



**GOVERNMENT OF ASSAM**  
**OFFICE OF THE DEPUTY COMMISSIONER :: HOJAI SANKARDEV NAGAR**  
**(RKG BRANCH)**

**ADVERTISEMENT**

In pursuance of ECF No. 224279/20 Dated 16/09/2022 of Joint Secretary to the Govt. of Assam, Revenue & D.M (L.R) Department, Dispur, Online applications are hereby invited from intending eligible candidates who are Citizen of India as defined in Articles 5 to 8 of the Constitutions of India and ordinarily resident of Assam for filling up of 14 (Fourteen) sanctioned vacant posts of Lot Mandal (Grade-III) in the establishment of Deputy Commissioner, Hojai in the Pay Band of P.B-2 Rs. 14,000 to 60,500 G.P-6,200/- plus other allowances as admissible under Assam Service (ROP) Rule 2017 (as amended).

Sl. No	Name of Post	Number of vacancies	Reservation Category												
			General		OBC		SC		ST(P)		EWS		PWD		
1	Lot Mandal (Grade-III)	14 (Fourteen)	Total	RFW	Total	RFW	Total	RFW	Total	RFW	Total	RFW	Total	RFW	02 (1Locomotor, 1Hearing Impairment)
			08	02	01	00	01	00	02	00	02	00	02	00	

**TERMS AND CONDITIONS**

- Age :** The candidates should not be less than 18 years of age and not more than 38 years of age as on 01-01-2022. The upper age limit is relaxable by :-
  - By 5 years for SC/ST candidates.
  - By 3 years for OBC/MOBC candidates.
  - For persons with disabilities (PWD) by 10 years irrespective of SC/ST/OBC and General Category of candidates as per Govt. Notification No. 144/95/121 dated Dispur the 28<sup>th</sup> October, 2015.
  - 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 of the mentioned documents.
- Nationality:** Candidate must be a Citizen of India, ordinarily residence of Assam
- Educational qualification: -**
  - The minimum educational qualification of the candidate shall be HSLC in any discipline from a University /Board recognized by the Government or equivalent thereto and recognized by the Government.
  - He/ She must have good working knowledge of office productivity software tools (independent) of any operating system. Candidates must possess a minimum 6 (Six) months Diploma in computer proficiency from a recognised institute.
  - The applicants must possess a valid 6 (Six) months "Recorders' Certificate Class Course (RCCC) Training" certificate from the Assam Surveys and Settlement Training Centre, Dakhingaon, Guwahati.
- Candidates, whose applications are accepted as per eligibility criteria will be required to appear in an objective type written test and computer proficiency test (Practical) and skill test on Computer (Practical). Selection will be strictly on merit basis. Incomplete/Unsigned applications will be rejected. The undersigned will have the right to accept or reject the candidature after proper scrutiny of the documents/testimonials etc. with regard to the modalities of selection. The decision of the undersigned shall be final and binding.
- The selected candidates will have to submit an undertaking to the appointing authority that they will abide by New Pension Rules of the Govt. issued vide Finance Department Letter No. BW-3/03/Pt-II/01 Dated 25/01/2005.
- Candidates are required to apply online (only) through the link <https://niyukti.assam.gov.in/lmhojai> in the website with effect from 10.30 A.M of 20<sup>th</sup> November, 2022 to 4.00 P.M of 4<sup>th</sup> December,2022. No application will be filled up after expiry of the given time as the link will be disabled. No email or offline or other form for submission of application is allowed.
- Before applying online, candidates are advised to carefully go through the instructions for scanning provided in the advertisement.
- It is mandatory for the candidates to mention a valid email address & Ph. No. as the same will be required to convey related information. The email address should be specific to each candidate.
- Since only online applications will be accepted, the question of submission of applications through proper channel in case of the candidate already employed becomes redundant. However such candidate shall intimate their appropriate Appointing Authorities about submission of application in writing.
- Incomplete/defective/ invalid application will be summarily rejected.



11. Candidates not having requisite qualification and age, their candidature will be summarily rejected.
12. Appointment will be made after necessary police verification and medical examination as per procedure.
13. Appointment against the sanctioned vacant posts will be made in accordance with the provision of the AFRBMN Act,2005 under Sec 7(1) (G).
14. The candidates qualifying in the written test must produce all original testimonials for verification at the time of Computer Practical Test.
15. Eligible candidates can download Call Letter/ Admit Cards in the website <https://niyukti.assam.gov.in/lmhojai> for Written Test and Computer Practical Test and candidates will also be notified through district website <https://hojai.assam.gov.in>. So they are required to visit these sites for regular updates.

**16. SELECTION PROCEDURE**

The applicants for the post of Lot Mandal whose applications are found in order will be called for written Test Examination comprising of the following subjects: -

<u>Subjects</u>	<u>Marks</u>
(a) General English	20
(b) General Knowledge	30
(c) Quantitative Aptitude	30
(d) Knowledge of computer (Theory)	20
(e) Language Skill in Assamese/English	40
(f) Knowledge on Survey and Settlement	60

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Total = 200

- 17 On the basis of the aggregate marks obtained in the objective type written test, four candidates will be selected against each vacancy to appear in the computer proficiency test (Practical) (50 marks).
- 18 The final selection list will be prepared on the basis of aggregate marks obtained in both the Objective Type Written Test and Computer Proficiency Test (Practical) .
- 19 No TA/DA will be admissible for appearing in Written /Practical Test.
- 20 There will be no Viva -Voce interview.
- 21 Canvassing in any form will lead to disqualification of the candidate.
- 22 The undersigned reserves the right to cancel the advertisement, alter any terms and conditions of the advertisement at any stage assigning any reason thereof.
- 23 **Guidelines for uploading Scanned Documents:**
  - (a) The recent colour passport size photograph should be with 80% face (without mask) visible including ears against a white background.
  - (b) Scanned passport photograph, signature should be in JPG/JPEG/PNG format.
  - (c) **HSLC Admit Card, HSLC Mark Sheet, HSLC Certificate, Certificate of Diploma in Computer Application, Employment Exchange Registration Certificate, Category certificate (SC/ST/OBC/EWS/PWD) (If applicable), Discharge Certificate, Recorders' Certificate Class Course (RCCC) training should be in JPG/JPEG/PNG/PDF format.**
  - (d) The size of the recent colour scanned passport size photograph should be in between 7 KB to 50 KB (clearly legible).
  - (e) The size of the scanned signature should be in between 7 KB to 30 KB (clearly legible).
  - (f) The size of the scanned copy of the
    - HSLC Admit Card,
    - HSLC Mark Sheet,
    - HSLC Certificate,
    - Certificate of Diploma in Computer Application,
    - Employment Exchange Registration Certificate,
    - Category certificate (SC/ST/OBC/EWS/PWD) etc. if applicable and
    - Recorders' Certificate Class Course (RCCC) training should not exceed 200 KB (clearly legible).
    - Discharge Certificate (for ex-serviceman)


Please check your photographs and signature before submission of the Application Form. In case the photograph or signature is blurred or not visible to identify the identity of the candidate then, the application will be rejected.

Sd/-  
Deputy Commissioner,  
Hojai



Copy to

1. The Commissioner & Secretary to the Govt. of Assam, Revenue & D.M (LR) Department, Dispur, Guwahati-6 for kind information .
2. The Commissioner, Central Assam Division, Janata Bhawan ,Guwahati for kind information.
3. The Director of Land Records and Survey etc., Assam, Rupnagar, Guwahati for kind information.
4. All Deputy Commissioners/ SDO(C) of Assam for kind information
1. The D.I & P R, Assam with a request to publish the above notice in Assam Tribune and Amar Asom and Niyamiya Barta.
2. Circle Officer, Hojai/Lanka/ Doboka for information and necessary action.
5. District Informatics Officer, NIC , Hojai for uploading in the district website.
6. Notice Board.
7. Office file

  
Deputy Commissioner,  
Hojai