



GOVERNMENT OF ASSAM
OFFICE OF THE DISTRICT COMMISSIONER, GOALPARA
(PERSONNEL BRANCH)



☎ 03663-240030 / 240028

☎ 240314

e-Mail: dc-goalpara@nic.in

NOTICE

Dated: 29th October, 2024

No.GPE.01/2018/223: In pursuance of the recommendations of the Selection Board for promotion of District Administrative Supervisory Assistants, Senior District Administrative Assistants, and Junior District Administrative Assistants, it is hereby informed to all Grade-IV employees under the amalgamated establishment of the District Commissioner, Goalpara, that the Selection Board has decided to fill two vacant promotional posts of Junior District Administrative Assistant in the unreserved category in the Pay Band Rs.14000-70000/- Grade Pay Rs.6200/- per month from amongst the Grade-IV employees of DC's establishment, Goalpara. Applications in the standard form are invited from all eligible Grade-IV employees of the DC's amalgamated establishment, Goalpara.

Eligibility criteria:

- ☐ The applicant must have passed a Bachelor's Degree or an equivalent examination from a recognized university.
- ☐ The applicant must have rendered at least 7 years of continuous service in the amalgamated establishment of the District Commissioner, Goalpara, as of 1st January 2024.
- ☐ The applicant must possess knowledge of computer.

How to Apply:

Interested candidates who meet the requisite criteria can submit their applications in the standard form, stating their age, educational qualifications, present and permanent addresses, etc., along with self-attested copies of all relevant certificates and two recent passport-sized photographs, on or before 04/11/2024.

Selection Process:

As per Rule 6 (5) (b) of the Assam Ministerial District Establishment Service Rules, 1967, the selection will be made from amongst the Grade-IV employees of the amalgamated establishment of District Commissioner, Goalpara, based on seniority-cum-merit. However, due to difficulties in ascertaining the seniority of Grade-IV employees because of the existence of more than one Gradation List (i.e., the Gradation List of Jarikaraks and the Gradation List of other Grade-IV employees) under DC's amalgamated establishment, Goalpara, the Selection Board has decided to conduct a written examination and a computer proficiency test, totaling 100 marks, for a free & fair selection of eligible Grade-IV employee for promotion to the post of Junior District Administrative Assistant.

The written test will consist of the following subjects for 50 marks, with a duration of 2 hours.

- a. General Awareness
- b. General English
- c. General Mathematics

The computer test will consist of practical assessments in MS Word and MS Excel, totalling 50 marks, with a duration of 1 hour.

The written examination and computer test are scheduled to be held on November 10, 2024 (tentative), at 9:00 AM in the Conference Hall at the DC's Office, Goalpara.

The candidates shall have to appear in the written examinations / computer proficiency test at their own expenses. No TA/DA shall be paid to the candidates for appearing in the written test/interview etc.

If any candidate is found canvassing directly or indirectly, his/her candidature will be rejected.

The undersigned reserves the right to cancel the notification, alter any terms and conditions of the notification at any stage.

*The DIO, NIC
Goalpara.*


[Signature]
District Commissioner,
Goalpara

Memo No. GPE.01/2018/223-A

Dated 29th October, 2024

Copy to:

1. The Commissioner & Secretary to the Govt. of Assam, General Administration Department, Dispur, Guwahati - 06.
2. The District Development Commissioner, Goalpara.
3. The Addl. District Commissioner (all), Goalpara.
4. The Circle Officer / Tahsildar (all), Goalpara.
5. The Superintendent of Excise, Goalpara.
6. The District Commandant, Home Guards, Goalpara.
7. The Deputy Commandant, Civil Defence, Goalpara.
8. The Treasury Officer, Goalpara.
- ✓ 9. The DIO, NIC, Goalpara. He is requested to upload the Notice in the official website of Goalpara District Administration as well as in the Facebook page.
10. The Administrative Officer, Goalpara. She is requested to ensure proper distribution and publication of the Notice in every corner.
11. All Branches of DC's Office, Goalpara.
12. Notice Board.


District Commissioner,
Goalpara

Handwritten initials

Handwritten notes:
DIO, NIC
The DIO, NIC