

GOVT. OF ASSAM
OFFICE OF THE DEPUTY COMMISSIONER, GOALPARA
(RKG BRANCH)

ADVERTISEMENT

Dated Goalpara the 15th Nov'2019.

A Walk-in-interview will be held on **26-11-2019** from 11:00 AM to 3:00 PM at Conference Hall, D.C. Office Goalpara for engagement of 01(One) Data Entry Operator in each Circle Office for data entry/ re-entry/data conversion off all textual records including mutation records and other land attributed data for a period of 3(three) months w.e.f. **1/12/2019 to 29/02/2020** under Goalpara District. The intending candidates having the following requisite qualifications may appear before the Selection Committee with all required testimonials in original.

(A) Qualification Criteria: -

Minimum HSSLC passed with 6 (Six) months Diploma in Computer Application with proficiency in MS-Office and Assamese Typing.

(Candidates with experience in Land Records Computerization/Dharitree will be given preference).

(B) Age: - The candidate should have completed 21 years as on 1st January'2018 and shall not be more than 40 years on that day.

(C) Period of Engagement:- The engagement will be for a period of 3 (Three) months only.

(D) Remuneration: Rs. 6,000/- (Six thousand) per month.

(E) Duties and Responsibilities:-

To assist Circle Officer in data entry works.

(F) Required Testimonials (in original):-

- (1) Birth Certificate/ HSLC Admit card or Certificate as proof of date of birth.
- (2) Educational certificates.
- (3) Experience certificate. (If any)
- (4) Diploma in Computer application.

(G) Selection Process:- Walk-in-interview/Proficiency in Computer Test will be taken by the Selection Committee.


(I) Note


- (1) The intending candidates has to report first at the **PFC** counter in the O/o Deputy Commissioner, Goalpara and fill up a form giving all details within 9:30 AM to 11:00 AM.
- (2) The candidates will then be called for interview in serial order by the selection team.
- (3) If necessary, practical test in a computer may also be taken by the Selection committee.
- (4) Candidates will have to appear for interview/ computer skill test at their own expenses and no TA/DA will paid for that purpose.

Memo No. GRK. 19/2019/ 6 - A

Copy to:-

1. The Director of Land Records and Surveys etc., Assam, Rupnagar, Guwahati-32 for information
2. The Joint Secretary to the Govt. of Assam Revenue & D.M. Department, Dispur, Guwahati-06 for information.
3. The Addl. Deputy Commissioner, (Rev) for information and necessary action.
4. The Circle Officers (All) for wide publicity in notice board.
5. The District Employment Officer, Goalpara for information.
6. The Finance and Account Officer, D.C.'s Office Goalpara for information.
7. The DIPRO, Goalpara for wide publicity. The same shall be published in at least 02 newspapers (1 English and 1 Local) for wide publicity.
8. The District Informatics Officer, NIC, Goalpara for information. He will upload the advertisement in District website & FB page.
9. Notice Board.


Deputy Commissioner,
Goalpara
Dated Goalpara the 15th Nov'2019.


Deputy Commissioner,
Goalpara



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NOTIFICATION

In pursuance of the letter No. DLR/LR-48/2017/32, dtd 4th Nov'2019 communicated by the Nodal Officer, ALMIS cum Addl. Director of Land Records, Assam a Selection Committee is constituted with the following members for Walk-in interview to be held for selection of Data Entry Operators under Digital India Land Record Modernization Programme (DILRMP) in Circle Offices.

- | | |
|--------------------------------|--------------------|
| 1. Deputy Commissioner, | - Chairman |
| 2. ADC (Revenue), | - Member Secretary |
| 3. DIO, NIC | - Member |
| 4. District Employment Officer | - Member |
| 5. Concerned Circle Officer | - Member |

The interview will be held on **26-11-2019** at **11:00 AM** and the Selection Committee will recommend the names of the candidates for engagement of Data Entry Operators in Circle Offices as per guidelines.



Deputy Commissioner,
Goalpara

Dated Goalpara the 15th Nov'2019.

Memo No. GRK. 19/2019/ 5

Copy to:-

1. The Joint Secretary to the Govt. of Assam Revenue & D.M. Department, Dispur, Guwahati-06 for information.
2. The Director of Land Records and Surveys etc., Assam, Rupnagar, Guwahati-32 for information.
3. All concerned member with a copy of the Govt. letter referred to above.


Deputy Commissioner,
Goalpara