

OFFICE OF THE CHAIRMAN, STATE LEVEL POLICE RECRUITMENT BOARD ASSAM,
REHABARI, GUWAHATI -781008

No. SLPRB/REC/MSFT/2019/22

Dated Guwahati, the 13th June, 2019

ADVERTISEMENT

**RECRUITMENT FOR VARIOUS CONTRACTUAL POSTS OF MINISTERIAL STAFF FOR
FOREIGNER'S TRIBUNALS UNDER THE GOVT. OF ASSAM**

Applications are invited from eligible candidates for filling up various posts of ministerial staff for Foreigner's Tribunals under the Govt. of Assam **purely on CONTRACTUAL basis for 2 (two) years, subsequently renewable on annual basis with FIXED PAY.** Applications must be submitted online through the Assam Police or SLPRB website (police.assam.gov.in or slprbassam.in). The online application will be received with effect from **15-06-2019** and the last date of receiving application will be **30-06-2019**. No application will be received thereafter. The date and venue for the Test (s) will be intimated in due course of time by email, SMS and various other means and through the Assam Police and SLPRB website.

Applications submitted or received after the last date will not be entertained.

There will be no application fee.

The candidates must be citizen of India and ordinarily resident of Assam.

1. DISTRIBUTION OF VACANCIES (VARIOUS POSTS) & ELIGIBILITY CRITERIA

Sl. No.	Name of posts	No. of posts	Educational Qualification	Additional Qualification	Fixed Pay/PM
1	UDA-cum - Accountant	200	Graduate in Commerce	Six months Experience in Accounting	35,000/-
2	Stenographer Gr.-III	200	Graduate in any discipline	Preferably Diploma/Certificate in Stenography from ITI/Polytechnic /any Govt. recognized Institute	35,000/-
3	Lower Division Assistant	200	Graduate in any discipline	Must have proficiency in operation of computers	30,000/-

4	Bench Assistant	200	Graduate in any discipline	Must have proficiency in operation of computers	30,000/-
5	Typist	200	Graduate in any discipline	Must have proficiency in operation of computers	30,000/-
6	Data Entry Operator	400	HSSLC passed	Must have proficiency in operation of computers	10,000/-
7	Copyist	200	HSSLC passed	Proficiency test in English & Official language of Assam among candidate who qualify in OMR	9,000/-
8	Office Peon	200	Class-VIII passed	Physical Test	9,000/-
9	Chowkidar	200	Class-VIII passed	Physical Test	9,000/-

Note-1: The candidate who has passed HSLC/Matriculation and above shall not be eligible to apply for the posts of Office Peon and Chowkidar.

RESERVATION :- Out of the above posts, the reservation will be as under-

For OBC / MOBC - 27%, for SC - 7%, for ST (P) - 10% and for ST (H) - 5%.

2. AGE:-

Category wise age limits for the posts, **as on date of advertisement** will be as under:-

Sl. No.	Category	Minimum Age	Maximum Age
1	General	18	38
2	OBC/MOBC	18	41
3	SC, ST (P) & ST (H)	18	43

Note-2: The date of birth accepted by the SLPRB will be as per matriculation or an equivalent examination certificate issued by a recognized Board. Candidates for the posts of Office Peon and Chowkidar, the birth certificate issued by the School Authority or by Municipal Corporation or Health Department will be accepted. Other documents relating to age such as horoscope, affidavit etc. will not be accepted.

3. HOW TO APPLY:

Applications must be submitted online through Assam Police or SLPRB website (police.assam.gov.in or slprbassam.in). No other forms of application will be entertained.

Candidates may contact over the following helpline / Whatsapp numbers if found any difficulties in submission of online applications.

HELPLINE NUMBERS--

Central Helpline numbers: 7636071992 / 7636071993/ 7636071991

Whatsapp Helpline: 7636071991

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

a) Passport Size Photograph :-

Please pay attention to upload good quality photograph. Poor quality of 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 using 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, 2019.
- 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).
- xii) For candidate own benefit it may be prudent not to intentionally change his / her facial features or hair style as in the photograph until the day of the exam.

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.

c) Documents :-

- i) Admit Card of HSLC for proof of age (for the posts where minimum educational qualification is Class XII and above).
- ii) In case for the candidates for the posts of Office Peon and Chowkidar, the birth certificate issued by the School Authority or by Municipal Corporation or Health Department will be accepted. Other documents relating to age such as horoscope, affidavit etc. will not be accepted.
- iii) Certificate / Marksheet of Minimum Educational Qualification for the Post concerned.
- iv) Certificates of experience in Accounting for a minimum period of 6 (six) months for the post of UDA-cum-Accountant.
- v) Diploma / Certificate in Stenography from ITI /Polytechnic other recognized Govt. recognized Institute for the post of Stenographer .
- vi) Diploma / Certificate of Proficiency in Computer for the Post concerned.

vii) Certificate of caste from the competent authority in respect of the candidates belonging to ST (P)/ST(H)/SC/OBC & MOBC.

d) **THE CANDIDATES SHOULD FOLLOW THE FOLLOWING INSTRUCTIONS WHILE APPLYING:**

- i) It is mandatory for the candidates to mention a valid email address and individual mobile phone number in the application form as the same will be required to inform the applicant regarding the status of their application and convey other related information.
- ii) The email address and mobile phone number should be specific to each candidate.

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.

Incomplete / defective / invalid application will be summarily rejected.

4. SELECTION PROCEDURE:-

For the posts of UDA-cum-Accountant, Stenographer, Lower Division Assistant, Bench Assistant, Typist, Data Entry Operator & Copyist:

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 per convenience 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 a common written test for UDA-cum-Accountant, Stenographer Gr.III, LDA, Bench Assistant and Typist. Similarly, there will be one common written test for Data Entry Operator and Copyist. There will be Practical Test for the posts of Stenographer, Lower Division Assistant, Bench Assistant, Typist, Data Entry Operator & Copyist. For the post of Office Peon and Chowkidar, there will be Physical Test and Viva-Voce.

5. WRITTEN TEST:-

The written test will be of 100 marks and will be completely OMR based. There will be negative marking and ½ mark will be deducted for each wrong answer. The questions will be set in four parts (i) Logical reasoning, aptitude, (ii) Matters relating to History and Culture of Assam and India, (iii) Comprehension and (iv) General Knowledge and Current Affairs. Candidates will use black ball pen to answer the OMR based answer sheet.

The Biometrics of all candidates will be taken before the conduct of Written Test.

6. PRACTICAL TEST- The Biometrics of the candidates taken prior to Written Test will be validated before the candidates are allowed to appear in the Practical Test.

For Stenographer, Lower Division Assistant, Bench Assistant, Typist, Data Entry Operator & Copyist:

Candidates numbering only 5 times the number of posts in respect of each category (Unreserved, OBC/MOBC, SC, ST (P) & ST (H)) will be called for Practical Test on merit. A list will be published in the Assam Police and SLPRB Website as well as in leading dailies of Assam.

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 Assam Police and SLPRB website as well as in leading dailies of Assam.

A) Testimonials / Documents to be submitted when appearing in Practical Test: The candidates should bring a set of self attested photocopies along with the originals of the following documents / materials for verification by the Selection Committee on the date of second phase 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. (H.S.L.C. / equivalent Admit Card)
- ii. a) Certificate of Graduation (B.A./B.Sc./B.Com. or equivalent) (pass certificate as well as marks sheet and diploma / certificate of Computer Proficiency (in original) for UDA-cum-Accountant, Stenographer, Lower Division Assistant, Bench Assistant & Typist.
- c) Certificate of HSSLC (Class-XII) or equivalent examination as well as marks sheet) and Computer Proficiency (in original) for Data Entry Operator.
- d) Certificate of HSSLC (Class-XII) or equivalent examination as well as marks sheet) (in original) for Copyist.
- e) Certificate of Caste from the competent authority in respect of the candidates belonging to ST (P) / ST (H) / SC / OBC & MOBC.
- i) 2 (two) copies of recent passport size photographs which was uploaded in the online application.

B) SCRUTINY OF DOCUMENTS:- All the original documents along with a set of photostat copies of the documents will be checked before the qualified candidate is 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.

C) Components of Practical Test - 50 marks

a) For Stenographer, Lower Division Assistant, Bench Assistant, Typist & Data Entry Operator are as under:

	Marks	Duration of Time
i) Spelling test on computer -	20 marks	10 minutes
ii) Typing test on computer -	20 marks	10 minutes
iii) Online MCQ test -	<u>10 marks</u>	10 minutes
	50 marks	

Spelling Test on computer:

Candidates will have to correct the spelling from a given paragraph. There will be 40 incorrect words in the paragraph. 0.5 marks will be awarded for correcting a word.

Typing Test on computer :

Candidate will have to type a given paragraph containing 200 words. 0.1 mark for every correct word will be awarded.

Online MCQ (Multiple Choice Questions related to Computer knowledge) Test:

There will be 20 questions for MCQ test. 0.5 marks will be awarded for each correct answer. There will be no negative marking.

b) For Stenographer (Grade-III), the following will be additional test. (50 marks)

Sl. No	Description	Duration
	Stenography Test	
1	Speed Test in shorthand at a speed of 80 words per minute (Duration 5 minutes)(400 words) (Dictation)	
2	Time to be given to the candidates for testing the computer	3 Minutes
3	Time for transcription for the dictated portion in computer	20 Minutes

Marks for Dictation and its transcription:

Candidate will have to transcribe the dictated paragraph of 400 words on computer. 0.125 mark for every correct transcribed word will be awarded.

For the posts of Office Peon and Chowkidar

A) PHYSICAL EFFICIENCY TEST FOR 20 MARKS: There will be Physical Efficiency Test (PET) for the posts of Office Peon and Chowkidar. The biometrics of each candidate will be taken before they are allowed to appear in the PET. The PET consists of 1000 Metre long race using RFID chips and long jump. Both events will be competitive and under CC TV surveillance with recording facility.

B) VIVA VOCE FOR 30 MARKS: The Biometrics of the candidates taken at the time of Physical Efficiency Test (PET) will be validated before the candidates are allowed to appear in the Viva Voce (Second phase test).

There will be no written test for the posts of Office Peon and Chowkidar

7. FINAL SELECTION:-

Based on the aggregate performance of the candidates in the Written Test & Practical Test, the Final Merit Lists will be prepared for each category of posts as under:

A. There will be no practical test for the posts of UDA-cum-Accountant. However, for experience in accounting will be awarded additional marks as below:-

- | | |
|---|-----------------|
| i) Experience for 6 months or more but less than 3 years- | 2 (two) marks |
| ii) Experience for 3 years or more but less than 5 years- | 3 (three) marks |
| i) Experience for 5 years and more- | 5 (five) marks |

The merit list will be prepared based on written test for 100 marks and marks awarded for experience in accounting.

B. Lower Division Assistants/Bench Asstt/Typist/Date Entry Operator/Copyist

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

Total - 150 marks

C. Stenographer (Grade-III)

- | | | |
|----------------------------|---|-----------------|
| 1) Written Test | - | 100 marks |
| 2) Practical Test | - | 50 marks |
| 3) <u>Stenography Test</u> | - | <u>50 marks</u> |

Total - 200 marks

D. For the posts of Office Peon and Chowkidar

- | | | |
|---------------------------------|---|-----------------|
| 1. Physical Fitness Test | - | 20 Marks |
| 2. Viva- Voce | - | 30 Marks |

Total - 50 marks

There will be only ONE merit list for each category i.e. Unreserved, OBC/MOBC, SC, ST (P) & ST (H).

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 percentage of marks in qualifying examination i.e. graduation, HSSLC (Class-XII) or class VIII.

8. GENERAL INSTRUCTIONS TO THE CANDIDATES :-

- (i) **The selected persons will have to submit undertaking that he/ she will not claim for permanent engagement during the time of their joining.**
- (ii) Canvassing directly or indirectly shall render such candidates unfit for the post.
- (iii) No TA / DA will be admissible to candidates for the journey and stay at any stage of the recruitment process.
- (iv) The selection list confers no right to appointment unless the department is satisfied about suitability of the candidate after a thorough medical examination and such enquiry and verification as may be considered necessary before appointment to the service / post.
- (v) Candidates have to appear in all the stages of recruitment. If a candidate is absent from any stage his / her candidature will be cancelled.
- (vi) 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.
- (vii) A merit list of successful candidates will be prepared. In case of establishment of more Foreigner's Tribunals, the ministerial staff will be taken from the merit list.
- (viii) 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.
- (ix) The Chairman, SLPRB, Assam reserves the right to make changes or cancel or postpone the recruitment process on specific grounds.
- (x) 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 criminal proceeding as per existing law.
- (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 SLPRB will be final.
- (xiv) The number of vacancies are subject to change and appointment to such vacancies will be decided by the Competent Authority at the time of appointment, based on the merit, categorywise as per the final merit list.
- (xv) The rules & regulations, terms & conditions of the department and Govt. of Assam will be applicable.

9. 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.
- 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 - Assam Police or SLPRB website (police.assam.gov.in or 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) Anonymous complaints may not be entertained.
- 6) 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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State Level Police Recruitment Board, Assam
Rehabari, Guwahati-781008