

GOVERNMENT OF ASSAM  
COMMISSIONERATE OF PANCHAYAT AND RURAL DEVELOPMENT ASSAM  
JURIPAR : PANJABARI : GUWAHATI-37.

No.PDDE(I)10/2011/Pt-I/105-111  
Dated : 21st December/2017

ADVERTISEMENT

Online applications are invited from the intending eligible candidates who are Citizens of India having registration in the Employment Exchange of the State of Assam, for filling up of 945 Nos. of existing vacancies under the Department of Panchayat and Rural Development as indicated below.

This cancels the earlier Advertisement issued vide this office letter No.PDDE(II)79/2014/7 dated 27<sup>th</sup> October/2014 and No. PDDE (I)3/80/Pt-II/294 dtd. 30<sup>th</sup> October/2014.

**(1) Details of vacancies and reservation in respect of categories of posts :-**

Total number of vacancies in various posts = **945 Nos.**

Posts	Total
Extension Officer (Panchyat)	74
Jr. Asst. HQ	24
Gram Sevak & Gram Sevika	147
Junior Asstt. (Anchalik Panchayat)	100
Tax Collector-cum-Road Mohorar	450
Gaon Panchayat Secretary	150
<b>TOTAL</b>	<b>945</b>

**(2) The details of reservation of posts for Men & Women and category wise reservation for SC/ST/OBC/MOBC/PH are as follows :-**

Sl. No.	Category of posts	Reserved categories of the posts							Remarks
		General	OBC /MOBC	SC	ST(H)	ST(P)	PH	Total posts	
1	2	3	4	5	6	7	8	9	10
1	Extension Officer (Panchyat)	36	20	5	4	7	2	74	30% reserved for women
2	Jr. Asst. HQ	12	6	2	1	2	1	24	-do-
3	Gram Sevak & Gram Sevika	71	40	10	7	15	4	147	-do-
4	Junior Asstt. (Anchalik Panchayat)	42	33	7	5	10	3	100	-do-
5	Tax Collector-cum-Road Mohorar	214	122	32	23	45	14	450	-do-
6	Gaon Panchayat Secretary	70	41	11	8	15	5	150	-do-

**(3) Pay scale admissible for each post**

Sl. No.	Name of Posts	Scale of Pay +Grade Pay + other allowances as admissible to the Assam State Government employees from time to time (Per Month)
1	Extension Officer (Panchyat) (Block)	Rs.14,000/- to Rs.49,000/- + Grade Pay Rs.7400/- of Pay Band -2.
2	Jr. Asst. HQ	Rs.14,000/- to Rs.49,000/- + Grade Pay Rs.6200/- of Pay Band -2.
3	Gram Sevak & Gram Sevika (Block)	Rs.14,000/- to Rs.49,000/- + Grade Pay Rs.6200/- of Pay Band -2.
4	Jr. Asstt. (Anchalik Panchayat)	Rs.14,000/- to Rs.49,000/- + Grade Pay Rs.5600/- of Pay Band -2.
5	Tax Collector-cum-Road Mohorar (Block/G.P)	Rs.14,000/- to Rs.49,000/- + Grade Pay Rs.5000/- of Pay Band -2.
6	Gaon Panchayat Secretary	Rs.14,000/- to Rs.49,000/- + Grade Pay Rs.7400/- of Pay Band -2.

**(4) APPLICATION FEES :-**

1. For General Candidate - Rs.250/- (Rupees two hundred fifty) only.
2. For SC/ST/OBC - Rs.150/- (Rupees one hundred fifty) only.
3. Candidates having BPL Certificate - Nil  
(Certificate from the competent authority i.e. Deputy Commissioner/ Addl. Deputy Commissioner/ Asstt. Commissioner/Sub Div. Officer (C)/ Circle Officer/Block Development Officer will only be accepted.

Fees should be deposited through online only.

**(5) ELIGIBILITY CRITERIA:**

- a) The Candidate must be Indian Citizen, **ordinarily resident of Assam.**
- b) (i) The candidate should not be less than 18 years and more than 43 years as on **01.01.2017**. The upper age limit is relaxable by 5 years for ST/SC candidates.  
(ii) In case of Ex-Serviceman, age limit is relaxable by two years.  
(iii) The age limit of the candidates will be calculated on the basis of the Matriculation/HSLC Admit Card/Certificate issued by a recognized Board/ Council, and no other document shall be accepted in lieu thereof for the purpose.
- c) In case of contractual/casual employees of the Panchayat & Rural Development Department, relaxation of age as per point **No 10 (B)** of the advertisement.

**(6) EDUCATIONAL QUALIFICATION :**

- a) For all category, the candidates must be Graduate in any discipline from a recognized University except for the post of Gaon Panchayat Secretary, the Candidate must be Commerce Graduate.
- b) Candidates must possess knowledge of Local Languages either Assamese/Bengali/Bodo in addition to English Language for maintenance of office administration.

**(7) MODE OF SELECTION :-**

- (a) The candidates whose applications are accepted will be required to appear in a written test which will be conducted in the 6 (six) centres in the state namely Guwahati, Bongaigaon, Tezpur, Silchar, Jorhat & Dibrugarh. There will be a common written examination except for that the post of Gaon Panchayat Secretary. The Commissioner, P&RD reserves the right to change the examination venues of the test and no representation etc. will be entertained in this regard.
- (b) The written test will be of 100 marks and will be completely OMR based. There will be 100 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 three parts (i) Logical reasoning, aptitude, comprehension (ii) Matters relating to History and Culture of Assam and India and (iii) General Knowledge. Candidates will use black ball pen to answer the OMR based answer sheet. Duration of the test will be of 3 (three) hours.

- (c) As there will be one written test for all the categories except Gaon Panchayat Secretary, candidates will have to indicate in order of preference of the advertised posts, the final merit list will be prepared on the basis of mark obtained and in order of preference and selection will be made on merit and roster point of SC/ST/OBC and PH candidates. For the post of Gaon Panchayat Secretary, separate written test will be conducted and selection will be made on merit and roster point of SC/ST/OBC and PH candidates.
- (d) (i) Based on the aggregate performance of the candidates in the written Examination, merit list will be prepared category wise for the posts on Grading basis, subject to the condition of successful completion of their character and antecedents verification and satisfactory Medical report from the competent authorities. The total numbers of finally selected candidates will be equal to the numbers of the existing vacancies advertised. No waiting list will be maintained.
- (ii) The candidates who are employees of Govt. / PSUs / Autonomous bodies must apply through proper channel or obtain necessary permission in writing from the Competent Authority / Employer.
- (iii) The Final Merit List will be prepared for GP Secretary Post based on the Top Ranking No. of Posts.
- (8) There will be only ONE merit list for each category i.e. Unreserved /SC/ ST(P) / ST(H)/OBC & MOBC, separately for male and female for the entire State. There shall be no waiting list.

**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 higher education.

#### **(9) HOW TO APPLY**

CANDIDATES ARE REQUIRED TO APPLY THROUGH ONLINE MODE ONLY, NO OTHER MODE FOR SUBMISSION OF APPLICATION IS ALLOWED.

- Instructions for filling up online form will be available in the departments Website [www.rural.assam.gov.in](http://www.rural.assam.gov.in) Candidates are advised to carefully go through the instructions provided in the above website while filling up forms.
- Since the applications are submitted online, the question of submission of applications through proper channel in case of the candidates already employed becomes redundant. However, such candidates shall intimate their appropriate appointing authority about submission of application in writing.
- The candidates already employed should note that the prerogative for according permission to appear in Written Examinations / join services on being selected by the Panchayat and Rural Development Department in due course of time shall rest upon the appropriate authority. The Department shall not be in any way responsible/accountable.
- Online form may be filled up **w.e.f. 10.00 AM of 22.12.2017 to 12.00 Midnight of 16.01.2018 only**. No application can be filled up after expiry of the given time as the link will be disabled.
- The details of reservation of posts for Men & Women and category wise reservation for SC/ST/OBC/MOBC/PH are mentioned above.

**(10) Preferential treatment to the contractual employees/casual employees of the Panchayat & Rural Development Department. (Certificate from the CEO,ZP is compulsory)**

The following modalities have been adopted for giving preferential treatment to the trained contractual/casual employees of Panchayat & Rural Development Department in the recruitment process of the P&RD Department:-

**Work Experience** - **Max Marks - 10 (Ten)**

**A.**

- Five Percent (5%) additional mark for 2 years Experience of contractual/casual workers out of the total marks.

- (ii) Six Percent (6%) additional mark for 2 to 4 years Experience of contractual/ /casual workers out of the total marks.
- (iii) Seven Percent (7%) additional mark for 4 to 5 years Experience of contractual /casual workers out of the total marks.
- (iv) Eight Percent (8%) additional mark for 5 to 7 years Experience of contractual /casual workers out of the total marks.
- (v) Ten Percent (10%) additional mark for 7 years and above Experience of contractual /casual workers out of the total marks.

**B.** The trained contractual/casual workers of the Panchayat & Rural Development Department have been provided 10 years age relaxation or Relaxation should commensurate with the years of service put in the Panchayat & Rural Development Department as contractual/casual employees, whichever is higher.

#### **(11) ADMISSION CERTIFICATES**

1. Candidates applying online will immediately get an acknowledgement through SMS and email.
2. A candidate whose application is found to be in order shall be issued an Admit Card with ID number, date & time and venue of the recruitment stages, and photograph if available.
3. Admit cards can only be downloaded from the website [www.rural.assam.gov.in](http://www.rural.assam.gov.in)
4. The mere fact that an admit card has been issued will not imply that his/her candidature has been finally cleared by the department.
5. Candidates must produce a photo identity proof like Pan Card/Driving License/Voter ID Card/Bank Pass Book containing photograph/ID Card issued by the Educational Institution where he/she is studying presently/ ID Card issued by Government or public Sector undertaking in the Examination Hall.
6. The department reserves the right to cancel the candidature of any Candidate as and when any ineligibility condition is detected. If any information declared by the candidates is found to be false at any stage; they will be penalized as per law/rules.
7. The decision of the department as to the eligibility or otherwise of a candidate for admission to the examination shall be final.

#### **(12) Other Instruction :-**

##### **(a) GENERAL INSTRUCTIONS TO THE CANDIDATES :-**

- (i) Canvassing directly or indirectly shall render such candidates unfit for the post.
- (ii) No TA / DA will be admissible to candidates for the journey and stay at any stage of the recruitment process.
- (iii) The selection list confers no right to appointment unless the department is satisfied about suitability of the candidate after a thorough enquiry and verification as may be considered necessary before appointment to the service / post.
- (iv) Candidature will be summarily rejected at any stage of the recruitment process, if found not conforming to the official format / having incomplete information / wrong information / incomplete requisite certificate / misrepresentation of facts / impersonation.
- (v) The select list will remain valid for appointment from date of announcement of the result for one year or till the date of next advertisement of similar post whichever is earlier.
- (vi) On appointment, the candidate shall be governed by the existing Rules and Orders of the Government issued from time to time.
- (vii) Appointed persons shall be entitled to pension benefits as per the pension scheme existing at the time of appointment.
- (viii) The Commissioner, Panchayat & Rural Development Department, Assam reserves the right to make changes or cancel or postpone the recruitment process on specific grounds.
- (ix) Fake documents / false information / misrepresentation of facts shall lead to rejection if detected at any stage before / after appointment and shall make the candidate liable to criminally prosecuted as per existing law.
- (x) Selected candidates shall have to sign an agreement whereby he / she will be required to serve a minimum period of 3 (three) years after successful completion of training or in default to refund the cost of training and travelling expenses paid by the government.

- (xi) Offering of bribe or any favour by a candidate or by any individual on behalf of any candidate is a criminal offence. Such an activity shall result in immediate disqualification of the candidature of that particular candidate.
- (xii) Candidates should mention their full / proper address with PIN Code.
- (xiii) In case of any clarification, the decision of the Selection Board will be final.
- (xiv) The number of posts (vacancies) are subject to changes and appointment to such vacancies will be decided by the competent authority at the time of appointment, based on merit, category-wise as per the final merit list.
- (xv) The final appointment after selection is subject to satisfactory Police Verification Report as per existing norms. In case Police Verification Report is found unsatisfactory, the candidature of such candidates will be rejected outright.
- (xvi) The rules & regulations, terms & conditions of training and afterwards will be applicable of the respective departments

(13) INSTRUCTIONS FOR FILLING UP ONLINE APPLICATION FORM  
THE PROCEDURE FOR FILLING UP THE APPLICATION FORM

- a) Before applying online, candidates are advised to—
  - i) Carefully go through the Advertisement
  - ii) Have a scanned image of passport size colour photograph with white background and signature in jpeg format not exceeding 15 KB to 50 KB respectively in size.
  - iii) **Testimonials/Documents required to be uploaded at the time of filling up online application to appear in the written Exam:**
    - i. Certificate of proof of age. (H.S.L.C. / equivalent Admit Card)
    - ii. Certificate of Graduation (B.A / B.Sc / B.Com or equivalent) ( pass certificate )
    - iii. Certificate of Caste from the competent authority in respect of the candidates belonging to ST (P) / ST (H) / SC / OBC & MOBC.
    - iv. Certificate of Physically Handicapped(PH) issued by competent authority.
    - v. BPL Certificate in case of BPL Candidates.
    - vi. Experience & working Certificate in case of Casual/Contractual worker under P&RD Dept alongwith the valid engagement letter issued by the competent authority of P&RD Department.
    - vii. Photographs/Scan signature of the candidate.
  - (iv) The size of the above scanned document should be 80 KB to 100 KB.
  - (v) Keep all academic/experience/personal details ready to fill up the application form correctly.

(14) Application Procedure:

Stage : FILLING UP AND SUBMITTING THE ONLINE APPLICATION FORM

**Passport Size Photograph :-**

- (a) Please pay attention to upload good quality photograph. Poor quality of 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 1<sup>st</sup> January, 2017.
  - 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.

- vii) 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.
  - viii) 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.
  - ix) Minimum pixel resolution for JPEG : 320 x 240
  - x) The maximum file size is 50 kb (kilo bytes).
  - xi) 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 P hoto graph / image scanned by a professional photo studio, and get the image cropped by the studio itself.
  - iii) Only JPEG image formats 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 50 kb.
  - viii) Mobile phone photograph of signature is not acceptable, and can result in disqualification of the application.
- c). The candidate will then click on the '**Complete**' button to indicate that they agree to all the entries made in the form. The candidate can then download the registration / application slip with ID No
- d). It is mandatory for the candidates to mention 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 application and convey other related information.
- e). 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 the PNRD website by entering their ID number. 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.

**(15) Production of original documents before issuance of Appointment letter :**

The testimonials / Documents of the selected candidates will be verified by the Selection Committee before issuance of appointment letter. All the selected candidates have to produce their original documents/testimonial before the Selection Committee as and when called for. If any documents is found doubtful or did not match with the original certificate or show any discrepancy in this regard, the candidature of such candidate is summarily rejected or disqualified without any notice. The following documents in original will be verified by the selection Committee in respect of selected candidates.

- i. Certificate of proof of age. (H.S.L.C. / equivalent Admit Card)
- ii. Certificate of HSLC or equivalent examination.
- iii. Certificate of Graduation (B.A / B.Sc / B.Com or equivalent) ( pass certificate as well as mark 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. Certificate of Physically Handicapped(PH) issued by competent authority.
- vi. Certificate of BPL
- vii. Experience & working certificate in case of Casual/Contractual worker alongwith the valid engagement letter issued by the competent authority of P&RD Department.
- viii. ID Proof (PAN card, Voter ID, Driving License etc)"
- ix. Certificate of Computer knowledge etc.

  
Commissioner,

Panchayat & Rural Development, Assam.