

**MODEL DRAFT ADVERTISEMENT**

Online applications are invited from intending eligible candidates for filling up of the following sanctioned vacant posts under Agriculture Department, Assam, Khanapara and its District Offices on or before midnight of ...../12/2020 through the website ..... and no applications will be accepted thereafter.

Name of post	Total Nos. of vacant post	Essential Educational Qualifications		Pay Structure	Remarks
		General	Technical		
1	2	3	4	5	6
1.  Agril. Extension Asstt. (AEA)	1581 Nos.	HS passed in any discipline from any recognised Board/Council/ University. Preference will be given to those candidates who are passed in Science Stream and having Rural Back Ground certificate.		Pay Band =14000-60500/ - + Grade Pay = 6200/- PM	Category wise reservation as below-  ST(P)= 65  (Backlog-25)  ST(H)= 43  (Backlog-38)  SC = 87  (Backlog-17)  OBC/MOBC=496  UR= 876  PWD/Ph=14
2.  Jr. Asstt (HQ)	47 Nos	Graduate in any discipline from any recognised University	Diploma in Computer for Minimum 6 months.	Pay Band =14000-60500/ - + Grade Pay = 6200/- PM	Category wise reservation as below-  ST(P)= 3 ST(H)=1(Backlog)  SC =3  OBC/MOBC=16  (Backlog=2)  PWD=1  UR=23
3.  Jr. Asstt (Dist. Level)	153 Nos	Graduate in any discipline from any recognised University.	Diploma in Computer for Minimum 6 months.	Pay Band =14000-60500/ - + Grade Pay = 6200/- PM	Category wise reservation as below-  ST(P)=27

					ST(H)= 20  SC = 9 (Backlog)  OBC/MOBC=5 6  UR= 29  PWD=12
4.	<b>Stenographer</b>	8 Nos.	Graduate in any Discipline from any recognised University	Grade-I Stenography diploma with minimum speed 80wpm (Eng), and minimum 6 months. Computer diploma .	Pay Band =14000-60500/ - + Grade Pay = 8700/- PM  Category wise reservation as below-  ST(P)= 1  ST(H)= 1  SC = 1  OBC/MOBC= 2  UR= 3
5.	<b>Steno-Typist</b>	5 Nos. (4 Nos.- Eng) ( 1 No.- Ass)	HS passed in any discipline from any recognised Board/Council/ University	Stenography diploma with minimum speed 80wpm, and minimum 6 months. Computer diploma .	Pay Band =14000-60500/- + Grade Pay = 6200/- PM  Category wise reservation as below-  ST(P)= 1  OBC/MOBC= 2  UR= 2
6.	<b>Electrician</b>	4 Nos	HSLC passed from any recognised Board/Council/ University	2 years Diploma in Electrical from Govt. I.T.I .	Pay Band =14000-60500/- + Grade Pay = 6200/- PM  Category wise reservation as below-  ST(P)= 1 (Backlog)  OBC/MOBC= 1 (Backlog)  UR= 2
7.	<b>PI/FI/FS/Computer</b>	24 Nos.	HSSLC passed in any discipline from any recognised Board/Council/ University with Statistics, Economics or Mathematics as		Pay Band =14000- 60500/ - + Grade Pay = 6200/- PM  Category wise reservation as below-  ST(P)= 2 (1-Backlog)  ST(H)= 1 (Backlog)

		one of the subject.			SC = 2 (1- Backlog)  OBC/MOBC=6  UR= 13
8.  <b>Mechanic (Jute)</b>	6 No.	HSLC passed from any recognised Board/Council/ University	2 years Diploma in Mechanic from Govt. I.T.I	Pay Band =14000-60500/- + Grade Pay = 5600/- PM	Category wise reservation as below-  ST(P)=1  ST(H)=NIL  SC = NIL  OBC/MOBC=2  UR= 3
9.  <b>Gr-IV</b>	09 Nos.	Class- VIII passed.	-----	Pay Band =12000-35000/- + Grade Pay = 3900/- PM	

1. ELIGIBILIY CRITERIA

The candidate must satisfy the following criteria.

a) **Nationality:**

- (i) Candidate must be Indian Citizen, ordinarily resident of Assam.
- (ii) He/She must have registered his /her name in any Employment Exchange of Assam.

b) **Age :-** Candidate should not be more than 40 years and less than 18 years of age as on 1<sup>st</sup> January, 2020 (candidate must be born on or before 01-01-2002 and after 01-01-1980).

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.

For purpose of determining the age limit, the department will accept only the date of birth recorded in the Birth Certificate, Matriculation or equivalent examination certificate/Admit card issued by a recognized Education Board. No other document relating to age such as horoscope, affidavit and like will be accepted.

2. **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 of photograph:-**

- I) The photograph must be in good quality colour taken in a professional studio with white back ground. Poor quality photograph submitted will lead to rejection of application. The Admit Card will be printed with the uploaded photograph.
- II) The photo must be taken in a white background and after 1<sup>st</sup> January, 2020.
- III) Face should occupy about 50% of the area in the photograph, and with a full face view looking in to the camera directly.
- IV) 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. Only clear glasses are permitted.
- V) Only JPEG image will be accepted and also on a standard 4.5 cm X 3.5cm print.
- VI) The maximum pixel resolution for the image is 640 X 480
- VII) The minimum pixel resolution for the image is 320 x 240
- VIII) The size of the Photo should not be more than 450 KB and less than 50 KB.

**B) Signature:-**

- i) Please put signature with a black or Dark blue ink on a white paper.
- ii) Only JPEG image format will be accepted.
- iii) Dimension of signature image should be 3.5 cm (width) X 2.5 cm (height).
- 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) The size of the signature should not be more than 100 KB and less than 20 KB.

**C) Documents:-**

- i) Birth Certificate or Admit card of HSLC or equivalent examination for proof of age.
- ii) Marksheet & Certificate of Educational Qualification for the post concerned.
- iii) Other Technical, Stenography and Computer certificate/Diploma (Minimum 6 month duration).
- iv) Caste Certificate from competent authority in respect of candidates belonging to SC, ST(P), ST(H) and OBC/MOBC.
- v) Valid Employment exchange Registration Card/Certificate.
- vi) The candidates willing to apply for the post of Agril. Extension Assistant, have to furnish the Rural Back ground certificate in the prescribed Schedule –III as per the Assam Subordinate Service Rule, 1994 as amended vide notification No. AGA 20/2000/Pt (A)/24 dated. The 31<sup>st</sup> Oct/2013.

**"Schedule –III"**

**RURAL BACKGROUND CERTIFICATE**

This is to certify that Sri/Smti.

..... Son/daughter/ Wife of

.....an inhabitant of  
Village..... Gaon  
Panchayat..... Mouza .....  
Revenue Circle..... District ..... in the State  
of Assam was born in that Village and has been living in a village and has also been educated in the Rural  
School/College. The village where he/ she is living does not fall under any notified town/ urban area.

President/Secretary  
Officer  
Countersigned by Circle

..... Gaon Panchayat/Dev. Block  
..... Revenue  
Circle.

District..... District.....

(Seal)

( Office Seal)

### 3. Other Reservations.

- i) 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 candidates and/or his family normally resides. The income and asset certificate issued by any one of the authorities in prescribed format as given in **Annexure-I** (uploaded in ..... website) shall only be accepted as proof of candidate's claim as belonging to EWS.

- ii) 30% reservation for women as per provision provided vide Extra Ordinary Gazette Notification

No.LGL.17/2005/20, Dtd.18th May/2005.

The Candidate will then click on the **'Submit'** Button to indicate that they agree to all entries made in the form. The candidate 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 numbers in the application form as the same will be required to inform them regarding the status of their application and convey other related information.

The candidate who are Govt. Employees/ PSUs/Autonomous bodies must obtain necessary permission in writing from the Competent Authority/Employer and the copy of the same may be produced during scrutiny of documents.

Candidates will able to download the Admit card/Call Letter from the website (....., ..... ) by entering their ID number. Candidates will be informed through SMS and E-mail on their registered mobile number and email address. The authority will not be responsible for any discrepancies that may arise due to wrong entry mobile numbers and email address by the candidate.

(4) Application Fees :-Examination fees shall exempt as per Rule.

(5) The last date for submission of online application is ...../12/2020 midnight.

(6) The short listed candidates for the post of at Sl.1,2,3,4,5,6,7& 8 have to appear for written test with the

following Subjects.

(i) General Science.....30 Marks

(ii) General Maths.....30 Marks

(iii) General Knowledge...40 Marks

Total                      100.Marks

(7) Type of question shall separate against each post.

**(8). Computer Proficiency Test:** Candidates who have apply for the post of Jr. Asstt, Stenographer, Steno-Typist,

Primary Investigator/Field Investigator /Field Supervisor and Computer has to appear an additional Test.

(9) No DA/TA shall be given.

(10) Application submitted other than prescribed form will not be considered.

(11) Incomplete application shall be rejected without giving any information.

(12) The applications form will be available at the website <http://.....>

from ...../12/2020 at 10.30 A.M. to ...../12/2020 midnight.

**(13) SELECTION PROCEDURE:-**

**There will be Two Test i.e. (i) First Phase Test and (ii) Second Phase test all the above mentioned posts.**

Candidates whose application are found correct in all respect will be called for Witten test i.e. FIRST PHASE TEST which will be conducted at any convenient venue(s) depending upon the numbers of candidates. The candidates will have to appear for the First Phase Test at the venue mentioned in his/her call letter. However, the Chairman, Selection Committee, Directorate of Agriculture, Assam reserves the right to change the venue (s)of the test as necessitated and no representation etc. will be entertained in this regard.

Before entering the test in the venue (s) for the First Phase Test, the Admit Card / Call Letter of the candidates will be verified.

**(a) First Phase Test :-** The Written Test will be the First Phase Test for the all above mentioned posts. Written Test will be conducted on the subjects for the above mentioned posts.

**The duration of the Written Test will be of 2 hours. The test will be for 100 marks with 100 questions and** will be completely OMR based. Each question will carry 1 (one) mark. There will negative marking of ½ (half) mark for each wrong answer. The candidates will have to use Black Ballpoint Pen to answer the OMR based answer sheet.

**(b) Second Phase Test:-**

After completion of the Written Test , a merit list will be prepared for each category of the posts for the both male and female on the basis of total marks scored in Written Test. Candidates will be called for Second Phase Test in order of merit at the rate of 4 (four) times the number of posts allotted in respect of each cadre & category-wise for both male & female. If the total number of qualifying candidates turn out to be less than 4 (four) times per number of posts, all qualifying

candidates but no other will be called for Second Phase Test. If there are candidates scoring the same marks in the written test as the last candidates selected for Second Phase Test by the 4 times formula in a particular case, the candidates scoring the same marks will also be called for second Phase Test and therefore, the number may exceed the 4 times to that extent for the particulars case and category only.

**The Second Phase Test will be computer based exam to test the knowledge of the posts applied and proficiency in computer operations and Shorthand Test for those candidates who have applied for the post of Stenographer and Steno-Typist.**

**(15) SCRUTINY OF DOCUMENTS:-**

The original documents along with a set of self attested Photostat copies of the documents will be checked before entering the examination hall and the qualified candidates are allowed to appear in Second Phase 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 stage of the recruitment process also.

**(16) GENERAL INSTRUCTION TO THE CANDIDATES:-**

- (i) Canvassing directly or indirectly shall render such candidates unfit for the post.
- (ii) The selection list confers no right to appointment unless the department is satisfied about suitability of the  
  
candidates after a thorough medical examination and such enquiry and verification of the essential  
  
documents of eligibilities as may be considered necessary before appointment to the service /post.
- (iii) Candidates have to appear in all the stage of recruitment. If a candidate is absent from any stage his/her candidature will be cancelled.
- (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 acts/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 posts whichever is earlier.
- (vi) Before issue of appointment letter, the department will obtain undertaking from the selected candidates that shall abide by the New Pension Rules of Govt.
- (vii) The Chairman, Selection Committee, Directorate of Agriculture, Assam reserves the right to make changes or cancel or postpone the recruitment process on specific grounds.
- (viii) Fake documents/ False information /Misrepresentation of facts shall lead to rejection if detected at any stage before /after appointment and shall the candidate liable to criminal proceeding as per existing law.
- (ix) 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.
- (x) In case of any clarification, the decision of the Chairman, Selection Committee, Directorate of Agriculture, Assam will be final.
- (xi) 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 Merit, category-wise as per the final merit list.

- (xii) The Rules & Regulation, terms & conditions of department and Govt. Of Assam will be applicable.
- (xiii) The appointment Authorities should , in the offer of appointment to the candidates claiming to belonging EWS, include the following clause:-
- “The appointment is provisional and subject to the Income And Asset Certificate being verified through the proper channels and if the verification reveals that the claim to belong EWS is fake/false the services will be terminated forthwith without assigning any further reasons and without prejudice to such further actions may be taken under the provision of the Indian Penal Code for the production of fake/false certificate.”
- (xiv) The final appointment after selection is subject to satisfactory Police Verification Report and Final Medical examination Report as per existing norms. In case of Police Verification Report or Final Medical Examination Report found unsatisfactory, the candidature of such candidates will be rejected outright.
- (XV) The advertisements dated 24/12/2013 and dated 13/09/2014 published earlier through different print medias for the posts of 663 Nos. AEA (then VLEW) and 195 Nos. AEA (then VLEW) respectively are hereby cancelled in compliance of Hon’ble G.H.C.’s common Judgment dated 03/03/2016 passed in W.P.(C) No. 6205/2015 and W.P.(C) No. 6187/2015. The advertisement issued vide No. Agri/Esstt/6078/2011-12/8, dated 09/10/2012 for the posts of Jr. Asstt. (HQ) = 14 Nos. Steno Typist = 4 Nos., Primary Investigator = 6 Nos., Mechanic (Jute) = 6 Nos., Electrician = 1 No. are also hereby cancelled.

Director of Agriculture , Assam  
Khanapara, Guwahati-22.

Memo No. Agri/Esstt/8497/Pt/2019-20/.....,

Dated. ....../10/2020

Copy to:-

1. The Principal Secretary & APC to the Govt. of Assam, Agriculture Department, Dispur, Guwahati-6 for information.
2. The Director of Employment & Craftsman Training, Rehabari, Guwahati-8 for information and request to take necessary action accordingly as per compulsory Notification Vacancies Act, 1959.
3. The Asstt. Director of Agriculture (Inf.) Assam, Khanapara, Guwahati-22 for information. He is requested to arrange to wide publish the above advertisement in Print Media, Radio, TV through the Director of Information and Public Relation, Dispur, Guwahati-6.
4. The Director of Information and Public Relation, Dispur, Guwahati-6 for information.
5. The Chief Engineer (Agriculture) for information.
6. The Joint Director of Agriculture (C&F) for information.
7. The Asstt. Director of Agriculture (Admn.) for information and necessary action.
8. The i/c Administrative Officer/ Registrar for information.
9. The Supdt. (Esstt.) for information.

By Order

Asstt. Director of Agriculture(Admn),  
Directorate of Agriculture  
Assam, Khanapara, Guwahati-22