

GOVERNMENT OF ASSAM
COMMISSIONERATE OF PANCHAYAT & RURAL DEVELOPMENT : ASSAM
JURIPAR, PUNJABARI, GUWAHATI -781037

No.PDDE(II)126/2019/45-52

Dated: 27th August/2020ADVERTISEMENT

Applications are invited from eligible candidates for filling up the following vacant posts under Panchayat & Rural Development, Assam. Applications must be submitted online through website www.rural.assam.gov.in and will be received with effect from **28-08-2020**. The last date of receiving application will be **17-09-2020** till midnight. No applications will be received thereafter.

THERE WILL BE NO APPLICATION FEE.

(1) POST WISE VACANCIES WITH PAY SCALE AND GRADE PAY AS ADMISSIBLE UNDER RULES ARE GIVEN BELOW:

UNDER Commissionerate of Panchayat & Rural Development, Assam.

| Name of the Posts | No. of Vacancies | Pay Scale and Grade Pay per month |
|--|------------------|---|
| Asstt. Block Development Officer (Panchayat) | 39 | 14000-60,500 + GP Rs.7600 Pay Band 2 |
| Asstt. Block Development Officer (W&C) | 46 | 14000-60,500 + GP Rs.7600 Pay Band 2 |
| Asstt. Block Development Officer (Senior Gram Sevak) | 88 | 14000-60,500 + GP Rs.7600 Pay Band 2 |
| Gaon Panchayat Secretary | 578 | 14000-60,500 + GP Rs.7400 Pay Band 2 |
| Tax Collector Cum Road Mohrar | 243 | 14000-60,500 + GP Rs.5200 Pay Band 2 |
| Junior Assistant (For 5 newly created ZPs) | 10 | 14000-60,500 + GP Rs.5600 Pay Band 2 |

* Other allowances as admissible under the rules will be applicable.

(2). CATEGORY WISE DISTRIBUTION OF VACANCIES AS PER POST BASED ROSTER ARE AS UNDER :-

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

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| Sl. No. | Name of Posts | Category wise distribution | | | | | | | | | | | | | | |
|---------|---|----------------------------|------------|-----|----------|-----|-------|-----|-------|-----|-------|-----|-------|-----|-------|-----|
| | | Total vacancies | Unreserved | | OBC/MOBC | | SC | | ST(P) | | ST(H) | | PH | | EWS | |
| | | | Total | RFW | Total | RFW | Total | RFW | Total | RFW | Total | RFW | Total | RFW | Total | RFW |
| 1 | Asstt Block Development Officer (Panchayat) | 39 | 14 | 4 | 10 | 3 | 3 | 1 | 4 | 1 | 2 | - | 2 | - | 4 | 1 |
| 2 | Asstt Block Development Officer (W&C) | 46 | 17 | 5 | 12 | 4 | 3 | 1 | 5 | 1 | 2 | - | 1 | - | 5 | 1 |
| 3 | Asstt Block Development Officer (Senior Gram Sevak) | 88 | 32 | 10 | 24 | 7 | 6 | 2 | 9 | 3 | 4 | 1 | 4 | 1 | 9 | 3 |
| 4 | Gaon Panchayat Secretary | 578 | 214 | 64 | 156 | 47 | 40 | 12 | 58 | 17 | 29 | 9 | 23 | 7 | 58 | 17 |
| 5 | Tax Collector Cum Road Mohrar | 243 | 90 | 27 | 66 | 20 | 17 | 5 | 24 | 7 | 12 | 4 | 10 | 3 | 24 | 7 |
| 6 | Jr. Asstt (PRI) (For 5 newly created ZPs) | 10 | 4 | 1 | 3 | 1 | 1 | - | 1 | - | - | - | - | - | 1 | - |

Note :- RFW = Reserved for Women (30%), ST(P) – Scheduled Tribes (Plain)(10%), ST(H) = Scheduled Tribes (Hills) (5%), SC = Scheduled Caste (7%), EWS – Economically Weaker Section (10%), PH = Physically Handicapped. (4% - 1% for Blind (low Vision), 1% Deaf (Hearing Impaired) 1% Orthopedically & 1% autism, intellectual disability, mental illness etc.

(3). ELIGIBILITY CRITERIA

The candidate must satisfy the following criteria.

a) Nationality:

- (i) Candidates must be a Indian Citizen, ordinarily resident of Assam.
- (ii) He/ She must have registered his/her name in any Employment Exchange of Assam.
- (iii) In case of contractual/casual employees of the Panchayat & Rural Development Department, **relaxation of age as per point No 7 (B)** of the advertisement.

b) Age: Candidate should not be more than 38 years and less than 18 years of age as on 1st January, 2020 (Candidate must be 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(P), ST(H).
- ii) 03 (three) years in case of candidates belonging to OBC/MOBC.
- iii) In case of Ex-Serviceman, age limit is relaxable by two years.
- iv) In case of Physically Handicapped, age limit is relaxable by ten years.
- v) In case of contractual/casual employees of the Panchayat & Rural Development Department, relaxation of age as per **point No 7 (B)** of the advertisement.

For the purpose of determining the age limit, the P&RD will accept only the date of birth recorded in the Matriculation/HSLC or equivalent examination certificate/Admit card issued by a recognized Education Board. The birth certificate issued by Competent Authority will also be

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accepted. No other document relating to age such as horoscope, affidavit and the like will be accepted.

C) EDUCATIONAL QUALIFICATION :

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

d) Physical Fitness:-

i) Candidates should be of sound health, both mentally and physically and free from organic defect bodily infirmity likely to interfere with efficient performance of his duties and

ii) Required to undergo medical examination before appointment to the service.

(4). HOW TO APPLY:

The Candidates having the required essential qualification for the posts as mentioned above may apply for the posts by submitting their first preference, second preference, third preference and so on.

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 submitted will lead to rejection of application. The Admit card will be printed with the uploaded photograph.

- i) The photograph must be in colour and must be taken in a professional studio. Photograph taken by a mobile phone and other self composed portraits are not acceptable.
- ii) Photograph must be taken in a white 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, cheeks, lips and chin should be clearly visible.
- vi) If someone normally wear spectacles, glare on glasses is not acceptable in his / her photo. Glare can be avoided with a slight downward tilt of the glasses for the photo shoot.
- vii) Candidate must not wear spectacles with dark or tinted glasses, only clear glasses are permitted.
- viii) Ask the 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 the 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).

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- xii) For own benefit of the candidate, it may be prudent not to intentionally change his /her facial features or hair style as in the photograph until the day of the examination.

b) Signature :-

- i) Please put 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 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 100 kb.
- viii) Mobile phone photograph of signature is not acceptable, and can result in disqualification of the application.

(5) Documents :-

- i) Admit Card of HSLC or equivalent examination for proof of age.
(The birth certificate issued by Competent Authority will also be accepted as proof of age).
- ii) Certificate, Mark-sheet of Minimum Educational Qualification for the Post concerned. The certificate on computer proficiency for the posts of Jr. Asstt.

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

- iii) Certificate of caste from the competent authority in respect of the candidates belonging to OBC/MOBC, SC, ST (P), ST(H), PH.
- iv) Employment Exchange Registration Card/Certificate.
- v) EWS certificate from Competent Authority.

The benefit of reservation under EWS can be availed upon production of an income and asset certificate issued by the Circle Officer or Circle Officer (A) of the Revenue Circle where the candidate and/or his family normally reside. The income and asset certificate issued by any one of the authorities in prescribed format.

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.

Candidates will be able to download the Admit Card / Call Letter from the website www.rural.assam.gov.in by entering their ID number. Candidates will be informed through SMS and email in their mobile



numbers and email addresses. The P&RD 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.

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.

(6). MODE OF SELECTION :-

- (a) The candidates whose applications are accepted will be required to appear in a written test which will be conducted in different centres of the State. There will be a common written examination except for 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 and aptitude. (ii) General knowledge with special emphasis on Assam (iii) General English. However, for the post of Gaon Panchayat Secretary, there will be additional part on Accountancy. Candidates will use black ball pen to answer the OMR based answer sheet. Duration of the test will be of 2 (two) 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(ST(H))/EWS 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(P)/ST(H)/OBC/EWS and PH candidates. The reservation for Physically Handicapped are - 1% for Blind (low Vision), 1% Deaf (Hearing Impaired), 1% Orthopedically & 1% autism, intellectual disability, mental illness etc.
- (d) (i) Based on the aggregate performance of the candidates in the written Examination, merit list will be prepared. No waiting list will be maintained.
(ii) The candidates who are employees of Govt. / PSUs / Autonomous bodies must obtain necessary permission in writing from the Competent Authority / Employer.

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.

(7) Preferential treatment to the contractual employees/casual employees of the Panchayat & Rural Development Department. (Certificate from the CEO,ZP/PD, DRDA, MD, ASRLM & Director, SIRD 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)

7.(A).

- (i) Five Percent (5%) additional mark upto 2 years Experience of contractual/casual workers out of the total marks.
- (ii) Six Percent (6%) additional mark above 2 to 4 years Experience of contractual / casual workers out of the total marks.
- (iii) Seven Percent (7%) additional mark above 4 to 5 years Experience of contractual



- /casual workers out of the total marks.
- (iv) Eight Percent (8%) additional mark above 5 to 7 years Experience of contractual /casual workers out of the total marks.
- (v) Ten Percent (10%) additional mark for more than 7 years and above Experience of contractual /casual workers out of the total marks.

7.(B). The trained contractual/casual workers of the Panchayat & Rural Development Department have been provided 10 years of 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.

(8) ADMISSION CERTIFICATES

1. On submission of application, an acknowledgement sheet will be generated. Candidates have to take a printout of this acknowledge receipt for further communication.
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
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.

(9) Other Instruction :-

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

**(10) 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 from any discipline. (pass certificate), for the post of Gaon Panchayat Secretary (Certificate of Graduation with Commerce.)
 - 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/Certificate for EWS..
 - vi. Experience & working Certificate in case of Casual/Contractual worker under P&RD Dept along with the valid engagement letter issued by the Competent authority of P&RD Department.
 - vii. Photographs/Scan signature of the candidate.
 - viii. The size of the above scanned document should be 80 KB to 100 KB.
 - ix. Keep all academic/experience/personal details ready to fill up the application form correctly.

(11) Instruction for the candidates at the Examination Centers :-

- (i) Candidates shall have to be present at the examination Centre at least 30 minutes before the commencement of the examination.
- (ii) Use of Calculators, Mobile Phones and any Other Kind of Electronic gadget/ Blue tooth devices are strictly prohibited inside the examination Hall. If any candidate is found to be in possession of any of the above items will be debarred from the Examination and his/her candidature will be cancelled forthwith. However, if any mobile phone, is found to be in possession of a candidate inside the Examination Hall, the responsibility of keeping the mobile phone will not lie with the authority.
- (iii) Entry to the Examination Hall will not be allowed without admit card. Candidates should also bring along with them a valid photo ID proof for verification.
- (iv) The candidates shall have to bring black ball Point pen to the Examination Hall. Candidates should use only black ball point pen to write particulars on the OMR answer Sheet and for darkening the circles of responses. Use of pencil or any other means is strictly prohibited.

- (v) 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 (half) mark for each wrong answer.
- (vi) The request for change of Centre of examination will not be entertained. The candidates are permitted to appear at the allotted venue of test only. No candidate will be allowed to appear in the examination at any other centre of examination other than the allotted center. The candidate should sit on the seat allotted to him/her only.
- (vii) Candidates are not allowed to leave the examination hall until the examination is completed.
- (viii) No Candidate, in any case, will be allowed to enter the Examination Centre after 15 minutes of the commencement of the examination in each paper.
- (ix) Candidates are not allowed to leave the examination Hall before 1 & ½ hours of the Examination. Re-entry into the examination hall once they have left is not allowed.
- (x) The candidates are advised not to bring any items including bags, metallic Items etc. as there may not be any arrangement for safe custody to keep these items at the examination centre.
- (xi) Candidates will not be allowed to carry the Test Booklets/Question Paper after conclusion of the examination.
- (xii) Eating and drinking is forbidden in the examination hall. Drinking water facilities will be arranged by the centre in-charge.
- (xiii) Candidates are to ensure, that correct roll No. is inserted in the OMR answer Scripts; any incorrect roll No. inserted will be rejected outright.
- (xiv) Candidates will have to follow COVID-19 Protocols as will be prevailing during the Examination period.

(12) 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 do not match with the original certificate or show any discrepancy in this regard, the candidature of such candidate will summarily be 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 (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, EWS.
- v. Certificate of Physically Handicapped(PH) issued by competent authority.
- vi. Certificate of BPL/EWS
- vii. Experience & working certificate in case of Casual/Contractual worker along with 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.