

GOVERNMENT OF ASSAM
POLITICAL (B) DEPARTMENT :: DISPUR :: GUWAHATI

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No.PLB.60/2020/342

Dated Dispur, the 16 March, 2022

From : Shri K.K. Sharma, ACS
Joint Secretary to the Govt. of Assam
Home & Political Department

To : The Members (All)
Foreigner's Tribunal, Assam

Sub : Instruction/Guidelines regarding filling up of vacant fixed pay of Data Entry Operator, Copyists, Peon & Chowkidar

Ref : This Department's letter No PLB. 60/2020/310 dated 24th December, 2021

Madam/Sir,

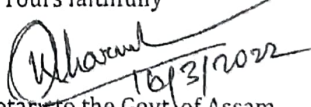
With reference to the above, I am directed to enclose herewith the following instructions/guidelines for filling up of vacant fixed pay posts of Data Entry Operator, Copyists, Peon & Chowkidar in Foreigner's Tribunal offices through "Walk in Interview".

This is for favour of your kind information & necessary action.

Enclosed: A copy of guideline

OK

Yours faithfully

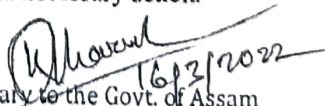

Joint Secretary to the Govt. of Assam
Home & Political Department

No.PLB.60/2020/342-A

Dated Dispur, the 16 March, 2022

Copy to:

All Deputy Commissioners, Assam for information and necessary action.


Joint Secretary to the Govt. of Assam
Home & Political Department

Instruction/Guidelines regarding filling up of vacant "fixed pay" posts of Data Entry Operator, Copyists, Peon & Chowkidar in the Foreigner's Tribunals in Assam

- 1) The Walk-in-Interview will be conducted by a Selection Board consisting of (i) the respective Member, Foreigner's Tribunal, (ii) One Addl. District Magistrate to be nominated by the District Magistrate of the concerned district and (iii) District Information Officer of NIC of the concerned district.
- 2) The candidate must be an Indian citizen.
- 3) The minimum qualification of candidates applying for the post of Data Entry Operators and Copyist is Higher Secondary (10+2) passed.
- 4) Candidates must have undergone a Computer Diploma/Certificate Course of minimum 6(six) month's duration from any Govt. recognised institution.
- 5) For the post of copyist, a Handwriting test, in both English and Assamese and Bengali (wherever applicable), should be conducted. A typing test may be taken involving NIC.
- 6) The minimum qualification of candidates applying for the post of Peon or Chowkidar is 8th standard passed.
- 7) Recruitment process of Peon & Chowkidar should be done through Personal Interview.
- 8) Salary of Data Entry Operator is fixed at Rs.10,000/- per month and that of Copyist, Peon & Chowkidars is fixed at Rs. 9,000/- per month.
- 9) Preference should be given to those candidates who share their home district/local address with the Foreigners Tribunals Office where applied for.
- 10) Candidates applying for these temporary posts should have Registration in Employment Exchange.
- 11) Candidates working in any organization/office but also applying for these temporary posts, then such candidates shall have to furnish an NOC from the organization/office where he/she is presently working.
- 12) The selected candidates against these temporary posts may be terminated on grounds of non-performance or indiscipline conduct at any time without any prior notice.
- 13) The posts are purely temporary in nature and for fixed time and subject to approval of Ministry of Home Affairs, Govt. of India from time to time. This fact is to be mentioned clearly in the advertisement.
- 14) The age limits for these posts will be as per existing Government policy with allowed relaxation in upper age limit for OBC/SC/ST.
- 15) The candidates selected against these posts shall have no claim for appointment against any permanent Government posts.

**VACANCY STATUS IN RESPECT OF CONTRACTUAL (FIXED PAY) POSTS IN 100
FOREIGNERS' TRIBUNALS**

Sl. No.	Name of Tribunal	Data Entry Operator	Copyist	Office Peon	Chawkidar	Total
1	Baksa	1	0	0	0	1
2	Barpeta 9th	0	0	0	1	1
3	Bajali	1	0	0	0	1
4	Silchar 3rd	1	0	0	0	1
5	Silchar 4th	1	0	0	0	1
6	Silchar 5th	1	1	0	1	3
7	Mangaldoi 4th	1	1	0	0	2
8	Mangaldoi 5th	1	1	0	0	2
9	Dhemaji 2nd	0	0	1	0	1
10	Dhemaji 3rd	2	1	0	0	3
11	South Salmara	1	0	0	1	2
12	Dhubri 4th	1	1	0	0	2
13	Dhubri 5th	1	1	0	0	2
14	Dhubri 6th	1	0	0	0	1
15	Dhubri 9th	0	1	1	1	3
16	Dhubri 10th	0	0	0	1	1
17	Dibrugarh 2nd	1	0	1	1	3
18	Dima Hasao	1	0	1	0	2
19	Goalpara 4th	1	0	0	0	1
20	Goalpara 7th	1	1	0	0	2
21	Goalpara 8th	0	1	0	0	1
22	Kamrup (M) 2nd	1	0	0	0	1
23	Kamrup (M) 3rd	2	0	0	1	3
24	Kamrup (M) 4th	1	1	0	0	2
25	Kamrup (M) 5th	1	1	0	1	3
26	Kamrup (R) 2nd	1	0	0	0	1
27	Kamrup (R) 5th	1	0	0	0	1
28	Morigaon 3rd	1	1	0	0	2
29	Morigaon 4th	1	0	0	0	1
30	Morigaon 5th	1	0	0	0	1
31	Nagaon 4th	1	0	0	0	1
32	Nagaon 5th	0	1	1	0	2
33	Hojai 2nd	2	0	0	0	2
34	Nagaon 6th	1	0	1	0	2
35	Nagaon 8th	1	0	1	0	2
36	Hojai 3rd	0	1	0	0	1
37	Biswanath 2nd	1	1	1	0	3
38	Tezpur 6th	0	1	0	0	1
39	Tezpur 8th	0	0	0	1	1
40	Chirang	1	0	0	0	1
41	Goalpara 2nd	2	0			2
42	Hojai 1st	1	0			1
43	Karimganj 1st	2	0			2
44	Karimganj 2nd	1	1			2
45	Kokrajhar	1	0			1
46	Morigaon 1st	1	0			1
47	Morigaon 2nd	1	0			1
48	Tezpur 1st	2	0			2
49	Tezpur 2nd	1	0			1
50	Dibrugarh 1st	1	0			1
51	Kamrup 1st	0	1			1
Total		47	18	8	9	82