

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

No. SLPRB/ REC/JA- STENO/2018/159

dated:21-03-2020

ADVERTISEMENT

**RECRUITMENT FOR 15 POSTS OF JUNIOR ASSISTANT IN DIRECTORATE OF A.P.HQRS
AND 170 POSTS OF JUNIOR ASSISTANT & 19 POSTS OF STENOGRAPHER (GRADE- III)
DISTRICT CADRE UNDER ASSAM POLICE**

Applications are invited from eligible candidates for filling up of **15** posts of **Junior Assistant** in Directorate of A.P.HQrs. and **170 posts of Junior Assistant** in district police cadre in the pay scale of Rs 14000-49000 (Pay Band No. 2) plus Rs. 6200 grade pay and other allowances as admissible under the rules & **19 posts of Stenographer (Grade-III)** of district police cadre in the existing pay scale of Rs 14000-49000 (Pay Band No.2) plus Rs. 8700 grade pay and other allowances as admissible under the rules. Applications must be submitted online through SLPRB website (www.slprbassam.in). Only online applications will be received with effect from **04-04-2020** and the last date of receiving applications will be **04-05-2020**. No application will be received thereafter.

THERE WILL BE NO APPLICATION FEE.

I. CATEGORYWISE DISTRIBUTION OF 15 POSTS OF JUNIOR ASSISTANT (IN APHQRS) AS PER POST BASED ROSTER IS AS UNDER:

Category	Male	Female	Total
Unreserved	3	1	4
OBC /MOBC	2	1	3
SC	2	1	3
ST(H)	1	-	1
ST(P)	2	1	3
EWS	1	-	1
Total	11	4	15

- Though no post is reserved for ST (H) female candidates, however, ST (H) female candidates may also appear and will be considered for unreserved posts on merit.

II. CATEGORYWISE DISTRIBUTION OF 170 POSTS OF JUNIOR ASSISTANT (DISTRICT LEVEL) AS PER POST BASED ROSTER IS AS UNDER:

Category	Male	Female	Total
Unreserved	42	18	60
OBC /MOBC	27	11	38
SC	6	2	8
ST(H)	2	1	3
ST(P)	11	5	16
EWS	31	14	45
Total	119	51	170

III. CATEGORYWISE DISTRIBUTION OF 19 POSTS OF STENOGRAPHER (GRADE-III) (DISTRICT LEVEL) AS PER POST BASED ROSTER IS AS UNDER:

Category	Male	Female	Total
OBC /MOBC	3	2	5
SC	1	-	1
ST (H)	2	1	3
ST(P)	3	2	5
EWS	3	2	5
Total	12	7	19

IV. ELIGIBILITY CRITERIA FOR JUNIOR ASSISTANT (IN APHQRS / DISTRICT LEVEL) & STENOGRAPHER (GRADE- III) (DISTRICT LEVEL):

The candidate must satisfy the following criteria.

- a) **Nationality** :Candidates must be Indian Citizen, ordinarily 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 have 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 (H) &ST (P).
- 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.

V. EDUCATIONAL QUALIFICATION:

- i) **Junior Assistant(in APHQRS / District Level):** The candidate must be a graduate in Arts, Science, Commerce or equivalent stream from a recognized College/ Institutions affiliated to a recognized University and must possess Diploma in Computer.
- ii) **Stenographer (Grade- III) (District Level):** The candidate must be a graduate in Arts, Science, Commerce or equivalent stream from a recognized College/ Institutions affiliated to a recognized University 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.

VI. HOW TO APPLY

- 1) Applications must be submitted online through SLPRB website www.slprbassam.in. No other form of applications will be entertained.

The candidates may apply for Junior Asstt. of both the cadres (in APHQrs & District Level).

Further, a candidate with having Diploma in Computer & Trade Certificate in stenography as mentioned above may apply for all the posts. The candidates should submit their first preference/second Preference and third Preference.

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

a) PASSPORT SIZE PHOTOGRAPH :-

Please pay attention to upload good quality photograph. Poor quality 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 4.5cm x 3.5cm (45mm x 35mm) 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) Thumb Impression :- The candidate will have to take his / her left thumb impression on a white piece of paper, neatly, without any smudges and scan a copy and upload it in the slot provided. Dimension of thumb impression image should be 3.5cm (width) x 1.5cm (height) only.

Candidate should make sure that his/her uploaded thumb impression is clear. 100 kb is the maximum size.

c) 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.

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.

XII. 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 registered at the web link provided for the purpose, or send complaint to –***www.slprbassam.in***.
- 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.
- 7) Offering of bribe for any favour by a candidate or on his/her behalf is a criminal offence. Such an activity may result in immediate disqualification of his/her candidature.

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State Level Police Recruitment Board, Assam
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