

**GOVERNMENT OF ASSAM**  
**DIRECTORATE OF TEA TRIBES WELFARE**  
**RUP NAGAR, GUWAHATI – 32**  
**(E-mail : [directoratetgtooffice00@gmail.com](mailto:directoratetgtooffice00@gmail.com))**

No. DTGW/ESSTT/1/84/Pt-I/64

Dated Guwahati the 7<sup>th</sup> March, 2019

**Name of Post:**

**Lower Division Assistant (LDA) under Directorate of Tea Tribes Welfare**

**Advertisement:**

Applications are invited from intending eligible candidates who are citizens of India having valid registration number in employment exchange in the State of Assam for filling up of the vacancies as indicated below in the cadre of Lower Division Assistant in the office of the Director of Tea Tribes Welfare, Assam under Assam Service Rules, 1964 (as amended) in the scale of pay of PB-2 Rs. 14,000/- to Rs. 49,000/- p.m. + Grade Pay Rs. 6,200/- p.m. plus other allowances as admissible under rules against sanctioned vacant posts.

**Vacancies** – 7 (seven)

**Reservation of Posts:**

- |                                       |   |  |
|---------------------------------------|---|--|
| 1. Unreserved - 6 Nos.                | } | (1 (one) post will be reserved for person with disability i.e. Blind or Low Vision.) |
| 2. ST (H) - 1 No.                     |   |  |
| 3. Reservation for women – 30%        | } | (In all categories as per existing provisions.)                                      |
| 4. Reservation for Ex-Servicemen – 2% |   |  |

**Application Fees:**

As per Govt. of Assam Notification No. FEG.32/2016/12 dated 21<sup>st</sup> May, 2018; all application fees have been abolished in respect of all Grade III and Grade IV posts.

**Age:**

Applicants must not be less than 18 years and more than 44 years as on 31-03-2019. Age limit is relaxable by 5 (five) years in case of SC/ST/PWD candidates and three years in case of OBC/MOBC candidates. In case of Ex-servicemen, age limit is relaxable by 2 (two) years. The age limit of the candidates will be calculated on the basis of the Matriculation/HSLC Admit Card/Certificate issued by Board/Council recognized by Govt. of Assam. No other document shall be accepted in lieu thereof for the purpose.

**Educational Qualification:**

- a. The applicants must be Graduate in any discipline from a recognized University with minimum 45% marks, 40% for SC/ST/PWD candidates in their degree examinations.
- b. The candidates should have attained the degree or any other qualifications prior to the age of 38 years and not during the relaxation period.

- c. The candidates must possess a Diploma/Certificate in computer proficiency of minimum 6 (six) months from a recognized institute; they must have good working knowledge of office productivity software tools (independent of any operating system, i.e. Ms Windows, Linux, MAC etc.) such as Word Processor, Spread Sheet, presentation graphics, concept of database, internet and email.

**The decision of the Tea Tribes Welfare Department as to the eligibility or otherwise of a candidate for admission to the examination shall be final.**

**Mode of Selection:**

**Phase –I:** The Candidates whose applications are accepted will be required to appear in an objective type written test to be held in the State Head Quarter i.e., Guwahati, Assam on a date and venue to be notified later. The syllabus of the objective Type Written Test will be as follows:-

Sl. No.	Subject	Total Marks	Time
1.	General English including General Knowledge and Quantitative Aptitude	150	90 minutes
2.	Knowledge of Computer (Theory)	50	30 minutes
3.	Language Skills Test in Assamese/Bengali/ Alternative English	50	40 minutes
<b>Total</b>		<b>250</b>	

The candidates belonging to PWD shall be allowed 20 minutes of extra time per hour as applicable for written and other tests.

**Phase – II** Against each vacancy, three candidates will be shortlisted on the basis of the marks obtained in the written test. After the written test, the shortlisted candidates will have to appear in a Computer Practical Test and Precise Writing Test to be held centrally in Guwahati. Total marks for the Computer (Practical) Test will be 50 Marks and Precise Writing Test will be 50 Marks. They will have to bring all the original testimonials i.e. Age proof Certificate, Caste Certificate, Educational Qualification Certificates, Computer Proficiency Certificate, PWD Certificate, etc. for document verification.

There shall no waiting list of selected candidates against the vacancies advertised.

The selected candidates shall have to give an undertaking that they will abide by the new pension rules of the Govt. of Assam. Appointments shall be made after receipt of police verification report and medical fitness certificate.

If the post reserved for PWD i.e., blind or low vision could not be filled up due to non receipt of eligible candidate the post will be carried forward next year and shall not be substituted with other categories of PWD in the current year.

**How to Apply:**

- Candidates are required to upload the supporting documents like Age proof Certificate, Caste Certificate, Educational Qualification Certificates, Computer Proficiency Certificate, PWD Certificate, etc. in the link which will be made available at <https://ttwd.assam.gov.in/>
- Instructions for filling up the prescribed form will be available in the office website: <https://ttwd.assam.gov.in/>

- Before applying, candidates are advised to carefully go through the instructions provided in the above website. Candidates are required to upload a latest Passport size Photograph, photocopy of the Admit Card/Certificate of H.S.L.C. examination, Graduation Certificate, Scanned Signature, Employment Registration Certificate, and Caste Certificate (in case of reserved category candidates), or Disability Certificate (as per the specifications in the RPWD Act 2016, in case of Persons with Disability) issued by competent authority, or Discharge Book No. & Date, place of issue (in case of Ex-servicemen). No other document i.e., hard copy of the documents sent over email, etc. are required to be sent to the Directorate of Tea Tribes Welfare.
- 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 candidate shall intimate their appropriate authorities about submission of application in writing.
- The candidate already employed should note that the prerogative for according permission to appear in Written Examination/join services on being selected by the Director of Tea Tribes Welfare in due course of time shall rest upon the appropriate authority. The Director of Tea Tribes Welfare shall not be anyway responsible/accountable in the event of not according permission to appear in the written examination/join service after selection.
- The online application is open w.e.f. 08/03/2019 to Midnight of 28/03/2019 only. No application will be accepted /entertained after the expiry of the given time.

***CANVASSING DIRECTLY OR INDIRECTLY SHALL DISQUALIFY A CANDIDATE.***

***NO MANUAL APPLICATION FORM WILL BE ACCEPTED.***

**No TA/DA is admissible for appearing in the Written Test/Computer Practical Test.**

Sd/-  
Director,  
Welfare of Tea & Ex-Tea  
Garden Tribes, Assam Guwahati-32

## Instructions for filling the Application Form

Before applying for the post, kindly read through the eligibility criteria specified in the advertisement. Once you meet the eligibility criteria, fill the online application as given in the standardized application form. Below is a set of guidelines you may follow for filling the relevant information against each serial number provided in the standardized application form:

1. Write your full name in block letters as given in your HSLC Certificate.
2. Mention your Date of Birth as given in the HSLC Admit Card, in the order of dd/mm/yyyy.
3. Calculate your Age as on 31<sup>st</sup> of March 2019 and write it in the space provided.
4. Tick the appropriate option 'M' for Male, 'F' for Female, and 'O' for Others.
5. State your religion in the space provided.
6. Tick the appropriate option as given- 'G' for General, 'SC' for Scheduled Castes, 'ST' for Scheduled Tribes, 'OBC' for Other Backward Classes, and 'PWD' for Persons with Disability as per the specifications of the PWD Act 2016. Upload the copy of the certificate, where required.
7. Mention your address for correspondence along with email id and phone number.
8. State your Permanent Address.
9. Mention your father's /Mather's/Husband's/wife's full name.
10. Mention your Place of Birth including Police Station and District.
11. State your citizenship of India and upload a supporting document (Eg. Voter's Id/Passport/Aadhar Card, etc.).
12. State your most recent educational qualification and also the name and full address of the educational institute in which read. Upload mark sheet and pass certificate.
13. Details of qualification(s) since HSLC Examination to be provided. Other qualifications, such as Diplomas, Certificate courses, etc. may be mentioned in the space provided. Please upload supporting documents for each of the mentioned degree(s).
14. If you are currently employed, state the details- job position and office. Kindly upload No Objection Certificates where required.
15. Mention the previous job(s) held, if any.
16. Upload details of your membership in National Cadet Corps of Territorial Army or Trained Home Guards or Civil Defense volunteers, if any.
17. Furnish the Employment Registration Number issued by the Employment Exchange Office.
18. If you have any Govt./Semi-Govt. employee(s) in your family, give particulars of such family member(s), namely, relationship with you, name of the job, pay drawn, place of posting, permanent/temporary.
19. State your family's annual income and upload the income certificate from the Gaon-Panchayat/DC/SDO/Circle Officer.
20. Click the relevant option for the undertaking/agreement.
21. Upload a recent passport size photograph.
22. Upload your signature.