

GOVERNMENT OF ASSAM  
OFFICE OF THE DEPUTY COMMISSIONER OF DHUBRI DIST.:.....DHUBRI.  
(PERSONNEL BRANCH)

No. DPE 25/2020/32-33  
Dated Dhubri the 22<sup>nd</sup> Sept./2020.

**ADVERTISEMENT**

In pursuance of the approval accorded by General Administrative Department to the Govt. of Assam vide letter No. GAG(B) 164/2014/198 Dtd. 15/09/2020, applications are invited in Standard Form of Application as published in Assam Gazette Part -IX from the intending candidates who are the Citizens of India as defined in Article 5 & 8 of the Constitution of India for filling up of vacant sanctioned posts of Process Server & Office Peon under the amalgamated establishment of the Deputy Commissioner, Dhubri.

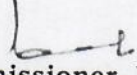
Sl. No	Name of the post	Number of vacancy	Category of post	Educational qualification	Scale of Pay
1.	Process Server(Grade-IV)	04(four) Nos	OBC/MOBC-02. UR-02	Minimum qualification Class-VIII passed	PB Rs. 12000-52000 + G.P-4400/- in pay band 1.
2.	Office Peon (Grade-IV)	06(six) Nos	ST(H) -01No. UR -04 Nos EWS -01 No.	Minimum qualification Class-VIII passed	PB Rs. 12000-52000 + G.P-3900/- in pay band 1.

**Eligibility, Requisites, Procedure, Terms and Conditions etc:-**

- A. There shall be no application fee for the aforesaid posts as per Govt. of Assam, Finance (Estt-A) Department, Dispur, Guwahati-06 vide Notification No. FEG.32/2016/12 Dated 21/05/2018.
- B. The applicant must not be less than **18 years** and not more than **40 years** of age as on **01-01-2020** as per Govt. O.M. No. ABP 6/2016/51 Dated.02.09.2020. Upper age limit for OBC/MOBC is 43 yrs, SC/ST is 45 yrs , Ex Serviceman is 42 yrs and Persons with Disability is 50 years as per existing Govt. norms.
- C. Candidates applying for the above posts must possess the prescribed minimum qualification mentioned above.
- D. Candidates who are already employed, should submit their application through proper channel.
- E. Candidates for the above posts will have to appear for **Written Test of 50 marks** as per date, time and venue to be notified in due course of time .Incomplete and wrong filled-up application form will be summarily rejected and no appeal and correction in that regard shall be entertained.
- F. The envelope containing the application must be addressed to **the Deputy Commissioner, Dhubri**, superscribing the post applied for on the top of the envelope.
- G. The applications are to be submitted with the following requisites attached thereto :-  
i. one self-addressed envelope of 5cm x 11cm affixing unused postal stamp of Rs 5/- with three copies of passport size good quality photograph.  
ii. Self-attested copies of all certificates in support of educational qualification, age proof certificate, valid employment exchange card and caste certificate etc, if applicable.  
iii. Candidates belonging to Economically Weaker Section (EWS) should have to submit proper Certificate issued from the competent authority.
- H. The selected candidates will have to submit an Undertaking to the appointing authority that he or she will abide by the New Pension Scheme of the Government issued vide Finance Department's letter No. DW.3/2003/Pt-1/1 Dated:-25<sup>th</sup> January, 2005.
- I. All applicants are requested to visit the Dhubri District Administration website **www.dhubri.gov.in** for viewing the list of selected and rejected list of applicants and also for the date and venue of the Written Test.
- J. A Selection Committee will be constituted to recruit/select the candidates of aforesaid posts. The Committee has the right to accept/ reject the candidature after proper scrutiny of documents/testimonials etc. with regards to the modalities of selection. The decision of the Selection Committee shall be final.
- K. Any postal delay in the process shall not be a matter of responsibility of the undersigned.
- L. Canvassing directly or indirectly will be liable for disqualification .
- M. The undersigned reserves the right to accept, modify or cancel the advertisement or postpone Written Test and document verification process without assigning any reason thereof.

**Contd..P/2**

- N. No TA/DA will be borne by the Govt. at the time of Written Test.  
O. Appointment shall be made only after police verification and Medical Examination as per procedure  
P. The last date of submission of application for the aforesaid posts is upto 5 PM of **6th October/2020**. Applications received after the last date of submission of Application will not be entertained.  
Q. The candidates should submit their application in the **PFC Cell, Ground Floor Deputy Commissioner's Office, Dhubri.**

  
**Deputy Commissioner, Dhubri**  
**& Chairman, Selection Committee**


**22/9/2020**

Memo No. DPE25/2020/32-33

(A) Dated, Dhubri the 22<sup>nd</sup> September, 2020

**Copy to :**

1. The Commissioner & Secretary to the Govt. of Assam, General Administration (B) Deptt., Dispur, Guwahati – 6 for favour of kind information.  
2. The Commissioner & Secretary to the Govt. of Assam, Finance Deptt., Dispur, Guwahati – 6 for favour of kind information.  
3. The Commissioner, Lower Assam Division, Guwahati – 1 for favour of kind information.  
4. The Joint Secretary to the Govt. of Assam, Finance (SIU) Deptt., Dispur, Ghy-6 for information.  
5. The Deputy Secretary to the Govt. of Assam, GAD, Dispur, Guwahati – 6 for favour of kind information.  
6. The Sub-Divisional Officer (Civil), Bilasipara for information and necessary action for wide publicity.  
7. The Assistant Director of Employment Exchange, Dhubri for information & necessary action.  
8. All Circle Officers / Block Dev. Officer of Dhubri District for wide publicity.  
9. The Treasury Officer, Dhubri/Bilasipara Sub- Treasury for information & necessary action  
10. The DIO, NIC, Dhubri with a request to upload the advertisement in the Dist. website.  
11. The DIPRO, Dhubri for information & necessary action. He is requested to take necessary steps to get the advertisement published in two leading newspapers, one in English and another in Assamese well circulated in locality and also telecast through local cable network / FLS.  
12. Notice Board, D.C.'s Office, Dhubri.

  
**Deputy Commissioner, Dhubri**  
**& Chairman, Selection Committee**

**22/9/20**

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