



Govt. of Assam

OFFICE OF THE DISTRICT COMMISSIONER :::HAILAKANDI

ADVERTISEMENT

In pursuance of the Govt. letter No E-225755/184 dated 12/09/2023 and No 225755/21 dated 3-12-2022 received from the Department of School Education, Dispur, Guwahati-06 applications are invited from the citizens of India who are permanent residents of Assam in Standard Form of Application as published in Assam Gazette in part IX as defined in Article 5 & 8 of the Constitution of India for applying against vacant posts of Grade-III & IV in the Lakshinagar T.E Model School and Koyah T.E. Model School under Hailakandi District in the Pay Band & Grade Pay with other allowances as admissible under Rule.

1. Name of Post- Junior Assistant (Grade-III)

Number of Post -2 (Two)

Scale of Pay- Pay Band-2 Rs 14000-Rs60500.Grade Pay -Rs 5600

Educational Qualification-

- Must have passed Bachelors Degree from any stream (Arts/Science/Commerce) from any recognized University.
- Must have minimum 6(six) months Diploma in Computer Application.

2. Name of Post- Multi Tasking Staff (Grade-IV)

Number of Post -2 (Two)

Scale of Pay- Pay Band-1 Rs 12000-Rs52000.Grade Pay -Rs 3900

Educational Qualification-

- Must have passed Class VIII from any recognized institute
- Applicants must be registered in Employment Exchange

Age Limit- Minimum 18 years and not more than 40 years as on 01/01/2024.Age relaxation will be given for reserved categories as per rule:

5 years for ST/SC.

3 years for OBC/MOBC.

2 years for Ex-Servicemen

10 years for PwBD.

How to apply- Duly filled application along with other documents may be sent by post or by hand to Office of the District Commissioner, Hailakandi. Sealed envelope should be superscribed with post applied for.

Last date of Application:- w.e.f 13/08/2024 to 27/08/2024 (upto 4:00 PM)

Documents to be enclosed:

- Age proof (Birth Certificate/HSLC Admit etc.)
- Proof of Educational Qualification-Highest Examination Passed Certificate.
- All marksheets from HSLC onward (only for Grade-III)
- Caste certificate if Applicable.
- Employment Exchange Registration proof.
- 2 Passport size recent photographs without any wearable.
- Proof of Residence (PRC/Voter ID etc.)
- Computer Diploma/Degree Certificate (only for Grade -III)

Application Fee- Nil.

Selection Criteria for Grade-III:-

a) **Part -I** : Written Test(150 marks) as follows:

- General English-50 marks
- General Knowledge-50 marks. (Comprising History, Geography and Culture of Assam)
- Arithmetic-50 marks.

The qualifying marks shall be 50% for un-served category and 40% for reserved category.

- b) **Part -II:** Computer test -50 marks. Four times the number of vacancies of each categories will be called for the test on the basis of mark obtained inPart-I

The candidates must have secured at least 20 marks in the practical test. Candidates securing less than 20 marks shall not be considered for final select list.

Preference will be given to experienced and local residents.

Selection Criteria for Grade -IV :

Written Test for 50 Marks(30 marks for Bengali language,20 marks General Knowledge(comprising Assam, History, Geography and Culture of Assam)

Preference will be given to experienced and local residents.

Issue of Call Letter/Admit Card:- On scrutinizing all applications received, call letter/admit card will be uploaded in district website i.e, **hailakandi.assam.gov.in** Candidates are asked to visit the website from time to time.

Date, Time and Venue- Will be intimated through the call letter/Admit Card.

Special Note:-No TA/DA will be admissible to candidates. Reservation of Posts will be applicable as per Rule.

Canvassing directly or indirectly shall disqualify the candidature.

District Development Commissioner
& Chairman, Selection Committee
Hailakandi

Memo No. TND-13/16/2022-HD Dated, Hailakandi the 9th August 2024

Copy to:

1. The Director, Secondary Education, Assam, Kahilipara, Guwahati-19 for favour of kind information.
2. The DIPRO, Hailakandi for information & necessary action. He is requested to take necessary step for wide publication in the local News Paper.
3. The DIO, NIC, Hailakandi for information & necessary action. He is requested to upload the advertisement in the district website.
4. CA to DC for kind appraisal of the District Commissioner, Hailakandi.

Digitally signed
District Development Commissioner
& Chairman, Selection Committee
Hailakandi