable for 5 years to the candidates who belong to SC/ST.
- Upper age limit is relaxable for 3 years to the candidates who belong to OBC/MOBC.
- Age limit of candidates will be calculated on the basis of Birth Certificate issued by the competent authority or School Certificate issued by the recognized Institutions.
- No other documents shall be accepted in lieu thereof for the purpose.

**B) Educational Qualification:- Class VIII Passed.**

**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.
- While applying online, the candidates need to indicate their choice as 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> for the post of Process Server, Office Peon & Chowkidar in their order of preference. All 3 (three) post may be applied.
- It may be noted that the preference given during the applications process will be considered final and cannot be changed at a later date.



- iv) 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.
- v) 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.
- vi) The candidates should upload self-attested scanned copies of the following documents:-
  1. Educational Qualification Certificate.
  2. Age Proof Certificate (i.e. Birth Certificate issued by the competent authority or School Certificate issued by the recognized Institutions).
  3. Caste Certificate, in case of candidate applying under the Reservation categories.
  4. EWS Certificate issued by the competent authority.
  5. Recent passport size coloured photograph with white back ground. The photograph must be on a standard 3.5 X 4.5 cm print. The photograph must be in JPEG/JPG format and size not exceeding more than 50 KB.
  6. 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.
  7. In case of candidates of PwD category, a Certificate on following categories to be submitted.
  8. In case of the candidates already employed should upload NOC from the concerned employer.

**4. Issue of Hall Tickets/Admit Cards/Call Letters:-**

- i) The online Hall Tickets/Admit Cards/Call Letters will be available on the official website link can be downloaded for appearing in "Written Examination", whose applications are accepted as per eligibility criteria.
- ii) It may be noted that no separate Hall Tickets/Admit Cards/Call Letters will be issued and it will be the responsibility of the applicant to take the printout.
- iii) No body without Hall Tickets/Admit Cards/Call Letters shall be allowed to enter Examination Center.
- iv)

<b>Date of commencement of submission of online application</b>	<b>21/02/2021</b>
<b>Last date of submission of online application</b>	<b>21/03/2021</b>

**5. Selection Procedure:**

- i) The candidates, whose applications are accepted will be required to appear in an Objective Type Combined Written Test to be held at specified venues as per date, time mentioned in Hall Tickets/Admit Cards/Call Letters.
- ii) The examination will consist of the following subjects:

Sl. No.	Subject	Total Marks
1.	General English	25
2.	General Knowledge + aptitude	50
3.	Language Skills Test in Bengali	25
<b>Grand Total Marks:-</b>		<b>100</b>

- iii) A combined list for all Grade-IV vacancies as stated above will be prepared on merit basis.
- iv) From the said merit list, candidate will be shortlisted preference wise according to the advertised made.
- v) The candidates shortlisted through Combined Written Test will have to attend for documents verification and the date, time & venue for documents verification will be intimated to the candidates concerned in due course of time.



- vi) The Final Select List will be prepared after documents verification and will contain the names of candidates equal to the number of vacancies advertised and selected.
- vii) The Final Select List will be published in two widely circulated newspapers.
- viii) The appointment will be made on receipt of satisfactory Police Verification Report, document verification and medical examination certificate from the concerned authority.
- ix) At the time of joining, the appointees will have to give an undertaking that they will abide by the Rules of New Pension Scheme issued by the Government.
- x) Appointment shall be made in accordance with permission AFRBM Act, 2005.

**Note:-**

- ii) Applicants are advised to submit only a single application with order of preference mentioned for all posts which will be considered as final.
- iii) Multiple applications for the same candidate for single post may lead to disqualify of the candidate.
- iv) Canvassing directly or indirectly shall disqualify a candidate.
- v) No manual application form will be accepted.
- vi) No TA/DA is admissible for appearing in the written test and documents verification.
- vii) The decision of the Deputy Commissioner, Cachar as to the eligibility or otherwise of candidate for admission to the examination shall be final.



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

Memo No.CPE. 09/2018/61 -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, Revenue & D.M. 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.