

ADVERTISEMENT

No.SFT(II).2/ 2018 / 312

Date :- 20-6-2018

As per approval of the "Assam Foreigners' Tribunal Establishment (Ministerial) Service Order – 2012" Dispur conveyed letter No.PLB.219/2015/141 Dtd.-29/03/2018, applications are hereby invited in the Standard Form from the intending candidates for filling up of the following vacant posts in the Foreigners Tribunal, 2<sup>nd</sup> Sonitpur, Tezpur in the Pay Band & Grade Pay with other allowances as admissible under Rules as shown below.

Sl. No.	Name of Post	No. of Vacancy	Scale of Pay (Present)	Educational Qualification	Reservation
1.	LDA	1 (one) Grade-III		a)HSSLC passed or its equivalent examination from recognized Council/Board etc.	As per Govt. Rule
2.	Bench Assistant	1 (one) Grade-III	Rs.14,000/- to Rs.49,000/- GP-5600/-	b)Must have possess minimum 6 (six) months Diploma/Certificate in Computer Typing both in Assamese and English with knowledge of MS Excel, Power Point Presentation etc.	
3.	Typist	1 (one) Grade-III			
4.	Office Peon	1 (one) Grade-IV	Rs.12,000/- to Rs.37,500/- GP-3900/-	Minimum Class – VIII passed	


The application along with all testimonials should reach the undersigned by post within **07-07-2018**. The application may also be submitted in the drop box available at the O/O the Member, Foreigners' Tribunal (2<sup>nd</sup>), Sonitpur, Tezpur

**Terms & Conditions :-**

1. Candidates must be Indian Citizen as defined in Articles 5 to 8 of the constitution of India.
2. Candidates must have registered their names in the Employment Exchange and the Registration numbers along with the date must be mentioned in their application.
3. Candidates serving in Govt. Department should submit their application through proper channel.
4. The Applicant must not be less than **18** years or more than **44** years of age on 01-01-2018, the upper age is relax able as per Govt. norms for SC/ST/OBC/MOBC/PWD and Ex-Serviceman.
5. The application must be accompanied by the following :-
  - a) Self attested copies of required certificate/mark sheet of Educational along with Age proof certificate, Caste certificate, Certificate/Diploma in Computer Application etc.
  - b) 3 (Three) copies of recent passport size photographs duly signed by the candidate on the reverse side.

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6. One self address envelop of 11 cm x 5 cm size affixing postal stamp Rs.5.00(FRive) only must be enclosed with the application.
7. Candidates will have to super scribe the name of the post applied for at the top of the sealed envelop covering the application form.
8. The last date of receipt of application is ...**07/07/2018** within office hours i.e. 5.00 p.m. No application will be entertained after the last date.
9. Examination Centre : Tezpur (Date & Venue will be inform through process).
10. No TA/DA will be admissible to the candidates for attending the recruitment process.
11. The Appointment shall be Governed by the New Pension Rules as per Finance Department's Circular No.BW.3/2003/Pt-11, Dated 25<sup>th</sup> January, 2005.
12. Application received late or without proper supporting documents and unsigned and incomplete will be summarily rejected.
13. Canvassing directly or indirectly shall disqualify a candidate. Eligible candidates for the post of LDA/Bench Assistant/Typuist will have to appear in a written test, to be followed by Computer Test (for written examination qualified candidates only) and eligible candidates for the post of Office Peon will have to appear in written test.
14. Address for submission of Application :  
**The Member, Foreigners' Tribunal (2<sup>nd</sup>) , Sonitpur, Tezpur.**

  
Member,  
Foreigners' Tribunal (2<sup>nd</sup>),  
Sonitpur, Tezpur.

Memo No.SFT(II).2/2018/ 312 (A)

Date :- 20-6-2018

Copy to :-

1. The Addl. Chief Secretary to the Govt. of Assam, personnel (A) Department, Dispur, Guwahati-6 for favour of kind information and necessary action.
2. The Principal Secretary to the Govt. of Assam, Finance (SIU) Department, Dispur, Guwahati-6 for favour of kind information and necessary action.
3. The Commissioner & Secretary to the Govt. of Assam, General Administration (B) Department, Dispur, Guwahati-6 for favour of kind information and necessary action.
4. The Deputy Secretary to the Govt. of Assam, Political (B) Department, Dispur, Guwahati-6 for favour of kind information and necessary action.
5. The Commissioner, North Assam Division, Tezpur for favour of kind information.
6. The Sub-Divisional Officer(Civil), Tezpur, Sonitpur for information and necessary action.
7. The Circle Officer (All), Sonitpur District for information and necessary action.
8. The District information and Public Relations officer, Sonitpur, Tezpur. He is requested for wide publication through AIR/Doordarshan/News papers and Electronic media accordingly.

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9. The Assistant Director of Employment Exchange, Tezpur for information and necessary action.
10. DIO, NIC, Sonitpur for wide publicity through Web-Site etc.
11. CA/PA to DC for information.
12. RS/HA DC's office, Sonitpur, Tezpur for information
13. Office Notice Board.
14. Office File.



Member,  
Foreigners' Tribunal (2<sup>nd</sup>),  
Sonitpur, Tezpur.