

Memo: JCK/Adv./2023/

Date: 21.11.2023

**ADVERTISEMENT**

In pursuance of the Directorate of Higher Education, Assam, letter No. ECFNo. 380717 dated 30.10.2023, applications are invited in Standard Form as prescribed in Assam Gazette (Part IX) (also available in college website) along with complete Bio-Data and self-attested copies of all testimonials (3 Sets) from HSLC onwards (mention Mobile No. and email id) for filling up the following vacant Sanctioned Posts of Janata College, Kabuganj, Cachar, Assam:

Sl. No.	Post	Vacancy	Category	Roster Point
1	Grade –III (Junior Asst.)	01	ST (P)	RP-05
2	Grade –IV	01	ST (P)	RP-05
		01	OBC	RP-06

**A. REQUIRED ELIGIBILITY:**

- GRADE–III (JUNIOR ASSISTANT):** Graduate preferably in Commerce with knowledge of book keeping and accountancy from a recognized college/ institute affiliated to a recognized University with a Diploma in Computer Application (DCA).
- GRADE-IV: CLASS VIII Passed.** Maximum qualification is HSSLC or equivalent Examination passed.

**B. OTHER TERMS AND CONDITIONS:**

- The age of the candidate for all the posts should not be more than 40 years as on 01.11.2023.
- Candidate must have Permanent Resident Certificate (PRC) and proficiency in local language.
- In-Service Candidates must apply through proper channel with NOC from the concerned authority.
- Applications accompanied with a non-refundable Demand Draft of Rs. 500/- (Rupees five hundred) only drawn in favor of Principal, Janata College, Kabuganj, payable at State Bank of India, Kabuganj Branch, (IFSC: SBIN0009402) should reach the undersigned within 15 (Fifteen) days from the date of publication of the advertisement. No excuse of Postal delay, etc. shall be entertained.

**C. DATE OF INTERVIEW:** The date and time of the Written Test/Computer Test/Interview will be uploaded in the College website i.e. [www.janatacollege.in](http://www.janatacollege.in) in due course.

**D. IMPORTANT NOTES:** No TA/DA will be provided to the candidates appearing for the interview. Incomplete/defective applications will not be accepted.



(DR. DEBASISH PAUL)  
Principal/Secretary

Principal/Secretary

STANDARD FORM OF APPLICATION

PHOTO

To,  
 The .....  
 Name of the Post .....  
 Department/Office .....

1. Name in Full (Block letter) : .....
2. Present Address : ..... Vill/Town.....
3. Permanent Address : ..... Vill/Town.....
4. Father's Name & Address : .....
5. Place of birth including Police Station and District & P.O : .....
6. Are you a citizen of india and if so how? (Copy of citizenship certificate should be enclosed where necessary ) : .....
7. Educational qualification and also the name and full address : .....
8. Other Qualifications : .....
9. Community : .....
- (a) State your religion : .....
- (b) Are you a member of Schedule Caste/Schedule Tribe : .....
- (Answer 'Yes' or 'No') If 'Yes' give particulars supported by a certificate copy of which should be enclosed.
10. Age on the 1<sup>st</sup> January 20.... (According to H.S.L.C certificate copy of which should be enclosed) : .....
11. Present occupation (if any) : .....
12. Previous appointment held (if any) : .....
13. Are you a temporary or retrenched personal of Temporary Departmental of the Govt. of Assam (Answer 'Yes' or 'No') State particulars : .....
14. Are you trained in or a member of the National Cade Crops of Territorial Army or trained Home Guards and Civil Defence Volunteers, if so give particulars. : .....
15. Employment Registration No. : .....
16. Whether there is any Govt./Semi Govt. Employees in your family if any, Particulars of such family member like relationship, name of the job, pay drawn, place of posting, permanent /Temporary etc. should be furnished. : .....
17. Family's income certificate from the Gaon Panchayat /DC/SDO/Circle Officer to be furnished : .....
18. Examination Centre : .....

I am a candidate for the post ..... and the stated above are true to the best of my knowledge and behalf. In case of any false statement, I am liable to any action the Government deem fit and proper.

A Demand Draft of Rs ..... with DD no ..... is attached herewith.

19. To be filled in by Candidate  
 Date: .....  
 Place: .....

Signature of Candidate

## BIO DATA

Affix Passport  
Size Photo

Name :  
Father's Name :  
Mobile :  
Email id :  
Date of Birth :  
Marital Status :  
Religion :  
Languages Known :  
Educational Background :

Qualification	Name of the University	Year of Passing	Total % Marks
10 <sup>th</sup>			
Intermediate			
Under Graduation			
Post Graduation			

Work Experience :

Organization	Designation	Job Period		Responsibilities
		From	To	

Address :

Place:

Date:

Signature.