

## **ADVERTISEMENT**

No.AE. 22/2018/125

Dated Dispur, the 30<sup>th</sup> October, 2018

Online applications are invited from the intending eligible candidates who are citizens of India and registered in any of the Employment Exchange within the State of Assam for filling up of 49 Nos. of existing vacancies under the Directorate of Information & Public Relations as indicated below.

The Directorate's earlier advertisement for recruitment to various posts as published Vide No.AE.34/2008/151, dtd. 22.01.2016 has been cancelled due to technical reasons. The candidates who had submitted their applications earlier against the posts in response to the said advertisement should re-apply online. A candidate who possesses required qualification can apply for more than one post, but he/she has to indicate his/her preference.

## 1. Name and number of posts

Sl.No	Name of the post	Total nos. of post	Backlog position SC/ ST (H)/ ST (P)/PWD & Type of Disability/ Reservation for woman	Required qualification	Pay Band & Grade Pay	
1	Advertisement-cum-Circulation Manager	1 no	UR	<p><b>Educational qualification:</b> The minimum educational qualification is Bachelor degree in Arts, Science or Commerce from any recognized University.</p> <p><b>Other essential qualification:</b> a) Candidates must have adequate knowledge in office correspondence and Accounts work (b) Must be able to maintain proper records and accounts of subscribers' register, agency register, free mailing register and Advertisement register etc. (c) Must have experience and knowledge of the fine art of insertion and display of advertisement, both classified and display (d) Must be able to build up circulation of the paper including advertisement and (e) Good command over English and Assamese languages.</p>	P.B. 22000 – 87000 G.P. 9100/-	
2	Translator-5, Journalist -1, Sub Editor-cum-Proof Reader-1, Proof Reader- 1, Librarian- 2, Mishing Journalist- 1	11 nos	UR – 5 OBC/MOBC – 5 ST(P) – 1 for Mishing Journalist. Out of 11 posts 3 Reserved for woman	<p><b>Educational qualification:</b> The minimum educational qualification is a Bachelor's Degree in Arts, Science or Commerce from any recognised University with minimum 6 months Diploma in Computer Applications</p>	P.B. 22000 – 87000 G.P. 9100/-	

				<p>with typing skill in Assamese.</p> <p><b>Other essential qualification:</b> A candidate must be capable of translating any matter from Assamese into English and vice versa in chaste language and must have good command over English language.</p> <p><b>Librarian:</b> <b>Educational qualification:</b> The minimum educational qualification is Bachelor's degree in Library Science or Graduate in any discipline with PG diploma in Library Science from any recognized University.</p> <p><b>Other qualification:</b> Adequate knowledge of latest software packages of computer application in Library Management, DTP and Internet.</p> <p><b>Mishing Journalist:</b> <b>Educational qualifications:</b> The minimum educational qualification is Graduate in Arts/Science /Commerce from any recognized University. Preference will be given to those who passed the Mishing Language Certificate Examination.</p> <p><b>Other qualifications :</b>The candidate must have good knowledge/command over Mishing, Assamese &amp; English language.</p>		
3	Lower Divisional Assistant (HoD)	2 nos	UR – 1 ST(P) - 1	<p><b>Educational qualification:</b> The minimum educational qualification is a Bachelor's Degree in Arts, Science or Commerce from any recognised University with minimum 6 months Diploma in Computer Applications.</p>	P.B. 14000 – 49000 G.P. 6200/-	

				Typing skill in Assamese is preferable.		
4	Lower Divisional Assistant- 3 Despatcher- 2 Clipper -3	8 nos	UR -3 OBC/MOBC – 3 ST(P) – 1 ST(H) – 1 Out of 8 posts 2 Reserved for woman, 1 reserved for PWD (preferably low vision)	<b>Educational qualification:</b> The minimum educational qualification is a Bachelor's Degree in Arts, Science or Commerce from any recognised University with minimum 6 months Diploma in Computer Applications. Typing skill in Assamese is preferable.	P.B. 14000 – 49000 G.P. 6200/-	
5	LDA-cum- Typist (District level)	15 nos.	UR – 6 OBC/MOBC – 9 Out of 15 posts 10 Reserved for woman	<b>Educational qualification:</b> The minimum educational qualification is a Bachelor's Degree in Arts, Science or Commerce from any recognised University with minimum 6 months Diploma in Computer Applications Computer Applications. Typing skill in Assamese is preferable.	P.B. 14000 – 49000 G.P. 6200/-	
6	Junior Photographer	2 nos.	UR – 1 OBC/MOBC - 1	<b>Educational and other qualifications:</b> Candidates should have HSLC passed certificate from any recognised Board. Proficiency in Photography with knowledge and experience of latest technology and computer software packages in digital photography along with its application and management of photo archive etc.	P.B. 14000 – 49000 G.P. 5000/-	
7	Technician	3 nos.	UR -1 OBC/MOBC - 2	<b>Educational qualification:</b> HSLC passed. A certificate from a recognized Technical Institution or practical experience of at least 5 years in a reputed organization in handling	P.B. 14000 – 49000 G.P. 6800/-	

				electronic equipments, repairing and maintenance of Radio sets, T.V., Amplifier, Projector, Generator etc.		
8	Operator	6 nos.	UR – 1 OBC/MOBC – 5 Out of 6 posts 1 reserved for PWD (OH)	<b>Educational qualification:</b> HSLC passed. A certificate from a recognized Technical Institution or practical experience of at least 3 years in a reputed organization in handling electronic equipments, repairing and maintenance of Radio sets, T.V., Amplifier, Projector, Generator etc.	P.B. 14000 – 49000 G.P. 5600/-	
9	Artist	1 no	UR– 1 Reserved for PWD (preferably Hearing Handicapped)	<b>Educational qualifications:</b> Candidates must have passed Degree in Fine Arts from any recognized University with proficiency in Lettering, Press Layouts, Posters, Books, Journals, Designing and putting up of Exhibition etc. Previous experience will be counted as an additional qualification.	P.B. 14000 – 49000 G.P. 7600/-	

## 2. HOW TO APPLY:

CANDIDATES ARE REQUIRED TO APPLY THROUGH ONLINE MODE ONLY, NO OTHER MODE FOR SUBMISSION OF APPLICATION IS ALLOWED.

- a) Instructions for filling up online form will be available in the departments Website <https://dipr.assam.gov.in> Candidates are advised to go carefully through the instructions provided in the above website while filling up forms.
- b) Online form can be filled up w.e.f. 12 noon of November 4, 2018 to 12 midnight of November 24, 2018 only. No application can be filled up after expiry of the given time as the link will be disabled.
- c) Since the applications are submitted online, the question of submission of applications through proper channel in case of the candidates already employed becomes redundant. However, such candidates shall intimate their appropriate appointing authority about submission of application in writing.

### **3. INSTRUCTIONS FOR FILLING UP ONLINE APPLICATION FORM**

- a) Before applying online, candidates are advised to- i) carefully go through the Advertisement. ii) Have a scanned (digital) image of passport size colour photograph with white background and signature in jpeg format not exceeding 50 KB and 15 KB respectively in size.
- b) **Documents/ Testimonials required to be uploaded at the time of filling up online application form are :**
  - i) H.S.L.C. / Admit Card
  - ii) Certificate of Graduation (B.A / B. Sc / B.Com/ equivalent degree)
  - iii) Certificate of Caste from the competent authority in respect of the candidates belonging to ST (P) / ST (H) / SC / OBC & MOBC.
  - iv) Up to date Employment Registration certificate.
  - v) Certificate of Person with Disability issued by the concerned authority.
  - vi) Photographs/Digital signature of the candidate.

All the documents should be self-attested. The size of the scanned documents should be 80 KB to 100 KB.

4. **AGE:** Candidates' age must not be below 21 (twenty one) years and above 44 (forty four) years as on 1.1.2018 as per Govt. OM.No.ABP.6/2016/8, dt. 18.4.2018. The upper age limit is relaxable up to 5 (five) years in case of SC/ST candidates. The minimum age limit for candidates applying for the posts with HSLC examination passed as desired qualification is 18 years. In case of Ex-Serviceman, age limit is relaxable by two years.

The age limit of the candidates will be calculated on the basis of the HSLC/ equivalent examination Admit Card/Certificate issued by a recognized Board and no other document shall be accepted in lieu thereof for the purpose.

5. **WRITTEN TEST AND PRACTICAL TEST:** Candidates will have to appear for a written test and practical test at their own expenses if and when called for. The written test will be of 100 marks and will be completely OMR based.

**Candidates should also note:**

Incomplete and wrongly filled in application form will be summarily rejected and canvassing directly or indirectly will disqualify the candidature.

Detection of any fake documents / false declarations / misrepresentation of facts shall lead to rejection of candidature and will also be penalized as per existing Rules/Law.

The list of candidates whose applications are found valid or rejected after scrutiny will be available in the department's website.

**Sd/-**  
**Director of Information and Public Relations, Assam**  
**Dispur, Guwahati-06**