



GOVT. OF ASSAM
OFFICE OF THE DEPUTY COMMISSIONER OF DHUBRI :: DISTRICT:: DHUBRI
:: LAND SETTLEMENT BRANCH ::

Dated, Dhubri the 31st March 2023.

ADVERTISEMENT

In pursuance of the approval accorded by the Govt. of Assam, Revenue & D.M. (LR) Department, Dispur, Guwahati-06 vide letter No.RLR.60975/74 dated 30-03-2023, applications are hereby invited from the eligible candidates who are citizens of India as defined in Article 5 & 8 of the Constitution of India domiciled in the State of Assam for filling up 17 (Seventeen) nos. of sanctioned vacant posts of Lot Mandal (Gr-III) under the amalgamated establishment of the Deputy Commissioner, Dhubri in the Pay Band of Rs.14,000/- to Rs.60,500/- per month and Grade Pay Rs.6200/- per month with other allowances as admissible under the rules.

Category wise reservation of vacancies as per 100 point roster is as shown below :-

Sl. No.	Name of Post	Total Vacancies	Category wise reservation		
			OBC/MOBC	ST (P)	ST (H)
1.	Lot Mandal	17	10	4	3

- Reservation for Women : 30% (of all categories as per existing Rules).

1. **Eligibility Criteria :**

a) **Age :** Candidates must not be less than 18 years of age and not more than 40 years of age as on 1st January 2023. The upper age limit is relax-able by 03 years in case of candidates of OBC/MOBC, 05 years in case of candidates of SC & ST and 10 years for PWD candidates as per Govt. Office Memorandum No.ADP.6/2016/51 dtd. 02/09/2020. Due weight age, preference and relaxation/condonation of over-age, if necessary shall be given by Selection Committee to the Addl. Mandal depending upon the length of service rendered by him/her as per Govt. O.M. No.RLR-92/95/PT-I/104 dtd. 23/09/2013.

b) **Educational Qualification :**

- The candidate must have passed HSLC examination or equivalent examination from any Central or State recognized Boards.
- The candidate must possess a valid 06 (Six) months RCCC training passed Certificate from Assam Survey & Settlement Training Centre, Dakhingaon, Guwahati.
- The candidate must possess a minimum 06 (Six) months diploma/ certificate in computer proficiency from recognized institute.
- The candidate must have the knowledge of English and Assamese typing.

2. **Application Fee :**

There is no application fee for the aforesaid posts as per Govt. of Assam, Finance(Esstt-A) Department, Dispur, Guwahati-6 vide Notification No FEG 322016/12 dtd. 21/05/2018.

3. **How to apply :**

- Application should be submitted in the Standard Form as published in the Assam Gazette in part-IX in a sealed envelope addressed to the Deputy Commissioner, Dhubri district. Application should be sent by post or to be delivered by hand in the drop box kept for the purpose in the office the Deputy Commissioner, Dhubri district, Ward No.1, Dhubri. Post applied for should be super scribed on the sealed envelope.
- The intending candidates may also submit their applications through the e-mail id : dcdhubri.recruitment@gmail.com in pdf format.
- Last date of submission of application is fixed on **25-04-2023**.
- Incomplete applications and applications received after the last date by hand/ by post will not be accepted.
- Candidates already in service, acting as Addl. Mandal may apply through proper channel.
- NOC from the employer, if the applicant is already in Govt. service.
- Declaration in Form "A" under rule 5(1) of the Assam Public Service (Application of Small Family Norms in Direct Recruitment) Rules, 2019.

4. **Applicants must submit the following documents/testimonials along-with Standard Form :**

- Self attested copies of all Certificates / Mark sheets in support of educational qualifications.
- 06 (Six) months Recorders Certificate Class Course (RCCC) training passed certificate.
- Self attested Age proof certificate.

- Valid Employment Exchange Registration Certificate.
- Computer proficiency certificate - minimum 6 (six) months.
- 3 (three) copies of latest passport size photographs, in case of manual applications / 1 (one) scanned passport size photograph (in jpeg format) to be attached in case of applications submitted through e-mail.
- Applicants must furnish their mobile numbers, whatsapp number and mail Id (if any) on the application form for smooth communication of information relating to the conduct of examination.

5. **Procedure of Selection :**

- Candidates will have to appear in Written Test. Successful candidates from the written test for the post will have to appear in hands on computer proficiency test, date of which will be informed after declaration the result of the Written Test.
- Qualified candidates in the Written Test must have to produce all original documents/ testimonials for verification at the time of computer proficiency test.
- Applicants shall have to visit the Dhubri District Administration Website : dhubri.assam.gov.in for viewing list of eligible candidates to be appeared in written Test and also the date & time of the Written Test as well as result of Written Test. **Candidates can also download their Admit Cards from the said website.**

- The syllabus for the written examination will be as follows :

Sl. No.	Paper	Subject	Total Marks
1.	Theory	i) Language test both in English & Assamese ii) General Knowledge & awareness iii) Knowledge on Survey and Settlement	100
2.	Practical	Computer Proficiency Test in both Assamese and English.	50

- Four candidates shall be selected against each vacancy notified on the basis of the aggregate marks obtained in the Written Test to appear in the Computer Proficiency (Practical) Test.
- No TA/ DA will be borne by the Govt. for the Written Test/ Computer Proficiency Test.
- All appointments will be made after proper police verification as per procedure.
- Candidature of candidates is provisional and the undersigned has the right to accept or reject the candidature of any candidate at any stage of recruitment. The decision of the selection shall be final and binding.
- The selected candidates for appointment shall have to submit an undertaking to the Appointing Authority that he/ she will abide by the New Pension Scheme of the Government issued vide Finance Deptt. letter No.BW.3/03/Part-I/1 dated 25-01-2005.
- Canvassing directly or indirectly will be liable for disqualification.



Memo No. DRK.7/2023/Recruitment/7-8 - A

Sd/- Dibakar Nath, IAS
Deputy Commissioner,
Dhubri.

Dated, Dhubri the 31st March' 2023.

Copy to:

1. The Commissioner & Secretary to the Govt. of Assam, Revenue & DM (LR) Department, Dispur, Guwahati – 6 for favour of kind information.
2. The Commissioner, Lower Assam Division, Panbazar, Guwahati-01 for favour of kind information.
3. The Director of Land Records & Surveys etc., Assam, Rupnagar, Guwahati-32 for favour of kind information.
4. All Deputy Commissioners of Assam for kind information.
5. All Revenue Circle Officers under Dhubri district for information and necessary action. They are requested to display the advertisement in the notice board of their respective offices.
6. The District Information and Public Relations Officer, Dhubri for information and necessary action. He is requested to make wide publicity of the same through FLS. He is also requested to publish the advertisement in print media (both in English and Assamese daily Newspaper) as well as in electronic
7. The District Informatics Officer, NIC, Dhubri for information and necessary action. He is requested to upload the advertisement in the Dhubri District Administration Website.
8. The Employment Officer, District Employment Exchange, Dhubri for information and necessary action.
9. Notice board.


Deputy Commissioner,
Dhubri.
31/3/23