

d) Documents :-

- i) Certificate of proof of age (Admit Card of HSLC / equivalent examination).
- ii) Certificate of Graduation (B.A / B.Sc / B.Com or equivalent).
- iii) Certificate of caste.
- iv) Certificate on Computer Proficiency for Junior Assistant and Certificate of Stenography for Stenographer (Grade-III).
- v) 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 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 (www.slprbassam.in) 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 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 before Practical Test.

VII. SELECTION PROCEDURE:-

Candidates whose applications are found correct in all respects will be called for a written 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

call letter. However, the Chairman, SLPRB, Assam reserves the right to change the venue (s) of the test as necessitated and no representation etc. will be entertained in this regard. **Before entering the examination centre, biometrics of each candidate will be done.**

There will be two phases of Test (i) Written Test and (ii) Practical Test.

VIII. WRITTEN TEST:-

The written test will be of 50 marks and will be completely OMR based. There will be 50 questions and each question will be of 1 (one) mark. There will be negative marking of ½ mark for each wrong answer. The questions will be set in four parts (i) Logical reasoning, aptitude, (ii) Matters relating to History and Culture of Assam and India, (iii) Comprehension and (iv) General Knowledge. Candidates will use black ball pen to answer the OMR based answer sheet. Duration of the test will be of 2 (two) hours.

IX. PRACTICAL TEST

For Junior Assistant and Stenographer:

Candidates numbering only 5 times the number of posts in respect of each category (Unreserved, OBC/MOBC, SC, S.T. (P), S.T.(H) & EWS) both male & female will be called for Practical Test on merit category wise **as shown in Para-I, Para - II & Para III above**. The details of practical test are uploaded on the website.

If there are candidates scoring the same marks in Written Test as the last candidate selected for Practical Test by the 5 times formula in a particular case, the candidates scoring the same marks will also be called for Practical Test, and therefore the number may exceed the 5 times to that extent for that particular case and category only. A list will be published in the SLPRB website as well as in leading dailies of Assam.

A) Testimonials / Documents to be submitted when appearing in Practical Test: The candidates should bring a set of attested photocopies along with the originals of the following documents for verification by the Selection Committee on the date of Practical Test. 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 test date.

- i. Certificate of proof of age. (Admit card of H.S.L.C. / equivalent examination).
- ii. Certificate of Graduation (B.A./B.Sc./B. Com. or equivalent degree) (pass certificate as well as marks sheet and Certificate on Computer proficiency for Jr. Asstt. and Certificate of stenography for stenographer (in original).

- iii. Certificate of additional qualification such as Degree / Diploma Certificate from recognized / accredited institute etc. (pass certificate as well as marks sheet in original)
- iv. Certificate of Caste from the competent authority in respect of the candidates belonging to ST (P) / ST (H) / SC / OBC & MOBC.
- v. EWS Certificate from Competent Authority, if any.
- vi. 2 (two) copies of recent photographs of passport size which was uploaded in the online application.

B) 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 photostat copies of the documents will be checked before the qualified candidates are allowed to appear in the Practical 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. All the Photostat copies submitted by the candidates will have to be duly self attested by the candidate.

X. FINAL SELECTION:-

Based on the aggregate performance (marks obtained) of the candidates in the Written Test & Practical Test for Junior Assistant and Written Test , Practical Test & Stenography Test for Stenographer, the Final Merit Lists will be prepared category wise for the posts of Junior Assistant and Stenographer (Grade-III) as under:

Junior Assistants

1) Written Test	-	50 marks
2) Practical Test	-	50 marks
Total -		100 marks

Stenographer (Grade-III)

1) Written Test	-	50 marks
2) Practical Test	-	50 marks
3) <u>Stenography Test</u>	-	50 marks
Total -		150 marks.

There will be only ONE merit list for each category i.e. Unreserved, OBC/MOBC, SC, ST(P), ST(H) & EWS separately for male and female for the entire State **as per Para I, Para- II & Para – III above.**

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, will be placed in the merit list according to percentage of marks in graduation.

(ii) In case, posts reserved for EWS are not filled up by candidates belonging to EWS category due to shortage of the eligible candidates, the posts will be filled up from the candidates of unreserved category.

XI. 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 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 post whichever is earlier.
- (vii) Before issue of appointment letter, the department will obtain undertaking from the selected candidates that they will abide by the New Pension Rules of Govt.
- (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 clarification, the decision of the SLBRB, Assam will be final.