

Assam Tea Employees Provident Fund Organisation (ATEPFO)

ADVERTISEMENT

Online Applications are invited from intending eligible Indian Citizens having Registration Number in Employment Exchange in the state of Assam for filling up vacancies as indicated below in the cadre of Junior Assistant in the ATEPFO Head Office and different districts in Assam in the scale of pay of PB-2, Rs.14000-49000 with GP-6200 plus other allowances as admissible under rules.

1. Name of the Post : Junior Assistant  
2. Number of Post : 25 (Twenty Five)

Open Category		Reserved for OBC/ MOBC		Reserved for SC		Reserved for ST(P)		Reserved for ST(H)		Reserved for EWS		Reserved for PWD		Grand Total	
Total	RFW	Total	RFW	Total	RFW	Total	RFW	Total	RFW	Total	RFW	Total	RFW	Total	RFW
10	03	07	02	02	01	02	01	01	0	02	01	01	0	25	08

*Reservation of posts: As per Government rules and Board of Trustees norms.*

3. Educational Qualification:

- i) The applicants must be Graduate in any discipline from a recognized University.
- ii) The candidates must possess a minimum 6 (six) months Diploma/Certificate in computer proficiency from a recognized institute such as Word Processor, Spread Sheet, presentation graphics, concept of database, internet, email and computer typing in English/Assamese language.

4. Age: The candidate should not be less than 21 years and more than 38 years of age as on 01.06.2021. The upper age limit is relaxable as follows:

- i) 3 years for OBC/MOBC candidates i.e. upto 41 years.
- ii) 5 years for SC/ST candidates i.e. upto 43 years.
- iii) 10 years for PWD candidates irrespective of ST/SC/OBC/MOBC and General Category of candidates.

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 thereof for the purpose.

5. Mode of Selection:

**Stage-I:** The candidates whose applications are accepted will be required to appear in an objective type test (Multiple Choice Questions 100 marks) to be held in **FIVE ZONES** of Assam – (Dibrugarh, Jorhat, Tezpur, Silchar and Guwahati) on a date to be notified later on.

**Syllabus for Stage I include:**

- i) General studies including current affairs, national and international – 60 marks.
- ii) General English – 20 marks.
- iii) Arithmetic – 20 marks.

**Stage-II:** Against each vacancy, five candidates would be shortlisted for Stage II on the basis of the marks obtained in Stage I. The shortlisted candidates will have to appear in the following tests in Stage-II:

- a) Computer test (English and Assamese typing). – 20 marks.
- b) Writing ability test in English. Writing ability tests shall include drafting, precis writing, comprehension, essay, etc. – 30 marks.

**Combined marks of Stage I (Objective Type Test) and Stage II (Computer Test and Writing ability test in English) secured by a candidate will be the determining factor for selection to the post of Junior Assistant.**

**6. How to Apply:**

- **CANDIDATES ARE REQUIRED TO APPLY IN PRESCRIBED FORM THROUGH ONLINE MODE ONLY. NO OTHER MODE FOR SUBMISSION OF APPLICATION IS ALLOWED.**
  - Instructions for filling up prescribed online form will be available in the website:  
**[www.atepforecruitment.in](http://www.atepforecruitment.in)**
  - Before applying online, candidates are advised to carefully go through the instructions provided in the above website.
  - Candidates are required to scan and upload:
    - i) Latest passport size photograph.
    - ii) Admit Card/ Certificate of H.S.L.C. examination (in support of Age proof).
    - iii) Graduation Degree passed Certificate and Marksheet.
    - iv) Scanned Signature.
    - v) Caste Certificate (in case of reserved category candidates).
    - vi) Employment Exchange Registration Certificate.
    - vii) Computer Diploma/Certificate.
    - viii) Disability Certificate (in case of PWD category candidates) issued by competent authority.
    - ix) Income and Assets Certificate of the family issued by the officer not below the rank of Circle Officer as per provision of para 5 of O.M.ABP.07 /2019/4, dated 10-04-2019 (in case of EWS candidates).
- Specimen copy is available in the website: **[www.atepforecruitment.in](http://www.atepforecruitment.in)**

**Note:** No other document i.e. the hard copy of the online application form, registration slips etc. are required to be sent to the ATEPFO.

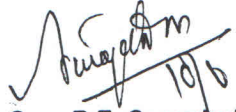
- Since the applications are submitted online, the question of submission of applications through proper channel in case of the candidates already employed becomes redundant. However, such candidate shall intimate their appropriate appointing authorities about submission of application in writing.
- The candidates already employed should note that the prerogative for according permission to appear in Stage I and Stage II Test/ join services on being selected by the ATEPFO in due course of time shall rest upon the appropriate authority. The ATEPFO shall not be anyway responsible/ accountable in the event of not according permission to appear in the Stage I and Stage II test/ join service after selection.

**7. Application Fees:** Rs.300/- Only (Rs.200/- Only for ST/SC). For Persons with Disability (PWD), application fee is NIL.

**8. Date of application:**

- **ONLINE FORM MAY BE FILLED-UP W.E.F. 15<sup>th</sup> JULY 2021 TO MIDNIGHT OF 14<sup>th</sup> AUGUST 2021 ONLY.**
- **THE LINK WILL BE DISABLED AFTER EXPIRY OF THE SPECIFIED TIME.**

All fields of the Online Application Form are mandatory. Incomplete Application will be summarily rejected. No TA/DA shall be admissible for attending the test/viva-voce. Canvassing directly or indirectly will disqualify a candidate.

  
Secretary-Cum-P.F. Commissioner  
Board of Trustees  
A.T.E.P.F.O.  
Nidhi Bhawan, Lalmati, NH-37  
Basistha, Guwahati-781029.