



অসম চাহ শ্ৰমিক-কৰ্মচাৰী ভৱিষ্যনিধি সংগঠন

“নিধি ভৱন”, বশিষ্ঠ, লালমাটি, গুৱাহাটী-৭৮১০২৯

ASSAM TEA EMPLOYEES PROVIDENT FUND ORGANIZATION
(Formerly known as The Assam Tea Plantations Provident Fund & Pension Fund Scheme & D.L.I. Scheme)
“Nidhi Bhawan” Basistha, Lalmati, Guwahati - 781029

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Applications are invited from the citizens of India as defined in the Article 5 to 8 of the Constitution of India in the prescribe Standard Form of application available in Part IX of the Assam Gazette for filling up the following posts in Head Office and different Districts in Assam as detailed below:

Sl	Name of the Post	No. of post	Educational Qualification	Pay structure
1	Assistant Fund Control Officer	13 (Thirteen) posts	Graduate in any Stream with 50% Marks in aggregate	Pay Band = PB-3 Rs.22,000 to 87,000 + Grade pay 9,700/- plus other allowances.
2	Junior Assistant	20 (Twenty) posts	Graduate in any Stream with Diploma/Certificate in computer skills with MS Office (MS Word, MS Excel, MS Power Point etc). and knowledge in computer typing in Assamese language.	Pay band = PB-2 Rs. 14,000 to 49,000 + Grade pay 6,200/- plus other allowances.

2. Reservation: As per Govt. rules & Board of Trustees norms.

3. Age: The candidates should not be less than 21 years of age and not more than 38 years of age as on 01.01.2019. The upper age limit is relaxable by-

- 5 years for SC/ST candidates i.e. upto 43 years.
- 3 years for OBC/MOBC candidates i.e. upto 41 years.
- For person with Disabilities (PWD) by 10 years irrespective of SC/ST/OBC and General Category of candidates.

The age limit of the candidates will be calculated on the basis of Matriculation/HSLC Admit Card/ Certificate issued by a recognized Board/ Council and no other document shall be accepted in lieu of the mentioned documents.

Selection Procedure:

(a) ASSISTANT FUND CONTROL OFFICER:

Screening test: 150 Marks

Written test (200 marks) + Viva voce (50 Marks)

Stage 1: Screening test: Multiple choice question (150 marks)

Stage 2: Written test: Descriptive Type (200 marks)

Subject to be included in tests:

- General studies including current affairs, national and international
- General English
- Arithmetic

Stage 3: Viva voce (50 marks)

Combined marks of written and test and viva voce secured by a candidate will be determining factor for his selection to the post of Assistant Fund Control Officer.

(b) JUNIOR ASSISTANT:

Stage 1: Written test - 150 marks

Multiple choice question (100 marks) + Descriptive type (50 Marks) = 150 marks

Subject to be included in test:

- General studies including current affairs, national and international
- General English
- Arithmetic

Stage 2: Computer test (20 Marks) + Viva voce (40 marks) = 60 marks

Combined marks of written test, Computer test and viva voce secured by a candidate will be determining factor for his selection to the post of Junior Assistant.

5. Essential criteria:

Candidates must have registration in Employment Exchange in the State of Assam. (Attach self attested valid supporting documents)

6. How to apply:

- Candidates shall have to apply separately for each post. The candidates should enclose the following along with the filed in Standard Form (attach self attested copies of certificates).
 - Duly signed 3 (three) copies of recent passport size photograph (one pasted & stapled).
 - Certificate in support of age.
 - Degree passed mark sheet and certificate.
 - Certificate in support of knowledge of Computer typing for the post of Junior Assistant.
 - Caste certificate if any.
 - Bank draft drawn on SBI and payable at Dispur favouring Secretary-Cum-P.F. Commissioner, Board of Trustees, for Rs.300/- (Rs.200/- for ST/SC) for the post of AFCO and Rs.200/- (Rs.100/- for ST/SC) for the post of Junior Assistant. For person with disabilities, the application fee is nil.
 - One self addressed envelope (size 10"X 4") pasted with Rs. 5/-postal stamp.
 - Employment Exchange Registration Number.
- The name of the post applied for should be clearly written in “**bold letters**” in the Envelope containing the application form and it should be addressed to the Secretary-Cum-P.F. Commissioner, A.T.E.P.F. Organization, Basistha, Lalmati, Guwahati-781029. Applicants who are already employed should submit their application through proper channel, so as to reach the undersigned within the last date of receipt of application.

7. Last Date of Application: Application should reach the undersigned on or before 30.04.2019 applications submitted/Received after last date will be rejected.

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. The time & place for preliminary, written test & viva-voce will be notified later on.

Sd/- Secretary-Cum-P.F. Commissioner
Board of Trustees
A.T.E.P.F.O.

Nidhi Bhawan, Lalmati, NH-37
Basistha, Guwahati-781029.