

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

No. SLPRB/ REC/Grade-III/CL/2020/71

dated 18 -08-2020

ADVERTISEMENT

RECRUITMENT FOR 5 POSTS OF JUNIOR ASSISTANT (HQ LEVEL), 32 POSTS OF JUNIOR ASSISTANT (DISTRICT LEVEL), 2 POSTS COMPUTOR (HQ LEVEL) & 1 POST OF STENOGRAPHER (GRADE- III) (HQ LEVEL) UNDER COMMISSIONERATE OF LABOUR DEPARTMENT, ASSAM

Applications are invited from eligible candidates for filling up of **5** posts of Junior Assistant (HQ level) & **2** posts of Computer (HQ LEVEL) in the pay scale of Rs 14000-60500 (Pay Band No. 2) plus Rs. 6200 Grade pay and other allowances as admissible under the rules, **32** posts of Junior Assistant (District Level) in the pay scale of Rs 14000-60500 (Pay Band No. 2) plus Rs. 5600 Grade pay and other allowances as admissible under the rules & 1 post of Stenographer (Grade-III) (HQ Level) in the existing pay scale of Rs 14000-60500 (Pay Band No.2) plus Rs. 8700 Grade pay and other allowances as admissible under the rules. Applications must be submitted online through SLPRB website (www.slprbassam.in) and will be received with effect from **24-08-2020**. The last date of receiving application will be **12-09-2020**. No application will be received thereafter.

THERE WILL BE NO APPLICATION FEE.

I. CATEGORYWISE DISTRIBUTION OF POSTS AS PER POST BASED ROSTER ARE AS UNDER:

Sl. No.	Name of Posts	No. Of Posts	Category wise distribution													
			UR		SC		ST(P)		ST(H)		OBC/MOBC			EWS		
			Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	PwD(LDCP)	Male	Female	
1	Jr. Assistant (HQ level)	5	-	-	-	-	-	-	-	-	-	2	-	1	2	-
2	Jr. Assistant (Dist. level)	32	11	4	-	-	-	-	1	-	6	2	-	-	6	2
3	Computor (HQ level)	2	2	-	-	-	-	-	-	-	-	-	-	-	-	-
4	Stenographer (HQ level)	1	1	-	-	-	-	-	-	-	-	-	-	-	-	-

** Where there is no post reserved for any category, the candidate may apply and will be considered for unreserved category of post.

II. ELIGIBILITY CRITERIA:

The candidate must satisfy the following criteria.

- a) **Nationality** : Candidates must be Indian Citizen, ordinarily resident of Assam.
- b) **Age**: Candidate should not be more than 38 years and less than 18 years of age as on 1st January, 2020 (candidate must born on or before 01-01-2002 and on or after 01-01-1982) .

Relaxation :Upper age limit is relaxable as under:

- i) 5 (five) years in case of candidates belonging to SC, ST (H) & ST (P).
- ii) 3 (three) years in case of candidates belonging to OBC/MOBC.

The candidates who had applied for the posts of Junior Assistant (Dist-Level) as per earlier advertisement published vide No. Janasanyog/D/11915/17, dated 20-12-2017 and do not intend to apply for other post as per this present advertisement, the terms and conditions for eligibility will be governed as per the earlier advertisement dated 20-12-2017 made at that point of time. Such candidates must also apply afresh through the link given in the website www.slprbassam.in.Further, candidates who had applied against the said earlier advertisement for the post of Junior Assistant (Dist-Level) and opt to apply for other posts also as per the advertisement, shall be governed by the terms and conditions for eligibility for the new posts as laid down in the present advertisement.

For the purpose of determining the age limit, the SLPRB will accept only the date of birth recorded in the Matriculation or equivalent examination certificate/admit card issued by a recognized Board. No other document relating to age such as horoscope, affidavit, birth extract from Municipal Corporation, Health Department, service record etc. will be accepted.

c). EDUCATIONAL QUALIFICATION:

- i) **Junior Assistant (HQ and District level) & Computer (HQ Level)**: The candidate must be a Graduate in any stream from a recognized College/Institutions affiliated to a recognized University and must possess Computer Skills from a recognized Institute for handling data and text on computer.
- ii) **Stenographer (Grade- III)**: The candidate must be a Graduate in any stream from a recognized College/ Institutions affiliated to a recognized University with having National Trade Certificate in stenography (under ITI's Assam) or any other Institute recognized by the Govt. of Assam/Govt. of India with 80 WPM in English Stenography.

III. HOW TO APPLY

The candidate having the essential qualifications for the posts as mentioned above may apply for the posts by giving their first preference, second preference and third preference.

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 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 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, 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.
- viii) 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.
- ix) 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.
- x) Minimum pixel resolution for JPEG: 320 x 240.
- xi) The maximum file size is 450 kb (kilo bytes).
- xii) 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 exam.

b) Signature :-

- i) Please put your 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 format 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) Certificate of proof of age (Admit card of HSLC or equivalent examination).
- ii) Certificate & marksheet of Graduation or equivalent.
- iii) Certificate on Computer Proficiency for the posts of Jr. Asstt. & Computer.
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.
- iv) Certificate of Stenography for the post of Stenographer
- v) Certificate of caste.
- vi) 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 resides. The income and asset certificate issued by any one of the following authorities in prescribed format as given in **Annexure- I** (uploaded in SLPRB website) shall only be accepted as proof of candidate's claim as belonging to EWS.

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.

A candidate whose application is found to be in order will be called for First Phase Test. Candidates will be able to download the Admit Card / Call Letter from SLPRB website by entering their ID number. The information will be sent through SMS and email to the candidates on their mobile numbers and email addresses. 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.

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 on the day of Practical Test.

IV. SELECTION PROCEDURE:-

There will be two Test i.e. (i) First Phase Test and (ii) Second Phase Test for all the above mentioned posts.

Candidates whose applications are found correct in all respects will be called for a Written Test i.e. FIRST PHASE 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 First Phase Test at 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 center, biometrics of each candidate will be done.

On arrival at the venue, 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 all the above mentioned posts. **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. 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. Candidates will have to use black ball pen to answer the OMR based answer sheet. Duration of the test will be of 2½ (two and half) hours.**

b) Second Phase Test:

After completion of Written Test, a merit list will be prepared for each category of post for 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 5 (five) times the number of posts allotted in respect of each cadre & category for both male and female. A list will be published in the 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 Second Phase Test by the 5 times formula in a particular case, the candidates scoring the same marks but no other will also be called for Second Phase Test and therefore the number may exceed the 5 times to that extent for that particular case and category only.

i) **Components of Second Phase Test/Practical Test for 50 marks are as under:**

Components	Marks	Duration of Time
a) Computer Based spelling test	- 20 marks	10 minutes
b) Computer Based typing test	- 20 marks	10 minutes
c) Computer Based MCQ test	- 10 marks	10 minutes
	<u>50 marks</u>	

Computer Based Spelling Test:

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 and 0.25 marks will be deducted for each wrong word.

Computer Based Typing Test::

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

Computer Based 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.

For Stenographer (Grade-III), the following will be additional test for 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 and 0.125 mark for every correct transcribed word will be awarded.

V. Testimonials / Documents to be submitted when appearing in Practical Test: The candidates should bring a set of attested photocopies along with the originals of the following documents for verification by the Selection Committee on the date of second phase of Practical Test. Candidates failing to bring the originals 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. (Admit card of H.S.L.C. or equivalent examination)
- ii. Original Certificate & marksheet of Graduation and Diploma in Computer certificate for Jr. Assistant (HQ and District Level) / Computer (HQ Level) and certificate of Stenography (in original) for Stenographers.
- iii. Certificate of additional qualification such as Degree / Diploma Certificate from recognized / accredited institute etc. (pass certificate as well as marks sheet in original)
- iv. Certificate of Caste from the competent authority in respect of the candidates belonging to OBC & MOBC / SC / ST (P) / ST (H).
- v. EWS Certificate from Competent Authority, if any.
- vi. 2 (two) copies of recent passport size photographs which was uploaded in the online application.

a) 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. All the Photostat copies submitted by the candidates will have to be duly self attested by the candidate.

VI. FINAL SELECTION:-

Based on the aggregate performance of the candidates in the Written Test & Practical Test for Junior Assistant (HQ/District Level)/ Computer and Written Test, Practical Test & Stenography Test for Stenographer, the Final Merit List will be prepared categorywise as under:

Junior Assistants (both cadres)/ Computer

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

Total - 150 marks

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.

There will be only ONE merit list for each category i.e. Unreserved, OBC/MOBC, SC, ST(P), ST(H) & EWS separately for male and female for the entire State as shown in the advertisement.

N.B:

- (i) 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 graduation.
- (ii) In case, posts reserved for EWS are not filled up by candidates belonging to EWS category due to shortage of the eligible candidates, the posts will be filled up from the candidate of unreserved category.

VII. 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 medical examination and verification of all essential documents for eligibility as may be considered necessary before appointment to the service / post.
- (iv) Candidates have to appear in all the stages of recruitment. If a candidate is absent from any stage his / her candidature will be cancelled.

- (v) 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 (s) / misrepresentation of acts impersonation.
- (vi) 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.
- (vii) Newly Appointed candidates have to submit an undertaking that they will abide by the NEW PENSION RULES.
- (viii) The Chairman, SLPRB, 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 criminal proceeding as per existing law.
- (x) 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.
- (xi) In case of any clarification, the decision of the SLPRB, Assam will be final.
- (xii) The number of vacancies is subject to changes and appointment to such vacancies will be decided by the Competent Authority at the time of appointment, based on merit, categorywise as per the final merit list.
- (xiii) The final appointment after selection is subject to satisfactory Police Verification Report and Final Medical Examination Report as per existing norms. In case Police Verification Report or Final Medical Examination Report is found unsatisfactory, the candidature of such candidates will be rejected outright.
- (xiv) The rules & regulations, terms & conditions of the department will be applicable.
- (xv) The appointing authorities should, in the offer of appointment to the candidates claiming to be belonging to EWS, include the following clause:-

"The appointment is provisional and is subject to the Income and Asset Certificate being verified through the proper channels and if the verification reveals that the claim to belong to EWS is fake/false the services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the Indian Penal Code for production of fake/false certificate."

VIII. 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 except for medical investigations, if required in the Govt. hospital.
- 3) Any complaint about demand for money or other malpractice can be sent to-SLPRB through mail at slprbassam@gmail.com
- 4) Complaints may also be sent by post to the following address:

Chairman
State Level Police Recruitment Board, Assam
Rehabari, Guwahati-781008

- 5) The identity of the complainant shall be kept confidential.
- 6) Anonymous complaints may not be entertained.

SD/-
Chairman
State Level Police Recruitment Board, Assam
Rehabari, Guwahati-781008