

**GOVERNMENT OF ASSAM
COMMISSIONERATE OF PANCHAYAT & RURAL
DEVELOPMENT, ASSAM**

JURIPAR, PANJABARI, GUWAHATI -781037

No PDDE(II)104/2020/59-63

Dated: 10th February/2021

ADVERTISEMENT

Online applications are invited from intending eligible candidates who are citizen of India as defined in the Constitution of India having registration in Employment Exchanges in the State of Assam for filling up of the following vacancies in the cadre of Driver post in the office of the Zilla Parishads of Biswanath, Charaideo, Hojai, Majuli & South Salmara, in the scale of Pay Band 2 Rs. 14,000/- – 60,500/- plus Grade Pay of 5,200/- plus other allowances as admissible under Rules.

Name of Post : Driver.

Vacancies : Total 10 (Ten) Nos.

Reservation :

(1) UR	- 4
(2) S.C.	- 1
(3) S.T. (P)	- 1
(4) O.B.C./M.O.B.C.	- 3
(5) E.W.S. (Economically Weaker Section)	- 1

Essential qualification:

- (1) Minimum educational qualification is H.S.L.C. Examination passed or equivalent from a recognised Board/ Council of Government of Assam.
- (2) A candidate must possess a valid professional Driving License preferably LMV category.

Age: Must not be less than 18 years and more than 40 (forty) years as on 01.01.2021. Upper age limit is relaxable by 3 (three) years for OBC/MOBC and 5 (five) years for SC/ST candidates. The age limit of the candidates will be calculated on the basis of the Matriculation/HSLC Admit Card/Certificate issued by a recognized Board / Council and no other document shall be accepted in lieu thereof for the purpose.

Application fees: Nil.

Mode of Selection:

A candidate have to appear in the following examination for selection.

Phase-I: Candidates whose applications are accepted will be required to appear in the Written Test on Driving knowledge on Traffic Rules & Traffic Signals to be held at Dist. Head Quarter of Biswanath, Charaideo, Hojai, Majuli & South Salmara Dist. on the date to be notified later on. The Driving knowledge on Traffic Rules & Traffic Signals will be of 100 marks.

Phase-II: Against each vacancy four candidates will be short listed on the basis of the marks obtained in the Written Test on Driving knowledge on Traffic Rules & Traffic Signals. The short-listed candidates will have to appear along with all original testimonials in the Driving Skill Test to be held at Dist. Headquarter of Biswanath, Charaideo, Hojai, Majuli & South Salmara Dist. to be notified later on. The Driving Skill Test will be of 100 marks.

CANDIDATES ARE REQUIRED TO APPLY IN PRESCRIBED FORM THROUGH ONLINE MODE ONLY. NO OTHER MODE FOR SUBMISSION OF APPLICATION IS ALLOWED.

Detail Instructions for filling up prescribed online form and other Terms & Condition will be available in website www.rural.assam.gov.in. Before applying online, candidates are advised to carefully go through the instructions provided in the above website. Candidates are required to upload a latest passport size photograph, photocopy of the Admit Card/ Certificate of H.S.L.C. examination, Scanned Signature, Employment Exchange Registration Certificate, Caste Certificate (in case of reserved category candidates), Discharge Book No. & Date, place of issue (in respect of Ex-Servicemen) and copy of BPL Certificate in case of candidates of BPL families. No other document i.e. the hard copy of the online application form registration slip etc. are required to be sent to the office of the Commissioner, Panchayat & Rural Development, Assam, Juripar, Panjabari, Guwahati-37.

Since the application are submitted online, the question of submission of applications through proper channel in case of the candidates already employed becomes redundant. However, such candidates shall intimate their appropriate appointing authorities about submission of application in writing.

Online form may be filled up w.e.f. 11:00 A.M. of 14.02.2021 till midnight of 05.03.2021. No application will be filled up after expiry of the given time as the link will be disabled.

The applicants are advised to submit only a single application. However, if due to any unavoidable situation he/she submits multiple applications, he/she will have to cancel his/her earlier application and then submit fresh application.

Decision of the Commissioner, Panchayat & Rural Development, Assam as to the eligibility or otherwise of a candidate for admission to the Test shall be final.

No TADA will be admissible for attending the Test/Interview.

Canvassing directly or indirectly by any means will be treated as a disqualification.

Sd/- Commissioner,

Panchayat & Rural Development, Assam

Detail instruction for uploading the online application form and other terms & Conditions for the posts of Driver :

The Candidates having the required qualification for Driver posts as mentioned Advertisement may apply for the post. Candidates will require to upload scanned copies of the following:-

(1)

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, 2021.

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 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 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) Valid Driving License from competent authority.

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.

iv) 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.

(2) 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 Driver 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. Valid Driving License from competent authority.
- vi. EWS certificate from Competent Authority.
- vii. 2 (two) copies of recent photographs of passport size

(3). 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.

(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."

(4). 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:


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 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, IAS)
Commissioner

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