

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

No. SLPRB/REC/ADC & CDD /642/2023/78

dated: 06-10-2023

**ADVERTISEMENT**

**RECRUITMENT FOR 1 POST OF ASSISTANT DEPUTY CONTROLLER, CIVIL DEFENCE (JR.)  
AND 12 POSTS OF CIVIL DEFENCE DEMONSTRATOR / WIRELESS OPERATOR UNDER  
DGCD & CGHG**

In pursuance of ongoing efforts of Government of Assam to fill up vacancies in the Assam Police, DGCD, APRO etc, total number of **5563** posts have been identified to be filled up in the current phase of recruitment.

As a part of this, Applications are invited for filling up **1** post of Assistant Deputy Controller, Civil Defence (Jr.) and **12** posts of Civil Defence Demonstrator / Wireless Operator under DGCD & CGHG in the Pay Scale of Rs. 14000 – 60500/- and Grade Pay as shown against each category of posts plus other Allowances, as admissible under the rules. Applications must be submitted online through the SLPRB website ([www.slprbassam.in](http://www.slprbassam.in)). The online Application will be received with effect from **15-10-2023** and the last date of receiving Application will be **01-11-2023**.

**THERE IS NO APPLICATION FEE.**

**I. DETAILS OF VACANCIES AS PER POST BASED ROSTER**

**1. ASSISTANT DEPUTY CONTROLLER, CIVIL DEFENCE (JR.):**

Grade Pay of **Rs. 8700/-**

**a) Nos. of Post:- 1.** Category wise distribution of 1 post as per Post Based Roster:-

<b>Category</b>	<b>Male</b>	<b>Female</b>	<b>Total</b>
Unreserved	1	0	<b>1</b>

**b) Educational Qualification:-** Minimum Bachelor Degree in Arts, Science or Commerce from a university recognized by the Govt.

**c) Other Qualification:-** i) Pass Certificate of Instructor Course from National Civil Defence College, Nagpur/NDRF Academy, Nagpur) and  
ii) Pass Certificate of Elementary Fire Service Training or any other advance Civil Defence Course from National Civil Defence College, Nagpur or any other institute recognized by the Govt. of India.

**N.B.** The persons having graduate degree but not possessing Certificates mentioned at **Para 1- c (i) & (ii)** above are not eligible to apply.

## **2. CIVIL DEFENCE DEMONSTRATOR/ WIRELESS OPERATOR:**

Grade Pay of **Rs. 5600/-**

**a) Nos. of Posts:- 12.** Category wise distribution of 12 posts as per Post Based Roster :

<b>Category</b>	<b>Male</b>	<b>Female</b>	<b>Total</b>
Unreserved	6	2	8
OBC /MOBC	3	1	4
<b>Total</b>	<b>9</b>	<b>3</b>	<b>12</b>

**Note :- 3%** of total posts within the quota of **OBC/MOBC** Communities will be reserved for the candidates belonging to **Tea Tribes and Adivasi** Communities (Govt. of Assam O.M. No. ABP.98/2023/9 dated 03-10-2023).

**b) Educational Qualification:-** Minimum HSLC Passed from a Board recognized by the Govt.

**c) Other Qualification:-** i) Pass Certificate of Instructor Course from National Civil Defence College, Nagpur/NDRF Academy, Nagpur and  
ii) Pass Certificate of Elementary Fire Service Training or any other advance Civil Defence Course from National Civil Defence College, Nagpur or any other institute recognized by the Govt. of India.

**N.B.** The persons who passed HSLC but not possessing Certificates mentioned at **Para 2- c (i) & (ii)** above are not eligible to apply.

## **II. PHYSICAL FITNESS:-**

- i. Must have sound health both mentally and physically and free from organic defect or bodily infirmity likely to interfere with the efficient performance of duty.
- ii. Must undergo Medical Examination before appointment to the service.
- iii. **Weight:-** Proportionate to height as per Medical Standard.

## **III. ELIGIBILITY CRITERIA:-**

The Candidates must satisfy the following criteria.:-

- a) **Nationality** - Candidates must be Indian Citizen, permanent resident of Assam. Selected Candidates will have to bring proof of residence for verification by the Selection Committee on the date of their Practical Test.
- b) Candidates must register his name with a local Employment Exchange in Assam.
- c) Candidates must speak Assamese or any other State language fluently.
- d) **Age: 21 to 40** years as on **01-01-2023** (i.e. Candidate must be born on or before **01.01.2002** and on or after **01.01.1983**).

**Relaxations** :Upper age limit will be relaxed for:

- (i) 5 (five) years in respect of Candidates belonging to SC, ST (P) and ST (H).
- (ii) 3 (three) years in respect 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 Admit Card / Certificate of HSLC or equivalent examination issued by a recognized education Board. No other documents relating to age such as horoscopes, affidavits, birth extracts from Municipal Corporations, service records and the like will be accepted.

#### **IV. HOW TO APPLY**

Applications must be submitted online through SLPRB website- [www.slprbassam.in](http://www.slprbassam.in). No other forms of Application will be entertained.

Candidates must follow the following steps during submission of online Application:

- ❖ Register in the Portal using a valid mobile number.  
(Note: Candidates are advised to keep the mobile number unchanged until the recruitment process is over)
- ❖ After successful registration Candidates will get a Recruitment ID. Candidature of those Candidates who generate multiple recruitment IDs will be cancelled.

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

#### **a) Passport Size Photograph :-**

Candidates should upload good quality photograph. Poor quality of photograph submitted will lead to rejection of their Application. The Admit card will be printed with the uploaded photograph.

- 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 with a white background.
- iii) The photograph must have been taken after **1<sup>st</sup> January, 2023**.
- 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 eye, nose, cheeks, lips and chin should be clearly visible.
- vi) If the Candidate normally wear spectacles, glare on glasses is not acceptable in the photo. Glare can be avoided with a slight downward tilt of the glasses for the photo shoot.
- vii) The Candidate must not wear spectacles with dark or tinted glasses, only clear glasses are permitted.
- viii) The Candidate should collect the image in a JPEG format and also on a standard 4.5cm x 3.5cm (45mm x 35mm) print. Pixel resolution for JPEG is to be between maximum 640 x 480 (0.3 Mega Pixel) and minimum 320 x 240. The maximum file size is 450 kb (kilo bytes). The Candidates are to brief the studio to provide picture as per above specification.

**b) Signature:-**

- i) The Candidates should put their signature with a black or dark blue ink on a white paper.
- ii) Get the signature digitally photograph / image scanned by a professional photo studio, and get the image cropped by the studio itself.
- iii) Only JPEG image formats 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.

Mobile phone photograph of signature is not acceptable, and can result in disqualification of the Application.

**c) Documents:-**

- i) Certificate for proof of age. (Admit card or Certificate of H.S.L.C. or equivalent examination).
- ii) Certificate of Bachelor degree for Candidates who apply for the posts of Assistant Deputy Controller Civil Defence (Jr.).
- iii) Mark Sheet of Bachelor degree for Candidates who apply for the posts of Assistant Deputy Controller Civil Defence (Jr.).
- iv) HSLC passed Certificate for Candidates who apply for the posts of Civil Defence Demonstrator/Wireless Operator.
- v) Mark Sheet of HSLC for Candidates who apply for the posts of Civil Defence Demonstrator/Wireless Operator.
- vi) Pass Certificate of Instructor Course from National Civil Defence College, Nagpur/ NDRF Academy, Nagpur
- vii) Pass Certificate of Elementary Fire Service Training or any other advance Civil Defence Course from National Civil Defence College, Nagpur or any other institute recognized by the Govt. of India.
- viii) Employment Exchange Registration Card.
- ix) Certificate of Caste from Competent Authority in Assam. **NO CASTE CERTIFICATE ISSUED BY OTHER STATES WILL BE ACCEPTED.**
- x) Domicile Certificate /proof of residence of Assam from Competent Authority.

Candidates having educational qualification of Bachelor degree and above with having required other qualifications as shown at **Para 1- c (i) & (ii)** above may apply for both Assistant Deputy Controller, Civil Defence (Jr.) and Civil Defence Demonstrator/ Wireless Operator. In such case, in the online Application form, the applicant will have to clearly mention his/her preference for the posts of Assistant Deputy Controller, Civil Defence (Jr.) and Civil Defence Demonstrator/ Wireless Operator. However, the final decision regarding allotment of successful Candidates will lie with the Chairman, SLPRB, Assam.

The Candidate will then click on the '**Complete**' button to indicate that they agree to all the entries made in the form. The Candidate can then download the registration / Application slip with ID No.

It is mandatory for the Candidates to mention their full / proper address with pin code, 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.

Candidates will be able to download the Admit Card / Call Letter from the SLPRB website by entering their ID number. The information will be sent through SMS and email to the Candidates on their mobile numbers and email addresses. The SLPRB will not be responsible for any discrepancies that may arise due to entry of wrong mobile number and email address by the Candidate.

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 on the date of Trade Proficiency Test.

Incomplete / defective / invalid Application will be summarily rejected.

#### **V. SELECTION PROCEDURE :-**

Candidates whose Applications are found correct in all respects will be called for Written Tests. The date (s) and venue (s) for the tests will be intimated in due course of time. The Chairman reserves the right to change the venue of the test and no representation etc. will be entertained in this regard.

#### **VI. WRITTEN TEST:-**

##### **a) Assistant Deputy Controller, Civil Defence (Jr.)**

The written test will be on Degree standard subjects of **100** marks and will be completely OMR based. There will be **100** questions and each question will be of **1** (one) mark. There will be negative marking of  $\frac{1}{2}$  mark for each wrong answer. The questions will be set in three parts (i) General English (ii) General Knowledge & Test of reasoning and (iii) Civil Defence Matters. Candidate will use black or dark blue ball pen to answer the OMR based answer sheet. Duration of the test will be of 2 (two) hours.

##### **b) Civil Defence Demonstrator/ Wireless Operator**

The Written test will consist of **100** multiple choice type questions to be answered on an OMR answer sheet. For each correct answer the Candidate will get half mark. Questions will be of the level of class **IX** and **X**. Total marks for the Written Test will be **50**. There will be no negative marking.

The subjects to be covered will be as follows:-

- I. Elementary Arithmetic
- II. General English

- III. Logical reasoning/Mental ability
- IV. Assam's History, Geography, Polity, Economy
- V. General Awareness/General Knowledge and current affairs

The question papers for **Written Exam** will be in the following languages:  
Assamese/ Bodo/ Bengali/English.

#### **VII. NUMBER OF CANDIDATES TO BE CALLED FOR PRACTICAL TEST**

Candidates will be called for the Practical Test in order of merit at the rate of 5 (five) times the number of posts allotted in respect of each category as per vacancies shown in **Para I** above based on the marks scored in the Written Test. If there are Candidates scoring the same marks in Written Test as the last Candidate selected for the Practical Test by the 5 times formula in a particular case, the Candidates scoring the same marks will also be called for the Practical Test, and therefore the number may exceed the 5 times to that extent for that particular case and category only.

#### **VIII. DOCUMENTS TO BE SUBMITTED WHEN APPEARING IN PRACTICAL TEST:**

The Candidate reporting at the venue on the date and time for Practical Test must bring all the documents uploaded during submission of online Application mentioned at **Para IV (c) (i) to (x)** above along with one set of self attested photocopies of the same for verification by the Selection Committee on the date of their Practical Test.

Any incorrect information or document submitted which is not genuine may disqualify a Candidate at any stage and may also render him liable to criminal prosecution. Original documents of a Candidate may be put to check at any later stage of the recruitment process also.

**In case Candidate fails to show original Caste Certificate on the day of TPT, such Candidates shall be treated as GENERAL. No subsequent request will be entertained for change of Caste.**

**No document will be accepted after TPT of a Candidate is completed. All documents uploaded and submitted at the time of TPT should be issued on or before the last date of receiving of online Application.**

If any Candidate fails to produce any original document or doesn't furnish it at the time of document inspection during Practical Test, he/she will not be given any chance of rescheduling the date for submission in future and his /her status will be decided on the basis of the documents submitted on the day of Practical Test.

PLEASE NOTE THAT THERE SHALL BE NO CHANGES MADE ON ANY ENTRIES AFTER SUBMISSION OF DOCUMENTS DURING THE TIME OF TPT AND NO REQUESTS WILL BE ENTERTAINED.

**IX. PRELIMINARY VERIFICATION OF DOCUMENTS :-** All the original documents will be checked before the Candidate is allowed to appear in the Practical Test as per the given eligibility criteria. Candidates who are rejected will be given Rejection Slip specifying the reason of rejection. Submission of any incorrect information or forged document at any stage will lead to disqualification of the Candidate and may also render him 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.

In order to avoid manipulation of documents at later stage, the Chairman or a Member of the Selection Committee shall put his signature on each copy of such document at the time of Practical Test.

**X. SUBJECTS OF THE PRACTICAL TEST FOR THE POSTS WILL BE AS UNDER :-**

**A) Assistant Deputy Controller, Civil Defence (Jr.)**

- i) Search & Rescue Techniques.
- ii) Fire Fighting Techniques.
- iii) Emergency Response.
- iv) First-Aid Techniques.

**B) Civil Defence Demonstrator/ Wireless Operator**

- i) Basic Search & Rescue Techniques
- ii) Basic Fire Fighting Techniques.
- iii) Basic First- Aid Techniques.

N.B. The Practical Test will be conducted within the purview of Civil Defence Instructor Course and Auxiliary Fire Fighting Course for both Assistant Deputy Controller, Civil Defence (Jr.) and Civil Defence Demonstrator/ Wireless Operator.

**XI. FINAL MERIT LISTS**

Final results would be based on the marks obtained as follows:

**(i) Assistant Deputy Controller, Civil Defence (Jr.)**

a) Written Test	-	100 marks
b) <u>Practical Test</u>	-	<u>50 marks</u>

**Total - 150 marks**



(i) **Civil Defence Demonstrator/ Wireless Operator**

a) Written Test	-	50 marks
b) <u>Practical Test</u>	-	<u>50 marks</u>
<b>Total -</b>		<b>100 marks</b>

There will be only ONE merit list for each category as per vacancies shown at **Para I** above for the entire State. Select list will be prepared for the exact number of vacancies to be filled up.

**N.B:** 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 for the posts of Assistant Deputy Controller, Civil Defence (Jr.) and HSLC for the post of Civil Defence Demonstrator/ Wireless Operator .

**XII. GENERAL INSTRUCTIONS TO THE CANDIDATES:**

- i. No T.A/D.A will be admissible to Candidates for the journey and stay during any stage of the recruitment.
- ii. The select lists confer no right to appointment unless the department is satisfied about suitability of the Candidates after a thorough medical examination, checking of essential documents of eligibilities and such enquiry and police verification as may be considered necessary before appointment to the service/posts.
- iii. Candidates have to appear in all the stages of recruitment. If a Candidate is absent from any stage/ event, his/her candidature will be cancelled.
- iv. Candidature will be summarily rejected at any stage of the recruitment process for not conforming to the official format/having incomplete information/wrong information/incomplete requisite Certificate (s)/misrepresentation of facts/ impersonation.
- v. 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.
- vi. On appointment, the Candidates shall be governed by the "Assam Civil Defence (Non Gazetted) Service Rules 1991 & Assam Civil Defence (Non Gazetted) Service (Amendment) Rules 1998."
- vii. Appointed persons shall be entitled to pension benefits as per the pension scheme existing at the time of appointment.
- viii. The Chairman, SLPRB, Assam reserves the right to make changes or cancel or postpone the recruitment process on specific grounds.

- ix. In case of any clarification, the decision of the SLPRB will be final.
- x. The number of posts (vacancies) is subject to change and appointment to such vacancies will be decided by the Competent Authority at the time of appointment, based on merit, category-wise as per the final merit list.
- xi. Selected Candidates shall be required to undergo departmental training as may be prescribed and shall pass the departmental training / examination. Any Candidate who fails to complete the training or is found unsuitable for the job in any manner during the period of probation will be discharged from service.

The period of probation will be for two years.

Provided that the period of probation may for good and sufficient reasons be extended by the Appointing authority for any specified period, not exceeding two years.

Provided further that the period of probation may be curtailed or dispensed with in any case for good and sufficient reasons by the Appointing Authority.

- xii. Fake documents/ false information/ misrepresentation of facts shall lead to rejection when detected at any stage before or after selection/appointment and shall make the Candidate liable to criminal proceeding.
- xiii. The final appointment after selection is subject to satisfactory Police Verification Report, all essential documents of eligibility and Final Medical Examination Report as per existing norms. In case Police Verification Report or Final Medical Examination Report is found unsatisfactory, the candidature of such Candidates will be rejected outright.
- xiv. The rules & regulations, terms & conditions of training and afterwards will be applicable as laid down in the Assam Civil Defence (Non-Gazatted) Service Rules 1991 & Assam Civil Defence (Non-Gazatted) Service (Amendment) Rules 1998.
- xv. Canvassing directly or indirectly shall lead to disqualification of the Candidate.

### **XIII. TRANSPARENT PROCESS:**

- i. Candidates may ensure orderly behavior to help SLPRB in conducting the recruitment in a just, fair and transparent manner.
- ii. Candidate is NOT required, to pay any amount of money at any stage of the recruitment process to SLPRB except for medical investigations, if required in a Govt. Hospital.
- iii. Any complaint about demand for money or other malpractice can be sent through mail to - [slprbassam@gmail.com](mailto:slprbassam@gmail.com)

- iv. Complaints may also be sent by post to the following address- Chairman, State Level Police Recruitment Board, Assam, Madhabdevpur, Rehabari, Guwahati-781008,(Ground Floor of APHC Building).
- v. Anonymous complaints may not be entertained.
- vi. Offering of any inducement 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.

Sd/-  
Chairman  
State Level Police Recruitment Board, Assam  
Rehabari, Guwahati