

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

No. SLPRB/ REC/EJS/2020/129

dated 10-08-2020

ADVERTISEMENT

RECRUITMENT FOR 87 POSTS OF EXTENSION OFFICER (INDS), 24 POSTS OF ECONOMIC INVESTIGATOR (EI), 16 POSTS JUNIOR ASSISTANT (HQ LEVEL) & 4 POSTS OF STENOGRAPHER GRADE- III (HQ LEVEL) UNDER COMMISSIONERATE OF INDUSTRIES & COMMERCE, ASSAM

Applications are invited from eligible candidates for filling up the following posts under the Commissionerate of Industries & Commerce, Assam. Applications must be submitted online through SLPRB website (www.slprbassam.in) and will be received with effect from 17-08-2020. The last date of receiving application will be 06-09-2020. No application will be received thereafter.

- I. The Posts wise vacancies with Pay Scale and Grade Pay as admissible under Rules are given below:

Name of Posts	Number of Vacancies	Pay Scale & Grade Pay per month under Pay Band 2
Extension Officer (Industries) Its Equivalent posts	87	Rs.14000- Rs.49000 + Grade Pay Rs.8700
Economic Investigator (E.I)	24	Rs.14000- Rs.49000 + Grade Pay Rs.8700
Extension Officer (Industries) & its equivalent post & Economic Investigator (E.I) is same cadre		
Junior Assistant (HQ)	16	Rs.14000-Rs.49000 + Grade Pay Rs.6200
Stenographer-III (HQ)	4	Rs.14000-Rs.49000 + Grade Pay Rs.8700

** Other allowances as admissible under the Rules will be additional.

THERE WILL BE NO APPLICATION FEE.

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

Sl. No.	Name of Posts	No. of Posts	Category wise distribution											
			UR		OBC/MOBC		SC		ST(P)		ST (H)		EWS	
			Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
1	Extension Officer (Industries)	87	16	7	24	10	6	2	8	4	3	2	3	2
2	Economic Investigator (EI)	24	7	3	5	2	1	-	2	1	1	-	1	1
3	Junior Assistant (HQ Level)	16	4	2	3	2	1	-	1	1	1	-	1	-
4	Stenographer – III (HQ level)	4	1	1	-	-	1	-	1	-	-	-	-	-

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

III. ELIGIBILITY CRITERIA :

The candidate must satisfy the following criteria.

- a) **Nationality** :Candidates must be Indian Citizen, permanent 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) 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.

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 education Board. No other document relating to age such as horoscope, affidavit, birth extract from Municipal Corporation, Health Department, service record etc. will be accepted.

Further, for the candidates who had applied for the posts of Extension Officer (Industries) or Economic Investigator (E.I) or both as per earlier Advertisement made vide Janasanyog /13955/15, dated 13-02-2016 and do not intend to apply for other post as per the present Advertisement, the terms and conditions for eligibility will be governed as per the earlier Advertisement dated 13-02-2016 made at that point of time. Such candidates must also apply afresh through the link given in the website www.slprbasssam.in. However, candidates who had applied against the said earlier advertisement for the posts of Extension Officers (Industries) or Economic Investigator (E.I) or both, but opt to apply for other posts also as per the present advertisement, shall be governed by the terms and conditions for eligibility for the new posts as laid down in the present advertisement.

c) EDUCATIONAL QUALIFICATION:

- i) **Extension Officer (Industries):** Three years Diploma in Chemical / Mechanical /Civil/ Textile/Computer/Plastic Processing / Food processing / Electronics and Instrumentation Engineering/ Technology from AICTE recognized institute or MCW/ MSW or a Degree from recognized University with advanced proficiency Certificate on Computer Applications/ Industrial Management from a Government recognized University / Institute .
- ii) **Economic Investigator (E.I):** Bachelor's Degree in any discipline from a recognized University with Economics / Statistics as one of the subject.
- iii) **Junior Assistant (HQ Level):** Graduate in Arts, Science, Commerce or equivalent from a recognized University / Institution and having basic computer knowledge such as MS word, MS excel, internet browsing etc.
- iv) **Stenographer-III (HQ level):** Graduate in any stream from a recognized College/ Institution with having National Trade Certificate in stenography from ITI in Assam or any other Institute recognized by the Govt. of Assam / Govt. of India with 80 WPM in English Stenography having basic computer knowledge such as MS word, MS excel, internet browsing etc.

IV. HOW TO APPLY

The Candidates having the required essential qualification for the posts as mentioned above may apply for the posts by submitting their first preference, second preference, third preference and fourth 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 4.5 cm x 3.5 cm (45 mm x 35 mm) 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 & mark sheet of minimum educational qualification for concerned posts.
- iii) Advance Computer Proficiency Certificate on Computer Application / Industrial Management from a Govt. recognized University / Institute for the post of Extension Officer (Industries) for General Degree holder.
In case of candidates having Degree in Computer Science / Information Technology or equivalent from any Govt. registered / UGC recognized / accredited Universities / Institutions, need not submit separate Diploma certificate in computer.
- iv) Certificate of Stenography for the post of Stenographer-III.
- v) Minimum 3 (Three) months basic computer certificate course of MS word, MS excel, internet browsing etc. from recognized Institute for Junior Assistant & Stenographer (Grade - III).
- vi) Certificate of caste.
- vii) 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 written examination. Candidates will be able to download the Admit Card / Call Letter from SLPRB website by entering their ID number. The information will be uploaded in the SLPRB website and also sent SMS to the candidates on their registered mobile numbers. 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.

V. SELECTION PROCEDURE:-

There will be two phases of Tests (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 Written Test in the venue mentioned in his/her Admit Card. 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.

A. FIRST PHASE TEST:-

The duration of the Written Test will be of 2 ½ hours on the subjects as given below. The test will be of 100 marks with 100 questions and will be completely OMR based. Each question will carry 1 (one) mark. There will be negative marking of ½ (half) mark for each wrong answer. The candidates will have to use black ball pen to answer the OMR based answer sheet on the following subjects:-

- i) General Mathematics.
- ii) Language,
- iii) Logical Reasoning and Aptitude
- iv) History, Geography, Political Science, Economy etc of India and Assam
- v) General awareness/General knowledge and Current affairs

There will be separate question paper for Extension Officer (Inds) & Economic Investigator (E.I) & separate question paper for Junior Assistant & Stenographer (Grade-III)

B. SECOND PHASE TEST.

After completion of the Written Test, post wise merit list will be prepared for each category (UR, OBC/MOBC, SC, ST(P), ST(H), EWS) as per vacancies for both males and females 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 category (UR, OBC/MOBC, SC, ST(P), ST(H), & EWS) both males and females. 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 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.

A list will be uploaded in the SLPRB Website.

The SECOND PHASE TEST will be computer based exam to test the knowledge of posts applied and proficiency of computer operations.

VI. BIOMETRICS OF CANDIDATES AND SCRUTINY OF DOCUMENTS:-

The biometrics of the candidates taken at the time of Written Test will be validated / matched and all the original documents along with a set of self attested photostat copies of the documents will be checked before the qualified candidates are allowed to appear in the Second Phase 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 also.

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.

A) Testimonials / Documents to be submitted when appearing in Second Phase Test:

- i. Certificate of proof of age. (Admit card of H.S.L.C. or equivalent examination)
- ii. Certificate & Mark sheet of minimum educational qualification for the posts concerned
- iii. Advance Computer Proficiency Certificate on Computer Application / Industrial Management from a Govt. recognized University / Institute for the post of Extension Officer (Industries) for General Degree holder.

In case of candidates having Degree in Computer Science / Information Technology or equivalent from any Govt. registered / UGC recognized / accredited Universities / Institutions, need not submit separate Diploma certificate in computer.

- iv. Certificate of Stenography for the post of Stenographer (Grade - III).
- v. Minimum 3 (Three) months basic computer certificate course of MS word, MS excel, internet browsing etc. from recognized Institute for Junior Assistant & Stenographer (Grade - III).
- vi. Certificate of caste from the competent authority in respect of the candidates belonging to OBC/MOBC, SC,ST (P) & ST (H).
- vii. EWS certificate from Competent Authority.
- viii. 2 (two) copies of recent passport size photographs

VII. MERIT LIST:-

Based on the aggregate performance of the candidates in the First Phase Test (Written Test) & Second Phase Test, the Final Merit lists will be prepared categorywise as per vacancies shown in the advertisement as under:

Extension Officer (Industries) & Economic Investigator (E.I)

A) First Phase Test (Written Test)	-	100 marks
B) Second Phase Test (Computer Based)	-	30 marks
Total	-	130 marks

Junior Assistant (HQ Level)

A) First Phase Test (Written Test)	-	100 marks
B) Second Phase Test (Computer Based)	-	20 marks
Total	-	120 marks

Stenographer Grade-III

A) First Phase Test(Written Test)	-	100 marks
B) Second Phase Test (Computer based)-		20 marks
C) <u>Stenography Test</u>	-	<u>30 marks</u>
Total	-	150 marks

There will be only ONE merit list for each cadre of posts categorywise i.e. Unreserved, OBC/MOBC, SC, ST(P), ST(H) & EWS separately for male and female as per vacancies for different posts.

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, the candidate scoring higher marks in the minimum essential qualification for the post will be placed higher in the merit list.

(ii) In case all posts in State Government reserved for EWS are not filled up by candidates belonging to EWS category during the recruitment process due to shortage of eligible candidates, the balance posts will be filled up from candidates of unreserved category.

VIII. 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/ in complete requisite certificate (s)/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) 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) Candidates should mention their full/proper address with PIN Code.
- (xii) In case of any confusion, the decision of the SLPRB, Assam will be final.
- (xiii) The number of 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, categorywise as per the final merit list.
- (xiv) 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.
- (xv) The Rules & Regulations, terms & conditions of the department will be applicable.
- (xvi) 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."

IX. 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 address - 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