

**GOVT. OF ASSAM**  
**OFFICE OF THE DISTRICT COMMISSIONER:: SONITPUR**  
**No. IS/SDC/STENO/TG MS/2022/ 268**  
**{{ADVERTISEMENT}}**

Dated, Tezpur the... 14/3/2024

In pursuance of Govt. of Assam Letter No.225722/21 Dated 03/12/2022 and E-289832/9 Dated 17/07/2023, applications are invited from the citizens of India who are permanent residents of Assam in Standard Form of Application as published in Assam Gazette in Part-IX as defined in article 5 to 8 of the Constitution of India for applying against vacant posts of Grade-III and Grade-IV in newly constructed Tea Garden Model Schools of Sonitpur District in the Pay Band & Grade Pay with other allowances as admissible under Rule.

**1. Name of Post-** Junior Assistant (Grade-III)

**Number of Post-** 13 (Thirteen).

**Scale of Pay-** Pay Band-2 Rs. 14,000 – 70,000, Grade Pay- Rs. 5,600.

**Educational Qualification-** a. Must have passed Bachelors Degree from any stream (Arts/Science/Commerce) from any recognized university.

b. Must have minimum 6 (Six) months Diploma in Computer Application.

**2. Name of Post-** Multi Tasking Staff (Grade-IV).

**Number of Post-** 13 (Thirteen).

**Scale of Pay-** Pay Band-1 Rs. 12,000 – 52,000, Grade Pay- Rs. 3,900.

**Educational Qualification-** Must have passed Class VIII from any recognized institute.

**Applicant must be registered in Employment Exchange.**

**Age Limit** – Minimum 18 Years and not more than 40 years as on 01/01/2024. Age relaxation will be given for reserved categories as per rule;

5 years for ST/SC.

3 years of OBC/MOBC.

2 years for Ex-Servicemen.

10 years for PwBD.

**How to Apply-** Duly filled application along with other documents may be sent by post or by hand to Office of the District Commissioner, Sonitpur. Sealed envelop should be superscribed with post applied for.

**Last date of Application:** -Up to 05:00 PM of 25<sup>th</sup> April, 2024.

**Documents to be enclosed:** - a) Age proof (Birth Certificate/HSLC Admit etc)

b) Proof of Educational Qualification – Highest Examination Passed Certificate.

c) All marksheets from HSLC onward (only for Grade-III)

d) Caste Certificate if Applicable.

e) Employment Exchange Registration proof.

f) 2 Passport Size recent photographs without any wearable.

g) Proof of Residence (PRC/Voter ID etc)

h) Computer Diploma/Degree Certificate (Only for Grade-III)

**Application Fee – NIL.**

**Selection Criteria for Gr-III :-**

a) **Part-I** - Written Test (150 marks) as follows;

i) General English- 50 Mrks, ii) General Knowledge- 50 Marks (Comprising History, Geography and Culture of Assam) (iii) Arithmetic-50 Marks.

The qualifying marks shall be 50% for un-reserved category and 40% for reserved category.

b) **Part-II-** Computer test- 50 marks. Four times the number of vacancies of each categories will be called for the test on the basis of mark obtained in Part-I.

The Candidates must have secured at least 20 marks in the practical test. Candidates securing less than 20 marks shall not be considered for final select list.

Preference will be given to experienced and local residents.

**Selection Criteria for Grade-IV** - Written Test for 50 Marks (30 Marks for Assamese language; 20 Marks General Knowledge (Comprising History, Geography and Culture of Assam)

Preference will be given to experienced and local residents.


**Issue of Call Letter/Admit Card:** - On scrutinizing all the applications received, call letter /admit card will be uploaded in district websites [sonitpur.assam.gov.in](http://sonitpur.assam.gov.in). Candidates are asked to visit the website from time to time.

**Date, Time and Venue** – Will be intimated through the call letter/Admit Card.

**Special Note:** - No TA/DA will be admissible to the candidates.

Reservation of Posts will be applicable as per Rule.

Canvassing directly or indirectly shall disqualify the candidature.

  
District Commissioner, Sonitpur,  
-cum-  
Chairman, Recruitment Board.