

OFFICE OF THE CHAIRMAN, STATE LEVEL POLICE RECRUITMENT BOARD, ASSAM  
REHABARI ::GUWAHATI -781008

No. SLPRB/REC/HAV/DGCD & CGHG/638/2023/63

dated: 06-10-2023

**ADVERTISEMENT**

**RECRUITMENT FOR 2 POSTS OF HAVILDER (NON-GAZETTED, GRADE-III) UNDER  
DIRECTORATE OF CIVIL DEFENCE AND HOME GUARDS, ASSAM**

In pursuance of ongoing efforts of Government of Assam to fill up vacancies in the Assam Police, DGCD, APRO etc, total number of **5563** posts have been identified to be filled up in the current phase of recruitment.

As a part of this, Applications are invited for filling up **2** (two) sanctioned vacant posts of Havilder under Directorate of Civil Defence and Home Guards in the pay scale of Rs. 14000 – 60500 + GP 6800 (PB-2) and other Allowances, as admissible under the rules. Applications must be submitted online through SLPRB website ([www.slprbassam.in](http://www.slprbassam.in)) and will be received w.e.f. **15-10-2023**. The last date of receiving Application will be **01-11-2023**.

**THERE WILL BE NO APPLICATIONS FEE.**

**I. Details of vacancies and reservation as per Post Based Roster.**

Total number of posts – **2**

<b>Category</b>	<b>Male</b>	<b>Female</b>	<b>Total</b>
Unreserved	1	0	1
OBC/MOBC	1	0	1
<b>Grand Total</b>	<b>2</b>	<b>0</b>	<b>2</b>

**Note :- 3%** of total posts within the quota of **OBC/MOBC** Communities will be reserved for the candidates belonging to **Tea Tribes and Adivasi** Communities (Govt. of Assam O.M. No. ABP.98/2023/9 dated 03-10-2023).

**II. ELIGIBILITY CRITERIA:-**

The Candidate must satisfy the following criteria.:-

- Nationality**- Candidates must be Indian Citizen, permanent resident of Assam.
- Candidates must register his name with a local Employment Exchange in Assam.
- Candidates must speak Assamese or any other State language fluently.
- Age: 18 to 40** years as on **01-07-2023** (i.e. Candidate must be born on or before **01.07.2005** and on or after **01.07.1983**).

**Relaxations** :Upper age limit will be relaxed for:

- (i) 5 (five) years in respect of Candidates belonging to SC, ST (P) and ST (H).
- (ii) 3 (three) years in respect of Candidates belonging to OBC/MOBC.

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 issued by a recognized education Board. No other documents relating to age such as horoscopes, affidavits, birth extracts from Municipal Corporations, service records and the like will be accepted.

e) **Educational qualification** :

H.S.L.C or equivalent examination passed from a recognized Board or Council.

**Other Qualification:** Minimum NCC 'B' Certificate.

**Note :- The persons having H.S.L.C. passed Certificate but not possessing minimum NCC 'B' Certificate are not eligible to apply.**

### **III. PHYSICAL STANDARDS :**

#### **i. Height (Minimum)**

- |                        |                  |
|------------------------|------------------|
| a) General/OBC/MOBC/SC | <b>162.56</b> cm |
| b) ST (H)/ ST (P)      | <b>160.02</b> cm |

#### **ii. Chest**

- |                           | <b><u>Normal</u></b> | <b><u>Expanded</u></b> |
|---------------------------|----------------------|------------------------|
| a) Gen/OBC/MOBC/SC/ST (P) | <b>80</b> cm         | <b>85</b> cm           |
| b) ST (H)                 | <b>78</b> cm         | <b>83</b> cm           |

### **IV. MEDICAL STANDARDS:**

Candidates must not have knocked knee, flat foot or be squint eyed, and they should not be colour blind. Varicose vein shall be considered a temporary disqualification. They must be in good mental and bodily health. They must be free from any physical deformities and free from diseases such as diabetes, heart diseases, hernia, piles, respiratory diseases or any other ailment that is likely to interfere with the efficient performance of duties. The distant vision should be 6/6 for at least one eye and not poorer than 6/9 for the other without correction. Near vision should be normal.

### **V. HOW TO APPLY**

Applications must be submitted online through SLPRB website-[www.slprbassam.in](http://www.slprbassam.in). No other forms of Application will be entertained.

Candidates must follow the following steps during submission of online Application:

- ❖ Register in the Portal using a valid mobile number.  
(Note: Candidates are advised to keep the mobile number unchanged until the recruitment process is over)
- ❖ After successful registration Candidates will get a Recruitment ID.
- ❖ candidature of those Candidates who generate multiple recruitment IDs will be cancelled.

Candidates will be required to upload scanned copies of the following documents:

**a) Passport Size Photograph :-**

Candidates should upload good quality photograph. Poor quality of photograph submitted will lead to rejection of their 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 using a mobile phone and other self composed portraits are not acceptable.
- ii) Photograph must be taken with a white background.
- iii) The photograph must have been taken after **1<sup>st</sup> July, 2023**.
- 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 eye, nose, cheeks, lips and chin should be clearly visible.
- vi) If the Candidate normally wear spectacles, glare on glasses is not acceptable in the photo. Glare can be avoided with a slight downward tilt of the glasses for the photo shoot.
- vii) The Candidate must not wear spectacles with dark or tinted glasses, only clear glasses are permitted.
- viii) The Candidate should collect the image in a JPEG format and also on a standard 4.5cm x 3.5cm (45mm x 35mm) print. Pixel resolution for JPEG is to be between maximum 640 x 480 (0.3 Mega Pixel) and minimum 320 x 240. The maximum file size is 450 kb (kilo bytes). The Candidates are to brief the studio to provide picture as per above specification.

**b) Signature:-**

- i) The Candidates should put their signature with a black or dark blue ink on a white paper.
- ii) Get the signature digitally photograph / 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 100 kb.

Mobile phone photograph of signature is not acceptable, and can result in disqualification of the Application.

**c) Documents:-**

- i) Certificate for proof of age. (Admit card /Certificate of H.S.L.C. or equivalent examination)
- ii) Pass Certificate of HSLC or equivalent examination.
- iii) Mark Sheet of HSLC or equivalent examination.
- iv) Minimum NCC 'B' Certificate.
- v) Employment Exchange Registration Card.
- vi) Certificate of Caste from Competent Authority in Assam. **NO CASTE CERTIFICATE ISSUED BY OTHER STATES WILL BE ACCEPTED.**
- vii) NCC 'C' Certificate issued by Competent Authority, if any (for which the Candidate would be claiming weightage marks). .

The Candidate will then click on the '**Complete**' button to indicate that they agree to all the 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 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.

Candidates will be able to download the Admit Card / Call Letter from the 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 SLPRB will not be responsible for any discrepancies that may arise due to entry of wrong mobile number and email address by the Candidate.

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 date of PST & PET.

Incomplete / defective / invalid Application will be summarily rejected.

- a. **The email address and mobile phone number should be specific to each Candidate.**
- b. **The Candidate reporting at the venue on the date and time for Physical Standard Test and Physical Efficiency Test, he must bring all the documents uploaded during submission of online Application mentioned at Para V (c) (i) to (vii) along with one set of self attested photocopies of the same for verification by the Selection Committee on the date of their PST & PET.** Any incorrect information or document submitted which is not genuine may disqualify a Candidate at any stage and may also render him liable to criminal prosecution. Original documents of a Candidate may be put to check at any later stage of the recruitment process also.

**No document will be accepted after PST & PET of a Candidate is completed. All documents uploaded and submitted at the time of PST & PET should be issued on or before the last date of submission of online Application.**

d) If any Candidate fails to produce any original document or doesn't furnish it at the time of document verification during PST & PET, he will not be given any chance of rescheduling the date for submission in future and his status will be decided on the basis of the documents submitted on the day of PST & PET.

PLEASE NOTE THAT THERE SHALL BE NO CHANGES MADE ON ANY ENTRIES AFTER SUBMISSION OF DOCUMENTS DURING THE TIME OF PST & PET AND NO REQUESTS WILL BE ENTERTAINED.

#### **VI. SELECTION PROCEDURE :-**

Candidates whose Applications are found correct in all respects will be called for PST & PET. The date (s) and venue (s) for the tests will be intimated in due course of time. The Chairman, SLPRB reserves the right to change the venue of the test and no representation etc. will be entertained in this regard.

**VII. PRELIMINARY VERIFICATION OF DOCUMENTS :-**All the original documents along with a set of Photostat copies of the documents will be checked before the Candidate is allowed to appear in the PST and PET as per the given eligibility criteria. Candidates who are rejected will be given Rejection Slips specifying the reason of rejection. Submission of any incorrect information or forged document at any stage will lead to disqualification of the Candidate and may also render him liable to criminal prosecution. Original documents of a Candidate may be put to check at any later stage of the recruitment process also.

**In order to avoid manipulation of documents at later stage, the Chairman or a Member of the Selection Committee shall put his signature on each copy of such document at the time of PST & PET; particularly on caste Certificate and any other documents which carry marks.**

**VIII. PHYSICAL STANDARD TEST & PRELIMINARY MEDICAL CHECKUP:-** After the documents are found correct, the Candidates will have to appear in the PST (Physical Standard Test). It will carry no marks. Measurement of the height, weight & chest of the Candidates will be done using latest technology and after which the Candidate will be examined by a Medical Officer for preliminary check-ups like knock knee, vision test, colour blindness test, flat foot, varicose vein, physical deformities etc. Once a Candidate clears the PST he will have to appear in the PET (Physical Efficiency Test).

**IX. PHYSICAL EFFICIENCY TEST :- 40 Marks**

The Physical Efficiency Test will carry 40 marks. It will have 2 (two) events viz.

- a) **Race:** Those who qualify in the PST will have to appear in 1600 meters race. Maximum qualifying time will be 450 seconds.
- b) **Long Jump:** Minimum 335 cm (3 chances to be given and the longest valid jump rounded off to the nearest cm will be considered for awarding marks).

**Award of marks for 1600 metres.**

Time taken 300 Sec. or less : 20 marks

For the next 30 Sec. of time taken, marks will decrease at the rate of 0.12 marks per second.

Thus, for 330 Sec. or less but more than 329 Sec. : 16.4 marks

For the next 40 Sec. of time taken, marks will decrease at the rate of 0.08 marks per second.

Thus, for 370 Sec. or less but more than 369 Sec. : 13.2 marks

For the next 40 Sec. of time taken, marks will decrease at the rate of 0.05 marks per second.

Thus, for 410 Sec. or less but more than 409 Sec. : 11.2 marks

For the next 40 Sec. of time taken, marks will decrease at the rate of 0.03 marks per second.

Thus, for 450 Sec. or less but more than 449 Sec. : 10 marks

**Award of marks for Long Jump**

For less than 335cm no marks will be awarded. A valid jump of 335cm is the minimum qualifying level.

Marks for 335cm : 10 marks

For the next 65cm, marks will increase at the rate of 0.04 per cm.

Thus, marks for 400cm : 12.6 marks

For the next 50cm, marks will increase at the rate of 0.06 per cm.

Thus, marks for 450cm : 15.6 marks

For the next 30cm, marks will increase at the rate of 0.08 per cm.

Thus, marks for 480cm : 18 marks

For the next 20cm, marks will increase at the rate of 0.10 per cm.

Thus, marks for 500cm : 20 marks

No additional marks will be awarded for jump of more than 500 cm.

#### **X. NUMBER OF CANDIDATES TO BE CALLED FOR WRITTEN TEST**

After completion of the PST and PET for all the Candidates, merit lists will be prepared on the basis of the total marks scored on PET as per vacancies shown at **Para I** above. Candidates will be called for the Written Test in order of merit at the rate of 5 (five) times the number of posts. If the total number of qualifying Candidates turns out to be less than 5 times the number of posts, all qualifying Candidates but no other will be called for the Written Test. If there are Candidates scoring the same marks in PET as the last Candidate selected for the written test by the 5 times formula, the Candidates scoring the same marks will also be called for the written test, and therefore the number may exceed the 5 times to that extent.

**However, Candidates shall have no claim or right to appear in the Written Test merely on the ground that they secured the minimum qualifying standards in the PST and PET.**

#### **XI. WRITTEN TEST:**

- a) Written test will consist of **100** multiple choice type questions to be answered on an OMR answer sheet. For each correct answer the Candidate will get half mark. Total marks for the Written Test will be **50**. There will be no negative marking.
- b) The subjects to be covered will be as follows:-
  - i. Elementary Arithmetic
  - ii. General English
  - iii. Logical reasoning/Mental ability
  - iv. Assam's History, Geography, Polity, Economy
  - v. General Awareness/General Knowledge and current affairs

The question paper for **Written Exam** will be in the following languages:  
Assamese/ Bodo/ Bengali/English.

The date and venue of the written test will be notified in due course.

**XII. NATIONAL CADET CORPS (NCC) - Maximum Marks – 5 (five)**

- (i) NCC 'C' Certificate - 5 (five) marks

**XIII. ORAL / VIVA VOCE :- Maximum 5 marks**

The number of Candidates to be called for the Oral/ Viva-Voce will be at the rate of **2 times** number of posts advertised in each category on merit based on total marks scored in Physical Efficiency Test (PET) & Written Test .If there are Candidates scoring the same marks as the last Candidate selected for Oral/Viva-Voce by the 2 times formula in a particular case, the Candidates scoring the same marks will also be called for the Oral/Viva-voce, and therefore, the number may exceed the 2 times to that extent for that particular case and category only.

**XIV. FINAL MERIT LISTS**

Final results would be based on the marks obtained as follows:

a) Physical Efficiency Test (PET)	-	40 marks
b) Written Test	-	50 marks
c) NCC	-	5 marks
d) <u>Oral/Viva-Voce</u>	-	<u>5 marks</u>
<b>Total -</b>		<b>100 marks</b>

**There will be only ONE merit as per vacancies shown at Para I for the entire State. Select list will be prepared for the exact number of vacancies to be filled up.**

**N.B:** 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 higher height.

**XV. 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 such



enquiry and verification 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 / event, his 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 facts / 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) On appointment, the Candidate shall be governed by the Rules and Orders of Civil Defence and Home Guards and Rules and Orders of the Government issued from time to time.
- (viii) Appointed persons shall be entitled to pension benefits as per the pension scheme existing at the time of appointment.
- (ix) The Chairman, SLPRB, Assam reserves the right to make changes or cancel or postpone the recruitment process on specific grounds.
- (x) The physical tests are strenuous and Candidates who are in proper medical condition only should take part on the tests. The SLPRB / Assam Police will not be liable for any injury or casualty suffered by a Candidate during the tests due to any pre-existing medical condition of the Candidate concerned.
- (xi) 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.
- (xii) Selected Candidates shall have to sign an agreement whereby he will be required to serve a minimum period of 3 (three) years after successful completion of training or in default to refund the cost of training and travelling expenses paid by the Government. However, a selected Candidate who after joining the service resigns and further joins in a similar or higher category of post in any wing of Assam Police on his subsequent selection will be exempted from it.
- (xiii) In case of any clarification, the decision of the SLPRB will be final.
- (xiv) The number of posts (vacancies) is 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.
- (xv) 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.

(xvi) The rules & regulations, terms & conditions of training and afterwards will be applicable as prevalent in Directorate of Civil Defence & Home Guards, Assam.

**XVI. TRANSPARENT PROCESS:**

- i. Candidates may ensure orderly behavior to help SLPRB in conducting the recruitment in a just, fair and transparent manner.
- ii. A Candidate is NOT required, to pay any amount of money at any stage of the recruitment process to SLPRB except for medical investigations, if required in a Govt. Hospital.
- iii. Any complaint about demand for money or other malpractice can be sent through mail to - slprbassam@gmail.com
- iv. Complaints may also be sent by post to the following address- Chairman, State Level Police Recruitment Board, Assam, Madhabdevpur, Rehabari, Guwahati-781008,(Ground Floor of APHC Building).
- v. Anonymous complaints may not be entertained
- vi. Offering of any inducement for any favour by a Candidate or on his behalf is a criminal offence. Such an activity may result in immediate disqualification of his candidature.

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