



**APPLICATION FOR THE POST OF JUNIOR ASSISTANT UNDER THE
COMMISSIONER OF TAXES, GOVERNMENT OF ASSAM, 2019**



1. Name of the Post : _____
2. Applicant's Name in Block Letters : _____
3. Father's Name : _____
3. Mother's Name : _____

Paste your recent
Photograph here

4. Permanent Address :
- Guardian's Name : _____
- House No. : _____
- House/Apartment Name : _____
- Road/Street : _____
- Village/Locality : _____
- Landmark : _____
- Post Office : _____
- Police Station : _____
- Town/City : _____
- PINCODE : _____
- District : _____
- State : _____

5. Present Address :
- Guardian's Name : _____
- House No. : _____
- House/Apartment Name : _____
- Road/Street : _____
- Village/Locality : _____
- Landmark : _____
- Post Office : _____
- Police Station : _____
- Town/City : _____
- PINCODE : _____
- District : _____
- State : _____

6. Gender : Male Female Transgender
7. Are you Resident of Assam? Yes No [Enclose copy of Permanent Residency Certificate OR Aadhaar Card OR Voter ID Card]
8. Category : Gen OBC/MOBC SC ST(P) ST(H) EWS [Economically Weaker Section under General Category]
[Enclose copy of Category Certificate (if applicable). For EWS, enclose certificate in Annexure-I as per Govt. circular No.ABP.07/2019/4 dtd. 10/04/2019]
9. Date of birth :
D D M M Y Y Y Y
10. Age on 1st January, 2019 :
Y Y M M D D
- [Enclose copy of Birth Certificate OR HSLC Admit Card OR HSLC Board Pass Certificate]

11. Place of birth : _____
12. Mobile No. :
13. Alternate Mobile No. :
14. Email address : _____
15. Aadhaar No. / PAN / Voter ID (tick [✓] whichever is applicable) : (Mandatory)
16. Are you Citizen of India? Yes No
17. If 'Yes', how? _____
18. Are you Differently Abled (PH/Divyang)? Yes No [Enclose copy of PH certificate]
19. Religion : _____

20. Educational Qualification:

Degree Examination Passed	Name and Address of Educational Institution/University	Year of passing

21. Present Occupation (if any) : _____
22. Previous Occupation (if any) : _____
23. Employment Exchange Registration No. _____ [Enclose copy of Certificate of Employment Exchange Registration No.]
24. Family Annual Income : _____ [Certificate from Gaon Panchayat/DC/SDO/Circle Officer to be furnished if called for]
25. Are you a temporary or retrenched personnel of a temporary department of the Govt. of Assam? Yes No
26. Are you trained in or a member of the N.C.C. or Territorial Army or Trained Home Guard and Civil Defence volunteer? Yes No
27. Whether there is any Govt/Semi Govt. employee in your family? Yes No
28. If 'Yes', relationship, Name of job, Pay drawn, Place of posting, Permanent/Temporary : _____
_____ [Enclose copy of Certificate of Service/Experience in government Sector etc. (if applicable)]

DECLARATION :

I am a candidate for the post of Junior Assistant and the facts stated above are true to the best of my knowledge and belief. In case any statement made by me in this application form is found to be false or not fulfilling the eligibility criteria laid down in the Advertisement at any stage, my candidature for the post will stand cancelled and I will be liable to any action Govt. of Assam may deem fit and proper.

Date : _____
Place : _____

Candidate's signature

Important information :

1. Last date for submission of filled in Application Form at the drop box at the Office of the Commissioner of Taxes, Kar Bhavan, Ganeshguri, Guwahati is **2nd August, 2019** upto **4 PM**. Applications sent by post must be received on or before the last date and time. Applications received after the last date and time due to any reason like postal delay won't be entertained and such applications shall be rejected..
2. While filling up the Form use capital letters only.
3. Enclose self-attested Photocopies of the following supporting documents.
 - a) HSLC Admit Card / HSLC pass certificate.
 - b) Mark sheet / Certificate of Degree examination.
 - c) Aadhaar card or PAN card or Voter ID Card (*Mandatory*)
 - d) Differently abled (PH/Divyang) certificate from competent authority.
 - e) Caste certificate/EWS certificate issued by the competent authority. (Wherever applicable)
 - f) Permanent resident certificate. (Wherever applicable)
 - g) Up to date Employment Registration Certificate
4. The candidates have to fill up the application form by typing into the fields of the form.
5. Take 2 (two) Printout copies of the completed Application Form, paste your photograph and sign at appropriate places.
6. Two copies of identical coloured photograph, each one of which is to be pasted in the space provided in both copies of the Application Form. One copy of the completed Application Form is to be submitted as described above and the other copy should be preserved for further use. The photograph should show clearly the face of the candidate and should be of white background. Wearing of cap, goggles are not allowed. Scan the photograph and keep safely for online submission later on.
7. Three (3) copies of the same photograph with name of the candidate written on the backside are to be submitted separately along with the Application Form.
- 8. Application submitted without the signature of the applicant in the space provided will not be accepted.**
9. Incomplete Form will be summarily rejected.
10. Regularly visit the Office website www.comtax.assam.gov.in for any update.
11. Candidates who successfully submit their application forms in the drop box at the Office of the Commissioner of Taxes, Kar Bhavan, Ganeshguri, Guwahati or by post on or before the last date of submission of application form will have to fill up an online form which will be made available for a specified period at the same website after the last date of submission of application form, which will be notified later on.
12. Candidates are therefore to keep the extra copy of Printout of the filled in application form and scanned photograph safely for filling up the online form.
13. Candidates may save the filled in Application Form in the computer in pdf format.