

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

No.PDDE(II)104/2020/57

Dated: 25th January/2021ADVERTISEMENT

Applications are invited from eligible candidates for filling up the following vacant Grade-IV Posts (Peon) under Panchayat & Rural Development, Assam. Applications must be submitted online through website www.rural.assam.gov.in and will be received with effect from **27-01-2021**. The last date of receiving application will be **10-02-2021** till midnight. No application will be received thereafter.

THERE WILL BE NO APPLICATION FEE.

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

- (1) Grade -IV posts (Peon) at Commissionerate of Panchayat & Rural Development, Assam (Headquarter).

Name of the Posts	No. of Vacancies	Pay Scale and Grade Pay per month
Grade -IV (Peon) in the Office of the Commissioner, Panchayat & Rural Development (Headquarter)	27	12000-52000 + GP Rs. 3900 Pay Band 1 + Other allowances admissible as per rules

- (1) (a). 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:-

Sl. No.	Name of Posts	Total vacancies	Category wise distribution													
			Unreserved		EWS		OBC/MOBC		SC		ST(P)		ST(H)		PH	
			Total	RFW	Total	RFW	Total	RFW	Total	RFW	Total	RFW	Total	RFW	Total	RFW
1	Grade -IV (Peon) O/O Commissionerate of P&RD (Hqtr.)	27	10	3	3	1	7	2	2	-	3	1	1	-	1	-

- (2). **Grade -IV (PRI) posts at ZP/AP & GP Level Offices under Commissionerate of P&RD, Assam :-**

Name of Posts	No. of Vacancies in the district level offices	Pay Scale and Grade Pay per month
Grade-IV (PRI Level)	350 Nos.	12000-52000 + GP Rs. 3900 Pay Band 1 + Other allowances admissible as per rules

(2) (a). The District-wise vacancy to be filled up are as follows :-

Sl. No.	Name of District	No. of vacant posts to be filled up
1	<u>BARPETA</u>	24
2	<u>BISWANATH</u>	14
3	<u>BONGAIGAON</u>	4
4	<u>CACHAR</u>	21
5	<u>CHARAIDEO</u>	12
6	<u>DARRANG</u>	13
7	<u>DHEMAJI</u>	9
8	<u>DHUBRI</u>	18
9	<u>DIBRUGARH</u>	11
10	<u>GOALPARA</u>	11
11	<u>GOLAGHAT</u>	6
12	<u>HAILAKANDI</u>	7
13	<u>HOJAI</u>	14
14	<u>JORHAT</u>	12
15	<u>KAMRUP (METRO)</u>	3
16	<u>KAMRUP</u>	20
17	<u>KARIMGANJ</u>	20
18	<u>LAKHIMPUR</u>	34
19	<u>MAJULI</u>	12
20	<u>MORIGAON</u>	13
21	<u>NAGAON</u>	18
22	<u>NALBARI</u>	13
23	<u>SIVASAGAR</u>	9
24	<u>SONITPUR</u>	16
25	<u>SOUTH SALMARA-MANKACHAR</u>	8
26	<u>TINSUKIA</u>	8
Grand Total:-		350

The reservation of posts for Men & Women and category wise reservation for SC/ST/OBC/MOBC/PH/EWS are to be made on the basis of District-wise available vacancies for each district.

Sl. No.	Name of District	No. of Vacancies	Category wise distribution													
			Unreserved		EWS		OBC/MOBC		SC		ST(P)		ST(H)		PH	
			Total	RFW	Total	RFW	Total	RFW	Total	RFW	Total	RFW	Total	RFW	Total	RFW
Name of Post -- Grade-IV (PRI) posts																
1	<u>BARPETA</u>	24	9	3	2	-	7	2	2	-	2	-	1	-	1	-
2	<u>BISWANATH</u>	14	5	2	1	-	4	1	1	-	1	-	1	-	1	-
3	<u>BONGAIGAON</u>	4	1	-	1	-	2	-	0	-	0	-	0	-	0	-
4	<u>CACHAR</u>	21	8	2	2	-	6	2	1	-	2	-	1	-	1	-
5	<u>CHARAIDEO</u>	12	4	1	1	-	3	1	1	-	1	-	1	-	1	-
6	<u>DARRANG</u>	13	5	2	1	-	3	1	1	-	1	-	1	-	1	-
7	<u>DHEMAJI</u>	9	3	1	1	-	3	1	1	-	1	-	-	-	0	-
8	<u>DHUBRI</u>	18	7	2	2	-	4	1	1	-	2	-	1	-	1	-
9	<u>DIBRUGARH</u>	11	4	1	1	-	3	1	1	-	1	-	1	-	0	-
10	<u>GOALPARA</u>	11	4	1	1	-	3	1	1	-	1	-	1	-	0	-

11	<u>GOLAGHAT</u>	6	2	-	1	-	2	-	0	-	1	-	0	-	0	-
12	<u>HAILAKANDI</u>	7	3	1	1	-	2	-	0	-	1	-	0	-	0	-
13	<u>HOJAI</u>	14	5	2	1	-	4	1	1	-	1	-	1	-	1	-
14	<u>JORHAT</u>	12	4	1	1	-	4	1	1	-	1	-	1	-	0	-
15	<u>KAMRUP (METRO)</u>	3	1	-	1	-	1	-	0	-	0	-	0	-	0	-
16	<u>KAMRUP</u>	20	8	2	2	-	5	2	1	-	2	-	1	-	1	-
17	<u>KARIMGANJ</u>	20	8	2	2	-	5	2	1	-	2	-	1	-	1	-
18	<u>LAKHIMPUR</u>	34	14	4	3	1	9	3	2	-	4	1	1	-	1	-
19	<u>MAJULI</u>	12	4	1	1	-	4	1	1	-	1	-	1	-	0	-
20	<u>MORIGAON</u>	13	5	2	1	-	3	1	1	-	1	-	1	-	1	-
21	<u>NAGAON</u>	18	7	2	2	-	4	1	1	-	2	-	1	-	1	-
22	<u>NALBARI</u>	13	5	2	1	-	3	1	1	-	1	-	1	-	1	-
23	<u>SIVASAGAR</u>	9	3	1	1	-	3	1	1	-	1	-	-	-	0	-
24	<u>SONITPUR</u>	16	5	2	2	-	4	1	1	-	2	-	1	-	1	-
25	<u>SOUTH SALMARA- MANKACHAR</u>	8	3	1	1	-	2	-	1	-	1	-	-	-	0	-
26	<u>TINSUKIA</u>	8	3	1	1	-	2	-	1	-	1	-	-	-	0	-
Grand Total:-		350	130		35		95		24		34		18		14	

N B:- The above figures are indicative only. This may differ at the time of appointment.

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 a 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 1st January 2021. 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) 10 (ten) yeas in case of candidates belonging to Physically Handicapped.

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

c) **Registration in Employment Exchange:**

The candidate must be registered in any one of the Employment Exchanges of Assam and must indicate his/her valid employment registration No. in the relevant field.

d) **For EWS :** The persons belonging to EWS, who are not covered under the scheme of reservation for SCs/STs/OBCs shall get.

(e) **Educational Qualification:**

HSLC or equivalent examination passed.

(4). HOW TO APPLY:

(1) The candidate can apply only one post either against vacant Grade -IV posts at Commissionerate (Headquarter) or against the vacant posts of his/her respective district only. Multiple application or candidate apply more than one district will be summarily rejected.

N.B. : After appointment, the appointing authority reserves the right to transfer any candidate from any place of posting including Headquarter.

The Candidates having the required qualification for Grade-IV posts as mentioned above may apply for the post. Candidates will require 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).

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) The signature may be put with a black or dark blue ink on a white paper.

ii) 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 300 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 or equivalent examination/ birth certificate issued by Competent Authority for proof of age.

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

iii) Valid Employment Exchange Registration Card/Certificate.

iv) Disability Certificate from competent authority if applying for such category.

- v) EWS certificate from Competent Authority.
- (d) 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 authorities in prescribed format shall only be acceptable as proof of candidate's claim as belonging to EWS.
- (e) 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.
- (f) 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.
- (g) Candidates will be able to download the Admit Card / Call Letter from the website by entering their ID number. Candidates will be informed through SMS and email 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, email address and other particulars by the candidate.
- h) Incomplete / defective / invalid application will be summarily rejected.

(5). SELECTION PROCEDURE:

The Selection Procedure shall be followed as per the Assam Public Services (Direct Recruitment to Class III and Class IV posts) Rules 1997 and subsequent Govt. instructions issued by the Personnel Department, Govt. of Assam.

(ii) Testimonials / Documents verification:-

The candidates should bring a set of self-attested photocopies along with the originals of the following documents for verification by the Selection Committee. 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 due date.

- i. Certificate of proof of age. (Admit card of H.S.L.C. or equivalent examination/Birth Certificate).
- ii. Certificate & Mark-sheet of minimum educational qualification for the Grade – IV post.
- iii. Certificate of Caste from the competent authority in respect of the candidates belonging to OBC/MOBC, SC, ST (P) & ST (H).
- iv. Valid Employment Exchange Registration Card/Certificate.
- v. Disability Certificate from competent authority if applying for such category.
- vi. EWS certificate from Competent Authority.
- vii. 2 (two) copies of recent photographs of passport size

(6). 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 the candidates for the journey and for stay at any stage of the recruitment process.
- (iii) The selection list confers no right to appointment unless the department is satisfied about the suitability of the candidate 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.
- (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/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 posts whichever is earlier.

(vii) Before issue of appointment letter, the department will obtain undertaking from the selected candidates that they shall abide by the New Pension Rules of Govt.

(viii) The Commissioner, Panchayat and Rural development, Assam reserves the right to make changes or cancel or postpone the recruitment process on specific grounds.

(ix) Fake documents / false information of facts shall lead to rejection if detected at any stage before and 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 Commissioner, P&RD will be final.

(xii) 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, category-wise as per the final merit list.

(xiii) The Rules & Regulations, terms & conditions of the Department and Govt. of Assam will be applicable.

(xiv) 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."

(7). TRANSPARENT PROCESS:

i. Candidates and the general public will be requested to help the P&RD Deptt. in conducting the recruitment in just, fair and transparent manner.

ii. A candidate is NOT required, to pay any amount of money at any stage of the recruitment process.

iii. Any complaint about demand for money or other malpractice can be sent to P&RD deptt. through mail at - helpdesk.exam.cprd@gmail.com

iv. Complaints may also be sent by post to the following address:

Hemen Das

Commissioner

Panchayat and Rural Development, Assam
Juripar, Panjabari Guwahati-781037

v. Anonymous complaints may not be entertained.

vi. After completion of whole selection process, the final merit list will be prepared for Headquarter and each district separately against the no. of vacant posts in the district by the Commissioner, P&RD and issue appointment letter.

vii. The final selection list will be notified in due course of time and shall be displayed in the official website of Panchayat & Rural Development, Assam and Local Newspapers.

Hemen Das

(Hemen Das, IAS)

Commissioner

Panchayat and Rural Development, Assam
Juripar, Panjabari Guwahati-781037