

ADVERTISEMENT
WALK-IN-INTERVIEW

Applications in Standard Form along with prescribed supporting documents are hereby invited from the eligible candidates to attend a 'Walk-in-Interview' to be held on 09.09.2026 for the post of Data Entry Operator and 11.09.2026 for the post of Copyist along with a Handwriting Test(both English and Assamese) also conducted on the same day from 09.30 A.M. onwards for the below mentioned Fixed Pay Contractual under the office of the Foreigners Tribunal No. 7th, Goalpara, located at Old CJM Court Complex,Kachari Ghat,Goalpara,Pin-783101 in pursuance of the Letter No.PLB.817356/17 dated 17.07.2026, and eCF No. PER-36/98/2026-PER-GLP/52 dated 18-08-2026 issued by the Joint Secretary to the Government of Assam, Political (B) Department, Dispur, Guwahati-781006, Kamrup (Metro), Assam and Office of The District Commissioner, Goalpara.

Sl. No.	Name of Posts	Minimum Required Qualifications	Number of Vacancy	Monthly Pay	Date of Interview & Venue
1	Data Entry Operator	Passed Higher Secondary (10+2)Examination in any stream with minimum 6 (six) months Diploma/ Certificate in Computer Application from any Govt. recognized institution and having good working knowledge of office software tools.	1 (One)	Rs.10,000/- (Fixed)	09.09.2026 Office of The Goalpara Municipality Board Goalpara
2	Copyist	Passed Higher Secondary (10+2)Examination in any stream with minimum 6 (six) months Diploma/ Certificate in Computer Application from any Govt. recognized institution and having good working knowledge of office software tools.	1 (One)	Rs.9,000/- (Fixed)	11.09.2026 Office of The Goalpara Municipality Board Goalpara

Terms and Conditions:

- Candidates must be a Citizen of India.
- Candidates should not be less than 18 years and not more than 40 years of age as on 27.08.2026 Upper age relaxation may be given upto 43 years for OBC/MOBC Candidates and upto 45 years in case of SC/ST Candidates as per existing Government policy.
- Candidates must submit duly self attested documents along with Standard Form of Application relating to a) Educational Qualifications, b) Proof of Age, c) Address Proof, d) Experience Certificate (if any), e) Two Passport size colour Photographs (with full signature of candidate on front-side) and f) Valid Employment Exchange Registration Certificate for verification.
- For both the Posts, Candidates must have undergone a Computer Diploma/Certificate Course of minimum 6 (Six) month's duration from any Govt. recognized institution.
- The Candidates working in any organization/office but also applying for these temporary posts, shall have to furnish an NOC from the organization/office where he/she is presently working.
- Candidates must report at the Office of the Goalpara Municipality Board, Conference Hall,Kachari Ghat,Goalpara 9.30 AM to 12.30 PM for registration on the date of Walk-in-Interview. Candidates arriving at venue after 12:30 P.M. will not be considered for Walk-in-Interview. For the post of Data Entry Operator personal interview will be conducted and for the post of Copyist personal interview with Handwriting Test(both English and Assamese) also conducted on the same day.
- For the both Posts, the short-listed candidates 1:10(Post:Person) ratio will have to appear in a Technical Knowledge Test. The date will be notified in the notice board of this office and District Administration Website.
- For the both post Candidates will be selected on the basis of Walk-in-Interview following by a Technical Knowledge Test. Preference will be given to the Candidates of local district.
- Both the Posts are purely Contractual in nature on Fixed Pay basis for fixed time and subject to approval of Ministry of Home Affairs, Govt. of India or any other Government Authority from time to time.
- The services of appointed candidates against these temporary Posts may be terminated on grounds of nonperformance or indiscipline conduct at any time without any prior notice.
- Incomplete Application or Application without necessary supportive documents will be summarily rejected.
- No TA/DA will be provided to the Candidates for appearing in said interview.
- The Selection Board reserves the right to cancel or modify the advertisement and selection process without assigning any reason.
- The selected Candidates will be informed through formal communication by the office in due course subject to approval by the Government authority.

Sd/- Member,
Foreigners Tribunal 7th,
Goalpara