

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

No. SLPRB/REC/ADC & CDD /2020/68

dated: 17-03-2020

ADVERTISEMENT

RECRUITMENT OF ASSISTANT DEPUTY CONTROLLER, CIVIL DEFENCE (JR.) AND CIVIL DEFENCE DEMONSTRATOR / WIRELESS OPERATOR / PBX OPERATOR IN OFFICE OF THE CONTROLLER OF CIVIL DEFENCE OF DARRANG, GOLAGHAT, KARBI ANGLONG & KOKRAJHAR DISTRICTS UNDER DIRECTOR GENERAL OF CIVIL DEFENCE & COMMANDANT GENERAL OF HOME GUARDS, ASSAM

Recruitment rallies will be conducted in Assam for selection of candidates for appointment against the following number of vacant posts of Assistant Deputy Controller, Civil Defence (Jr.) and Civil Defence Demonstrator/ Wireless Operator/ PBX Operator in office of the Controller of Civil Defence of Darrang, Golaghat, Karbi Anglong & Kokrajhar districts in the Pay Scale Rs. 14000-49,000/ (Pay Band II), with Grade pay as mentioned against each category of post and other admissible allowances. The date and venue of Written Test will be intimated in due course of time by email, SMS and various other means and through SLPRB website (www.slprbassam.in). Only online applications will be received with effect from **20-03-2020**. The last date for receipt of applications will be **08-04-2020**. There will be no application fee.

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

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

a) Nos. of Posts:- 6. Category wise distribution of 6 posts as per Post Based Roster:-

| Category | Male | Female | Total |
|--------------|------|--------|-------|
| Unreserved | 3 | 1 | 4 |
| OBC /MOBC | 1 | | 1 |
| SC | 1 | | 1 |
| Total | 5 | 1 | 6 |

- Though no post is reserved for ST(P) & ST(H), however, ST(P) & ST(H) candidates may also appear and will be considered for unreserved posts on merit.

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.

- d) 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.

e) Weight:- Proportionate to height as per Medical Standard.

2. CIVIL DEFENCE DEMONSTRATOR/ WIRELESS OPERATOR/ PBX OPERATOR:

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

a) Nos. of Posts:- 28. Category wise distribution of 28 posts as per Post Based Roster :

| Category | Male | Female | Total |
|--------------|------|--------|-------|
| Unreserved | 10 | 5 | 15 |
| OBC /MOBC | 6 | 2 | 8 |
| SC | 1 | | 1 |
| ST(P) | 2 | 1 | 3 |
| ST(H) | 1 | | 1 |
| Total | 20 | 8 | 28 |

- Though no post is reserved for SC & ST(H) female candidates, however, SC & ST (H) female candidates may also appear and will be considered for unreserved posts on merit.
- There will be 10% reservation for Economically Weaker Section (EWS). This will be applicable for those candidates who are not covered under the scheme of reservation for SCs, STs and OBCs.

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.

- d) 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.

e) Weight:- Proportionate to height as per Medical Standard.

3. OTHER ELIGIBILITY CRITERIA FOR BOTH ASSISTANT DEPUTY CONTROLLER, CIVIL DEFENCE (JR.) AND CIVIL DEFENCE DEMONSTRATOR / WIRELESS OPERATOR / PBX OPERATOR :

In order to appear in the Recruitment Tests candidates must satisfy the following criteria :-

- a) **Nationality** - Candidates must be Indian citizens, ordinarily resident of Assam.
- b) **Age**: 18 to 38 years as on 1st January of 2020 (i.e. the candidate must be born on or before 01.01.2002 and on or after 01.01.1982).

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.

Note: The date of birth accepted by the SLPRB will be as per admit card / certificate of matriculation or an equivalent examination issued by a recognized Board. No other document relating to age such as horoscope, affidavit, birth extract from Municipal Corporation, Health Department, Service Record etc. will be accepted.

4. HOW TO APPLY:

Applications must be submitted online through SLPRB website (www.slprbassam.in). **All Candidates will have to appear in the Written Test only from the district under which their permanent Residential address falls in case held district wise. However, the written tests may be held range wise/ centrally at Guwahati or other place (s) depending on availability of number of candidates or as per convenience of SLPRB.**

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/ PBX 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/ PBX Operator.

Candidates will be required to upload scanned copies of the following documents as mentioned at Para 4 (a) to 4 (d) :

a) Passport Size Photograph :-

Please pay attention to upload good quality photograph. Poor quality of photograph submitted will lead to rejection of 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 in a white background.
- iii) The photograph must have been taken after 1st January, 2020.
- 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 eyes, nose, cheeks, lips and chin should be clearly visible.
- vi) If someone normally wear spectacles, glare on glasses is not acceptable in his / her photo. Glare can be avoided with a slight downward tilt of the glasses for the photo shoot.
- vii) Candidate must not wear spectacles with dark or tinted glasses, only clear glasses are permitted.

- viii) Ask the photo studio to provide the image in a JPEG format and also on a standard 4.5cm x 3.5 cm (45mm x 35mm) print.
- ix) Maximum pixel resolution for JPEG: 640 x 480 (0.3 Mega Pixel) (Ask your studio to reduce it to this resolution if it is higher).
- x) Minimum pixel resolution for JPEG: 320 x 240.
- xi) The maximum file size is 450 kb (kilo bytes).
- xii) For candidates own benefit it may be prudent not to intentionally change his / her facial features or hair style as in the photograph until the day of the examination.

b) Thumb Impression:- The candidate will have to take his / her left thumb impression on a white piece of paper, neatly, without any smudges and scan a copy and upload it in the slot provided. Dimension of thumb impression image should be 3.5cm (width) x 1.5cm (height) only.

Candidates should make sure that their uploaded thumb impression is clear. 100 kb is the maximum size.

c) Signature :-

- i) Please put 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.
- viii) Mobile phone photograph of signature is not acceptable, and can result in disqualification of the application.

d) Documents :-

- i) Admit card / certificate of HSLC or equivalent examination for proof of Age.
- ii) Marks sheet of Bachelor degree or HSLC as applicable
- iii) Pass Certificate of Instructor Course from National Civil Defence College, Nagpur/ NDRF Academy, Nagpur
- iv) 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.
- v) Caste Certificate.

vi) EWS certificate from Competent Authority.

The benefit of reservation under EWS can be availed upon production of an income and asset certificate issued by the Circle Officer or Circle Officer (A) of the revenue Circle where the candidate and/or his family normally resides. The income and asset certificate issued by any one of the following authorities in prescribed format as given in Annexure- I (uploaded in SLPRB website) shall only be accepted as proof of candidate's claim as belonging to EWS.

vii) Character Certificate :

- a) Certificate from the Principal / Academic Officer of the University / College or School in which he / she studied last.
- b) Certificate from two respectable persons who are well acquainted with (but not related to) the candidate .

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

It is mandatory for the candidates to mention individual mobile phone number and a valid email address in the application form as the same will be required to inform the applicants regarding the status of their applications and convey other related information.

5. CANDIDATES SHOULD ALSO FOLLOW THE FOLLOWING INSTRUCTIONS WHILE

APPLYING:

- i) **The email address and mobile phone number should be specific to each candidate.**
- ii) Document mentioned in Para 4 (d) (i) to (vii) testimonials are to be uploaded with the application form. Any incorrect information or documents submitted which are 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.
- iii) Incomplete/ defective/ invalid application will be summarily rejected.

6. SELECTION PROCEDURE :-

Candidates whose applications are found correct in all respects will be called for a written test which will be conducted in all the District Headquarters or Range wise or at Guwahati depending upon the number of candidates. The candidates will have to appear for the Written Test in the district of his/ her permanent residential address/Range or at the centre allotted to him / her by

SLPRB. The Chairman reserves the right to change the venue of the test and no representation etc. will be entertained in this regard. Before entering the examination center, biometrics of each candidate will be done.

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 ½ 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/ PBX Operator

The written test will be on HSLC 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 ½ 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.

The Biometrics of all candidates will be taken before the conduct of Written Test and the same will be matched / validated on the day of written examination before allowing the candidates to enter the venue.

7. PRACTICAL TEST :- MARKS- 50

Candidates numbering only 5 times the number of posts in respect of each category i.e. (Unreserved, OBC/MOBC & SC) for both male and female for the posts of Assistant Deputy Controller, Civil Defence (Jr.) & (Unreserved, OBC/MOBC, SC, ST-P & ST-H & EWS) for both male and female for the posts of Civil Defence Demonstrator/ Wireless Operator/ PBX Operator as shown in **Para 1 (a)** & **Para 2 (a)** above respectively will be called for Practical 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. A list will be published in the SLPRB website as well as in leading dailies of Assam

➤ **Testimonials / Documents to be submitted when appearing in Practical Test:** The candidates should bring a set of attested photocopies along with the originals of the following documents on the date of Practical Test.

- i) Admit card / certificate of HSLC or equivalent examination for proof of Age.
- ii) Marks sheet of Bachelor degree or HSLC as applicable
- iii) Pass Certificate of Instructor Course from National Civil Defence College, Nagpur/ NDRF Academy, Nagpur
- iv) 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.
- v) Caste Certificate.
- vi) EWS Certificate issued by Competent Authority, if any.
- vii) Character Certificate :
 - a) Certificate from the Principal / Academic Officer of the University / College or School in which he / she studied last.
 - b) Certificate from two respectable persons who are well acquainted with (but not related to) the candidate .

7. 1. SCRUTINY OF DOCUMENTS & BIOMETRIC VALIDATION :- The biometrics of the candidates taken at the time of written test will be validated / matched. Call letters and the identity of the candidates will be checked before the qualified candidates are allowed to appear in the Practical Test as per the given eligibility criteria.

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/ PBX 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/ PBX Operator.

8. FINAL RESULTS :

The Final Merit Lists will be prepared for both the posts of Assistant Deputy Controller, Civil Defence (Jr.) and Civil Defence Demonstrator/ Wireless Operator/ PBX Operator based on marks obtained on the following phases of recruitment process :-

| | | |
|-------------------|---|-------------------|
| 1) Written Exam | - | 100 marks |
| 2) Practical Test | - | <u>50 marks</u> |
| Total - | | 150 marks. |

9. SELECT LISTS:

- i)** State Merit lists will be prepared as per vacancies for each category (Unreserved/ OBC/MOBC & SC) for both male and female for the posts of Assistant Deputy Controller, Civil Defence (Jr.) as shown in **Para 1 (a)** above. **There will be no waiting list.**
- ii)** State Merit lists will be prepared as per vacancies for each category (Unreserved/ OBC/MOBC, SC, ST-P, ST-H & EWS) for both male and female for the posts of Civil Defence Demonstrator/ Wireless Operator/ PBX Operator as shown in **Para 2 (a)** above. **There will be no waiting list.**

N.B:

- (i) 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/ PBX Operator respectively .
- (ii) In case, posts reserved for EWS are not filled up by candidates belonging to EWS category due to shortage of the eligible candidates, the posts will be filled up from the candidates of unreserved category.

10. GENERAL INSTRUCTIONS:

- 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. 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."
- vi. Selected Candidates will be governed by New Pension Rules of the Govt. The selected candidates will be required to give an undertaking as per Finance (B) Department Memo No. BW.3/2003/Pt-II/1, dated 25-01-2005.
- vii. 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.

- viii. 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.
- ix. 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.
- x. 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.

- xi. The vacancies shown in the advertisement are subject to changes at the time of final selection/appointment.
- xii. Canvassing directly or indirectly shall lead to disqualification of the candidate.
- xiii. The appointing authorities should, in the offer of appointment to the candidates claiming to be belonging to EWS, include the following clause:-

"The appointment is provisional and is subject to the Income and Asset Certificate being verified through the proper channels and if the verification reveals that the claim to belong to EWS is fake/false the services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the Indian Penal Code for production of fake/false certificate."

11. TRANSPARENT PROCESS:

- 1) Candidates and the general public are requested to help SLPRB in conducting the recruitment in just, fair and transparent manner.
- 2) A candidate is NOT required, to pay any amount of money at any stage of the recruitment process except for medical investigations, if required in the Govt. hospital as per rules.
- 3) Any complaint about demand for money or other malpractice can be registered at the web link provided for the purpose, or sent complaint to – www.slprbassam.in
- 4) The identity of the complainant will be kept confidential.
- 5) Complaints may also be sent by post to the following address:-

Chairman
State Level Police Recruitment Board, Assam
Rehabari, Guwahati-781008
- 6) Anonymous complaints may not be entertained.
- 7) Offering of bribe 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-781008