



GOVT. OF ASSAM
OFFICE OF THE DEPUTY COMMISSIONER, GOALPARA
(RKG BRANCH)

ADVERTISEMENT

Dated Goalpara the 4th Oct'2017.

Applications through online are invited in prescribed Standard Form as published in part IX Assam Gazette for engagement of 05(Five) nos. of Data Entry Operators in the Circle offices under Goalpara District. The intending candidates having the following requisite qualifications may apply online through e-mail ID **dc-goalpara@nic.in**.

No application will be received in Deputy Commisioner's Office.

(A) Qualification Criteria: -

Minimum HSSLC passed with 6 (Six) months Diploma in Computer Application with proficiency in MS-Office.

(B) Age: - The candidate should have completed 21 years as on 1st January'2017 and shall not be more than 40 years on that day.

(C) Period of Engagement:- The engagement will be for a period of 3 (Three) months only.

(D) Remuneration: Rs. 6,000/- (Six thousand) per month.

(E) Duties and Responsibilities:-

To assist Circle Officer in data entry works.

(F) Required Testimonials:-

- (1) Original Birth Certificate/ HSLC Admit card or Certificate as proof of date of birth.
- (2) All Original Educational certificates
- (3) Experience certificate in original.
- (4) Any other documents in original.

(G) Selection Process:- Walk-in-interview/Proficiency in Computer Test will be taken by the Selection Committee.

(I) Note

- (1) The Last date of submission of application is 19th Oct'2017.
- (2) Incomplete application will be summarily rejected.
- (3) Applicants who are called for interview must produce their original testimonials for verification.
- (4) Canvassing directly or indirectly will be liable for disqualification.
- (5) Applicants will have to appear for interview/ typing and computer skill test at their own expenses and no TA/DA will paid for that purpose.
- (6) Selected candidates will have to sign an undertaking that they shall not claim regularization for Service anytime in the future.

Deputy Commissioner,
Goalpara

Memo No. GRK. 23/2017/5

Dated Goalpara the 4th Oct'2017.

Copy to:-

1. The Deputy Secretary to the Govt. of Assam Revenue (Reforms) & D.M. Department, Dispur, Guwahati-06 for information.
2. The Director of Land Records and Surveys etc., Assam, Rupnagar, Guwahati-32 for information.
3. The Addl. Deputy Commissioner, (Rev) for information and necessary action.
4. The Circle Officers (All) for wide publicity in notice board.
5. The District Employment Officer, Goalpara for information.
6. The Finance and Account Officer, D.C.'s Office Goalpara for information.
7. The DIPRO, Goalpara for wide publicity. The same shall be published in 2 newspapers for wide publicity.
8. The District Informatics Officer, NIC, Goalpara for information. He will upload the advertisement in District website & FB page.
9. Notice Board.

Deputy Commissioner,
Goalpara