

GOVERNMENT OF ASSAM
OFFICE OF THE COMMISSIONER OF TAXES :::: ASSAM :::: KAR BHAWAN
DISPUR ::: GUWAHATI

No. CE-14/2018/55

Dated Guwahati, the 17th July, 2019.

ADVERTISEMENT

Applications in prescribed format are invited from Indian Citizens as defined in Articles 5 to 8 of the Constitution of India for the posts of Junior Assistant in the Office of the Commissioner of Taxes, Assam under Government of Assam in the scale of pay as indicated below and carrying usual allowances as admissible under Rules of the Government of Assam.

1. Name of Post: Junior Assistant.

2. Number of Post: 18 (Eighteen)

Category wise breakup of vacant posts:

Open Category		OBC/MOBC		ST(P)		ST(H)		SC		Total		Physically Handicapped
Total	RFW	Total	RFW	Total	RFW	Total	RFW	Total	RFW	Total	RFW	
9	3	5	2	2	0	1	0	1	0	18	5	1 (hearing impaired)
EWS (out of general category)												
2	1											

3. ESSENTIAL CRITERIA: Candidate must have valid registration in Employment Exchanges in the State of Assam. and shall have PAN or Aadhaar Card or Voter ID Card.

4. SCALE OF PAY: - Rs. 14000/- to Rs. 49000/- PM with Grade Pay of Rs.6200/- PM plus other allowances payable as per Government Rules.

5. AGE: - Age of candidates must not be below 21 (twenty-one) years and above 38 (thirty-eight) years as on 1.1.2019.

The upper age limit is relaxable by -

- (i) 5 years for SC/ST candidates i.e. up to 43 years.
- (ii) 3 years for OBC/MOBC candidates i.e. up to 41 years as per Govt. Notification No. ABP. 6/2016/9 dated Dispur the 25th April 2018.
- (iii) For Persons with Disabilities (PWD) by 10 years irrespective of SC/ST/OBC or General Category of candidates as per Govt. Notification No. ABP 144/95/121 dated Dispur the 28th 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.

6. EDUCATIONAL QUALIFICATION: -

- (i) Graduate in any discipline from a recognized University/Institute.
- (ii) Computer skill for handling data and text such as word processor, speed sheet, presentation Graphics, concept of database, internet, email etc.

7. HOW TO APPLY:

- (a) **Application Form:** Candidates are required to visit the website www.comtax.assam.gov.in, fill up the application form on the computer by typing in it and then take a printout of the typed filled up form and submit duly signed application form with relevant documents by post to the **office of the Commissioner of Taxes, Assam, Kar Bhawan, Dispur, Guwahati-781006** or in the **drop box** placed in the **Office of the**

Commissioner of Taxes, Assam, Kar Bhawan, Dispur, Guwahati-6. Non receipt of application form due to postal delay shall not be entertained and all such late applications shall be rejected.

The application is to be submitted in an envelope, on top of which **“Application for the post of Junior Assistant, 2019”** should be super scribed.

- (b) **Photograph:** One copy of recent coloured photograph shall be attached on the application form and another 3(three) copies of photograph shall be submitted separately. Photograph shall be of white background and without any spectacles.

The candidates who are already employed should submit their application through their employers and such applications should reach within due date.

(c) Self-attested photo copy of documents/ testimonials required to be submitted along with the application form:

- (i) PAN card issued by Income Tax Authority or Aadhaar Card issued by UIDAI Authority or Voter ID Card issued by Electoral Registration Officer.
- (ii) H.S.L.C. Certificate / Admit Card
- (iii) Certificate of Graduation
- (iv) Certificate of Caste from the competent authority in respect of the candidates belonging to ST(P) / ST (H) / SC / OBC & MOBC, wherever applicable.
- (v) Up to date Employment Registration Certificate issued in the State of Assam.
- (vi) Certificate of Person with Disability issued by the concerned authority, if applicable.
- (vii) EWS Certificate in prescribed format from the prescribed authority if applied under EWS category, as per Govt. Memorandum No. ABP.07/2019/4 dated 10th April, 2019.

Last Date for submission of application form: Up to 4 PM of the 2nd August, 2019.

8. Submission of online application:

The candidates who submit their application forms in person or by post within the due date may be asked to re-submit their application **ONLINE** if required. During ONLINE process, applications submitted by any fresh candidates shall be rejected.

9. Selection Process:

The selection process shall be through an OMR based written test of 100 marks in General Knowledge, General English and General Mathematics. Based on performance in the written test, the candidates shall be called for computer skill test of 25 marks in MS-Word, Excel and Power Point in the ratio 1:3. The final selection will be based on merit out of total of 125 marks in respective category. In case of tie of marks out of total 125 marks, the candidate securing higher marks in written test shall be placed higher in merit. In case, the marks obtained in written test are also a tie, then the candidate senior in age shall be placed higher in merit.

10. Candidates should also note:

Incomplete and wrongly filled in application forms 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.



(Anurag Goel, IAS)
Commissioner of Taxes, Assam
Dispur, Guwahati-6