

OFFICE OF THE CHAIRMAN, STATE LEVEL POLICE RECRUITMENT BOARD, ASSAM
REHABARI ::: GUWAHATI

No. SLPRB/ REC/JA & STENO/(CD & HG)/2020/67

dated:12-06-2020

ADVERTISEMENT

**RECRUITMENT FOR 5 POSTS OF JUNIOR ASSISTANT & 2 POSTS OF
STENOGRAPHER GRADE- III UNDER DIRECTORATE OF CIVIL DEFENCE & HOME
GUARDS**

Applications are invited from eligible candidates for filling up of **5** posts of **Junior Assistant & 2 posts of Stenographer Grade III** under Directorate of Civil Defence & Home Guards in the pay scale of Rs 14000-60500 (Pay Band No. 2) plus grade pay Rs. 6200 for Junior Assistant & Rs. 8700 for Stenographer and other allowances as admissible under the rules. Applications must be submitted online through SLPRB website (www.slprbassam.in). Applications will be received with effect from **16-06-2020** and the last date of receiving applications will be **06-07-2020**. No application will be received thereafter.

THERE WILL BE NO APPLICATION FEE.

I. CATEGORYWISE DISTRIBUTION OF 5 POSTS OF JUNIOR ASSISTANT AS PER POST BASED ROSTER IS AS UNDER:

Category	Male	Female	Total
Unreserved	1	1	2
OBC /MOBC	1	1	2
ST(H)	1	-	1
Total	3	2	5

- Though no post is reserved for SC , ST (P) candidates & ST (H) female candidates, however, SC , ST (P) candidates & ST (H) female candidates may also appear and will be considered for unreserved posts on merit.

II. CATEGORYWISE DISTRIBUTION OF 2 POSTS OF STENOGRAPHER GRADE -III AS PER POST BASED ROSTER IS AS UNDER:

Category	Male	Female	Total
OBC /MOBC	1	1	2

III. ELIGIBILITY CRITERIA FOR JUNIOR ASSISTANT & STENOGRAPHER GRDAE -III :

The candidate must satisfy the following criteria.

- a) **Nationality** :Candidates must be Indian Citizen, ordinarily resident of Assam.
- b) **Age**: Candidate should not be more than 38 years and less than 18 years of age as on 1st January, 2020 (candidate must have born on or before 01-01-2002 and on or after 01-01-1982).

Relaxation :Upper age limit is relaxable as under:

- i) 05 (five) years in case of candidates belonging to SC, ST (H) & ST (P).
- ii) 03 (three) years in case of candidates belonging to OBC/MOBC.

For the purpose of determining the age limit, the SLPRB will accept only the date of birth recorded in the Matriculation or equivalent examination certificate/admit card issued by a recognized education Board. No other document relating to age such as horoscope, affidavit, birth extract from Municipal Corporation, Health Department, service record etc. will be accepted.

IV. EDUCATIONAL QUALIFICATION:

- i) **Junior Assistant**: The candidate must be a graduate in Arts, Science, Commerce or equivalent stream from a recognized College/ Institutions affiliated to a recognized University and must possess Diploma in Computer.

In case of candidates having Degree in Computer Science / Information Technology or equivalent from any Govt. registered / UGC recognized / accredited Universities / Institutions, may also submit separate diploma certificate in computer, if any.

- ii) **Stenographer Grade III** : The candidate must be a graduate in Arts, Science, Commerce or equivalent stream from a recognized College/ Institutions affiliated to a recognized University with having National Trade Certificate in stenography from ITI, in Assam or other institute recognized by the Govt. of Assam/Govt. of India with 80 WPM in English Stenography.

d) Physical Fitness:-

- i) Must have sound health both mentally and physically and free from organic defect or bodily infirmity likely to interfere with the efficient performance of duty.
- ii) Must undergo Medical Examination before appointment to the service.

V. HOW TO APPLY

A candidate having proficiency in Computer & Trade Certificate in stenography as mentioned above may apply for both the posts. In that case, the candidates should submit their first preference & second Preference.

The candidates who are employees of Govt. / PSUs / Autonomous bodies must obtain necessary permission in writing from the Competent Authority / Employer and a copy of the same may be produced during scrutiny of documents before Practical Test.

Candidates will be required to upload scanned copies of the following:

a) PASSPORT SIZE PHOTOGRAPH :-

Please pay attention to upload good quality photograph. Poor quality photograph uploaded will lead to rejection of your application. The admit card will be printed with the photograph you uploaded.

- i) The photograph must be in colour and must be taken in a professional studio. Photograph taken using a mobile phone and other self composed portraits are not acceptable.
- ii) Photograph must be taken in a white or a very light background.
- iii) The photograph must have been taken after 1st January, 2020.
- iv) Face should occupy about 50% of the area in the photograph, and with a full face view looking into the camera directly.
- v) The main features of the face must not be covered by hair of the head, any cloth or any shadow. Forehead, both eyes, nose, cheek, lip and chin should be clearly visible.
- vi) If you normally wear spectacles, glare on glasses is not acceptable in your photo. Glare can be avoided with a slight downward tilt of the glasses for the photo shoot.
- vii) You must not wear spectacles with dark or tinted glasses, only clear glasses are permitted.
- viii) Ask your photo studio to provide the image in a JPEG format and also on a standard 4.5cm x 3.5cm (45mm x 35mm) print.
- ix) Maximum pixel resolution for JPEG: 640 x 480 (0.3 Mega Pixel) (Ask your studio to reduce it to this resolution if it is higher.
- x) Minimum pixel resolution for JPEG: 320 x 240.
- xi) The maximum file size is 450 kb (kilo bytes).
- xii) For your own benefit it may be prudent not to intentionally change your facial features or hair style from what is seen in the photograph until the day of the examination.

b) Signature :-

- i) Please put your signature with a black or dark blue ink on a white paper.
- ii) Get the signature digitally photographed / image scanned by a professional photo studio, and get the image cropped by the studio itself.
- iii) Only JPEG image format will be accepted.
- iv) The maximum pixel resolution for the image is 800 x 300.
- v) The minimum pixel resolution for the image is 400 x 150.
- vi) Dimension of signature image should be 3.5cm (width) x 2.5cm (height).
- vii) The maximum file size is 100 kb.
- viii) Mobile phone photograph of signature is not acceptable, and can result in disqualification of the application.

c) Documents :-

- i) Certificate of proof of age (Admit Card of HSLC or equivalent examination).
- ii) Certificate of Graduation (B.A / B.Sc / B.Com or equivalent examination).
- iii) Certificate of caste.
- iv) Certificate on Computer Proficiency for Junior Assistant and Certificate of Stenography for Stenographer Grade-III.

In case of candidates having Degree in Computer Science / Information Technology or equivalent from any Govt. registered / UGC recognized / accredited Universities / Institutions, may also submit separate diploma certificate in computer, if any.

The candidates will then click on the '**Complete**' button to indicate that they agree to all the entries made in the form. The candidates can then download the registration / application slip with ID No.

It is mandatory for the candidates to mention their full / proper address with pin code, a valid email address and mobile phone number in the application form as the same will be required to inform them regarding the status of their applications and convey other related information.

A candidate whose application is found to be in order will be called for written examination. Candidates will be able to download the Admit Card / Call Letter from SLPRB website (www.slprbassam.in) by entering their ID number. Candidates will be informed through SMS and email on their mobile numbers and email addresses. The department will not be responsible for any discrepancies that may arise due to entry of wrong mobile number and email address by the candidate.

Incomplete / defective / invalid application will be summarily rejected.

VI. SELECTION PROCEDURE:-

Candidates whose applications are found correct in all respects will be called for a written test which will be conducted in the District Headquarters/ Range (s) or any other convenient venue(s) depending upon the number of candidates. The candidates will have to appear for the Written Test in the venue mentioned in his/her call letter. However, the Chairman, SLPRB, Assam reserves the right to change the venue (s) of the test as necessitated and no representation etc. will be entertained in this regard. **Before entering the examination centre, biometrics of each candidate will be done.**

There will be two phases of Test (i) Written Test and (ii) Practical Test.

VII. WRITTEN TEST:-

The written test will be of 50 marks and will be completely OMR based. There will be 50 questions and each question will be of 1 (one) mark. There will be negative marking of ½ mark for each wrong answer. The questions will be set in four parts (i) General Knowledge and Current Affairs, (ii) Logical Reasoning, (iii) Basic Mathematics and (iv) Language Grammar. Candidates will use black ball pen to answer the OMR based answer sheet. Duration of the test will be of 2 (two) hours.

VIII. PRACTICAL TEST

Candidates numbering only 5 times the number of posts in respect of each category (Unreserved, OBC/MOBC & S.T.(H) both male & female will be called for Practical Test on merit category wise as per vacancies.

If there are candidates scoring the same marks in Written Test as the last candidate selected for Practical Test by the 5 times formula in a particular case, the candidates scoring the same marks will also be called for Practical Test, and therefore the number may exceed the 5 times to that extent for that particular case and category only. A list will be published in the SLPRB website as well as in leading dailies in Assam.

The details of practical test are uploaded on the website.

A) Testimonials / Documents to be submitted when appearing in Practical Test: The candidates should bring a set of attested photocopies along with the originals of the following documents for verification by the Selection Committee on the date of Practical Test. Candidates failing to bring the original documents will not be considered for such qualifications as claimed by him/her and no further rectifications will be entertained after the test date.

- i. Certificate of proof of age. (Admit card of H.S.L.C. or equivalent examination).

- ii. Certificate of Graduation (B.A./B.Sc./B. Com. or equivalent degree) (pass certificate as well as marks sheet and Certificate on Computer proficiency for Jr. Asstt. and Certificate of stenography for stenographer Grade III (in original).
- iii. Certificate of additional qualification such as Degree / Diploma Certificate from recognized / accredited institute etc. (pass certificate as well as marks sheet in original)
- iv. Certificate of Caste from the competent authority in respect of the candidates belonging to ST (P) / ST (H) / SC / OBC & MOBC.
- v. 2 (two) copies of recent photographs of passport size which was uploaded in the online application.

B) BIOMETRICS OF CANDIDATES AND SCRUTINY OF DOCUMENTS:-

The biometrics of the candidates taken at the time of written test will be validated / matched and all the original documents along with a set of photostat copies of the documents will be checked before the qualified candidates are allowed to appear in the Practical Test. Submission of any incorrect information or forged document at any stage will lead to disqualification of the candidate and may also render him / her liable to criminal prosecution. Original documents of a candidate may be put to check at any later stage of the recruitment process also. All the Photostat copies submitted by the candidates will have to be duly self attested by the candidate.

IX. FINAL SELECTION:-

Based on the aggregate performance (marks obtained) of the candidates in the Written Test & Practical Test for Junior Assistant and Written Test , Practical Test & Stenography Test for Stenographer Grade - III, the Final Merit Lists will be prepared category wise for the posts of Junior Assistant and Stenographer Grade-III as under:

Junior Assistant

1) Written Test	-	50 marks
2) Practical Test	-	50 marks
Total -		100 marks

Stenographer Grade-III

1) Written Test	-	50 marks
2) Practical Test	-	50 marks
3) <u>Stenography Test</u>	-	50 marks
Total -		150 marks

There will be 1 (one) merit list for each cadre of posts category wise i.e. UR, OBC/MOBC & ST (H) separately for male and female candidate for the entire State.

N.B:

In case of a tie in marks, the candidate older in age will be placed higher in the merit list. Further, candidates having same date of birth and have obtained equal marks, will be placed in the merit list according to the percentage of marks in graduation.

X. GENERAL INSTRUCTIONS TO THE CANDIDATES :-

- i. No T.A/D.A will be admissible to candidates for the journey and stay during any stage of the recruitment.
- ii. The selection list will be remain valid for appointment from the date of announcement of the result for one year or till the date of next advertisement of similar posts whichever is earlier.
- iii. The select lists confer no right to appointment unless the department is satisfied about suitability of the candidates after a thorough medical examination, checking of essential documents of eligibilities and such enquiry and police verification as may be considered necessary before appointment to the service/posts.
- iv. Candidates have to appear in all the stages of recruitment. If a candidate is absent from any stage/ event, his/her candidature will be cancelled.
- v. Candidature will be summarily rejected at any stage of the recruitment process for not conforming to the official format/having incomplete information/wrong information / incomplete requisite certificate (s) / misrepresentation of facts/ impersonation.
- vi. On appointment, the candidates shall be governed by "The Assam Directorate Establishment (Ministerial) Service Rule 1973 & The Assam Public Services (Direct Recruitment to Class III and Class IV posts) Rules, 1997" and "The Assam Stenographers Service Rules, 1995".
- vii. Selected Candidates will be governed by New Pension Rules of the Govt. The selected candidates will be required to give an undertaking as per Finance (B) Department Memo No. BW.3/2003/Pt-II/1, dated 25-01-2005.
- viii. Selected candidates shall be required to undergo departmental training as may be prescribed and shall pass the departmental training / examination. Any candidate who fails to complete the training or is found unsuitable for the job in any manner during the period of probation will be discharged from service.

The period of probation will be for two years.

Provided that the period of probation may for good and sufficient reasons be extended by the Appointing authority for any specified period, not exceeding two years.

Provided further that the period of probation may be curtailed or dispensed with in any case for good and sufficient reasons by the Appointing Authority.

- ix. Fake documents/ false information/ misrepresentation of facts shall lead to rejection when detected at any stage before or after selection/appointment and shall make the candidate liable to criminal proceeding.
- x. The final appointment after selection is subject to satisfactory Police Verification Report, all essential documents of eligibility and Final Medical Examination Report as per existing norms. In case Police Verification Report or Final Medical Examination Report is found unsatisfactory, the candidature of such candidates will be rejected outright.
- xi. The vacancies shown in the advertisement are subject to changes at the time of final selection/appointment.
- xii. Canvassing directly or indirectly shall lead to disqualification of the candidate.

XII. TRANSPARENT PROCESS:

- 1) Candidates and the general public are requested to help SLPRB in conducting the recruitment in just, fair and transparent manner.
- 2) A candidate is not required, to pay any amount of money at any stage of the recruitment process except for medical investigations, if required in the Govt. hospital.
- 3) Any complaint about demand for money or other malpractice can be registered at the web link provided for the purpose, or send complaint to –***www.slprbassam.in***.
- 4) Complaints may also be sent by post to the following address:

Chairman
State Level Police Recruitment Board, Assam
Rehabari, Guwahati-781008
- 5) The identity of the complainant shall be kept confidential.
- 6) Anonymous complaints may not be entertained.
- 7) Offering of bribe for any favour by a candidate or on his/her behalf is a criminal offence. Such an activity may result in immediate disqualification of his/her candidature.

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