



**GOVERNMENT OF ASSAM**  
**OFFICE OF THE DEPUTY COMMISSIONER ::HOJAI SANKARDEVNAGAR**  
**(PERSONNEL BRANCH)**

**ADVERTISEMENT**

**HJPE 31/2018-19/3** As per Government approval vide letter No. GAG(B) 588/2017/151 Dated 23/12/2019 issued by the Under Secretary to the Govt. of Assam, General Administration Department, Dispur, Guwahati-06, applications are invited for filling up of 01(One) post of “**Stenographer (Grade-III)**” under the amalgamated establishment of the Deputy Commissioner, Hojai, Sankardev Nagar in the pay Band & Grade Pay with other allowances as admissible under Rule as shown below.

Sl. No	Name of post	Number of post	Reservation Category	Scale of Pay
1.	Stenographer (Grade-III)	01 (One)	UR	P.B-2, Rs. 14,000 to 49,000, G.P-7400/- as per Assam Service (ROP) Rule, 2017 .

**TERMS AND CONDITIONS**

1. Age : The candidates should not be less than 21 years of age and not more than 38 years of as age on 01-01-2020. The upper age limit is relaxable by-
  - (iv) By 5 years for SC/ST candidates .
  - (v) By 3 years for OBC/MOBC candidates.
  - (vi) For persons with Disabilities (PWD) by 10 years irrespective of SC/ST/OBC and General Category of candidates as per Govt. Notification No. 144/95/121 dated Dispur the 28<sup>th</sup> October,2015.

The age limit of the candidates will be calculated on the basis of the Matriculation/ HSLC Admit Card/ Certificate issued by a recognized Board/ Council and no other document shall be accepted in lieu of the mentioned documents.
2. **Nationality : Candidate must be a Citizen of India.**
3. **Educational qualification :-**
  - (c) The minimum educational qualification of the candidate shall Degree in any discipline from a University recognized by the Government or a Degree equivalent thereto and recognized by the Government.
  - (d) He/ She must has good working knowledge of office productivity software tools (independent) of any operating system i.e MS Windows, Linux, Mac Etc such as word processor, spreadsheet, presentation graphics, concept of database, internet, e-mail etc . Candidates must possess a minimum 6(Six) months Diploma in computer application / knowledge along with a Diploma in stenography from institutes recognized by the Government.
4. The Applicants must submit the following documents/ testimonials along with application.
  - (a) Self attested photocopies of all Certificates/ Mark Sheets in support of educational qualification & other required qualifications, Age proof certificate, Caste Certificate if applicable, valid employment exchange registration certificate etc.
  - (b) 3 (three) copies of self attested recent passport size photograph. (One of which should be pasted on the application Form).
  - (c) A self addressed envelope affixing postage stamp of Rs. 5.00 must be enclosed along with the Application Form.
  - (d) A copy of Treasury Challan of Rs 200 (Rupees two hundred) only (Rs.100/- in case of SC/ST candidates) as application fees in Treasury under the Head of Account “0070”-Other Administrative Services etc. ( No application fees for Persons With Disability( PWD) candidate) (PWD candidate should enclose with application form photocopy of necessary certificate from a competent authority.
  - (e) Candidate already in Government service should apply through proper channel.
- (5) Candidates, whose applications are accepted as per eligibility criteria will be required to appear in a objective type written test and computer proficiency test (Practical) and skill test on stenography (Practical). Selection will be strictly on merit basis. Incomplete/ Unsigned applications will be rejected. The undersigned will have the right to accept or reject the candidature after proper scrutiny of the documents/ testimonials etc. with regard to the modalities of selection. The decision of the undersigned shall be final and binding.
- (6) Candidates shall have to exercise their choice of language in either Assamese/ Bangali / Bodo /Alternative English for the language skills test which will be a part of the written test, at the time of submission of application itself and the choice once exercised shall be final.

- (7) The selected candidates will have to submit an undertaking to the appointing Authority that they will abide by New pension Rules of the Govt. issued vide Finance Department Letter No. BW-3/03/pt-II/01 dtd. 25/01/2005..
- (8) Application form can be collected from Public Facilitation Centre, Office of the Deputy Commissioner, Hojai or can be down loaded from Official website <https://hojai.assam.gov.in>.
- (9) Appointment will be made after necessary police verification and medical examination as per procedure.
- (10) Appoint against the sanctioned vacant posts will be made in accordance with the provision of the AFRBMN Act,2005 under Sec 7(1) (G)
- (11) The candidates qualifying in the written test must produce all original testimonials for verification at the time of Computer Practical Test.
- (12) Call Letter for written Test and Computer Practical Test will be sent/intimated to eligible candidates through E- mail in addition to sending by post and also will be notified through district website <https://hojai.assam.gov.in> All applicants are to give their E-mail and working Mobile No for such communication in their applications below signature of the candidate.

#### SELECTION PROCEDURE

- (i) Candidates applying for the post of Stenographer (Grade-III) will have to appear in an objective type written test of 150 marks for 2(two) hours, comprising of General English (75 marks), General Knowledge (50 marks) and Quantitative Aptitude/ Logical Reasoning (25 Marks). In addition there will another written test of 100 marks for one hour duration on knowledge of computer (theory) (50 marks) and language skills in either Assamese/Bangali/Bodo/Alternative English (50 marks)
- (ii) On the basis of the aggregate marks obtained in the objective type written test, four candidates will be selected against the vacancy to appear in the Computer proficiency test (Practical) (50 marks) and Skill Test on Stenography (Practical) (50 marks)
- (iii) The final selection list will be prepared on the basis of aggregate marks obtained in the Objective Type Written Test and Computer Proficiency Test (Practical) and Skill Test in Stenography and contain the name of candidate .
- (iv) No TA/DA will be admissible for appearing in Written /Practical Test.
- (v) There will be no Viva-Voce interview.
- (vi) The select list will be published in two widely circulated newspapers.
- (vii) Canvassing in any form will lead to disqualification of the candidate.
- (viii) The application will be received during the office hours up to the last date of from submission at the Establishment/ Personnel Branch of the Office of the Deputy Commissioner, Hojai or may be sent to the following address through post or by hand superscripting the post applied for on top of the envelope to the Office of the Deputy Commissioner, Hojai District P.O. Sankardev Nagar, PIN – 782442, Applications received after the last date fixed for submission of application will not be entertained.
- (ix) The last date of submission of application is fixed as 29<sup>th</sup> January,2020.

Deputy Commissioner  
HojaiSankardev Nagar

Memo No. HJPE 31/2018-19 / 3

Dated:- Hojai the 10<sup>th</sup> January,2020.

Copy to

1. The Commissioner & Secretary to the Govt. of Assam, GAD, Dispur, Guwahati for favour of kind information and necessary action.
2. The Joint Secretary to the Govt. of Assam, General Administration Department ,Dispur Guwahati
3. The Commissioner,Central Assam Division, Nagaon camped at Panbazar, Guwahati for favour of information..
4. The SDPIO,Sankardev Nagar . He is requested to published the above said advertisement at least 02 (two) daily local news paper.
5. D.I.O Hojai for upload in district website.
6. Notice Board.
7. Office file.

Deputy Commissioner  
HojaiSankardev Nagar