



POLLUTION CONTROL BOARD, ASSAM
BAMUNIMAIDAM :: GUWAHATI-21

No. WB/G-1620/2019-20/250

Dated Guwahati, the 08th September, 2020

ADVERTISEMENT

RECRUITMENT FOR 05 POSTS OF ASSISTANT ENGINEER (AE), 03 POSTS OF JUNIOR ACCOUNTANT (JA) & 06 POSTS OF ADMINISTRATIVE ASSISTANT- II (AA - II) UNDER POLLUTION CONTROL BOARD, ASSAM

Applications are invited from eligible candidates for filling up the following posts under Pollution Control Board, Assam. Applications must be submitted online through the website (www.pcbassam.org) and will be received with effect from **13.09.2020, 12:00PM** onwards. The last date of receiving application will be **till midnight of 02.10.2020**.

I. THE POSTWISE VACANCIES WITH PAY SCALE AND GRADE PAY AS ADMISSIBLE UNDER RULES ARE GIVEN BELOW:

Name of Posts	Number of Vacancies	Pay Scale & Grade Pay per month under Pay Band 2
Assistant Engineer (AE)	05	Rs.30,000 - Rs.1,10,000 + Grade Pay Rs.12,700
Junior Accountant (JA)	03	Rs.14,000- Rs.49,000 + Grade Pay Rs.7,600
Administrative Assistant – II (AA - II)	06	Rs.14,000- Rs.49,000 + Grade Pay Rs.7,600

** Other allowances as admissible under the Rules will be additional.

II. CATEGORYWISE DISTRIBUTION OF POSTS AS PER POST BASED ROSTER ARE AS UNDER:

Sl. No.	Name of Posts	No. of Posts	Category Wise Post Distribution					
			UR	OBC/ MOBC	SC	ST (H)	ST (P)	EWS
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
1.	Assistant Engineer (AE)	05(2)	04	NIL	NIL	NIL	NIL	01
2.	Junior Accountant (JA)	03(1)	NIL	01	01	01	NIL	NIL
3.	Administrative Assistant-II (AA - II)	06(2)	NIL	04	01	NIL	01	NIL

- The no. of posts showed in brackets under column no.3 are reserved for women.
- Where there is no post reserved for any category, the candidate may apply and will be considered for Unreserved category of the post.
- Candidates need not to apply separately for multiple posts. Only one application will be accepted by each candidate against multiple posts, where they can provide their post preferences.

III. CATEGORYWISE APPLICATION FEES TO BE PAID FOR THE POSTS:

Sl. No.	Category	Fees Per Post
1.	Unreserved/EWS	Rs. 500/-
2.	OBC/MOBC	Rs. 250/-
3.	SC	Rs. 250/-
4.	ST (H)	Rs. 250/-
5.	ST (P)	Rs. 250/-

- **If a candidate applies for more than one post, his/her application fees will be the sum of all the selected posts as per his/her category.**

IV. ELIGIBILITY CRITERIA:

The candidate must satisfy the following criteria.

- Nationality:** Candidates must be Indian Citizen, permanent resident of Assam.
- Age:** Candidate should not be more than 38 years and less than 18 years of age as on 1st January, 2020 (Candidate must be born on or before 01-01-2002 and on or after 01-01-1982) subject to Govt. notification from time to time.

Relaxation: Upper age limit is relaxable subject to Govt. notification from time to time as under:

- 05 (five) years in case of candidates belonging to SC, ST (P) & ST (H).
- 03 (three) years in case of candidates belonging to OBC/MOBC.

The age 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 of the mentioned documents.

c) **Educational Qualification:**

- Assistant Engineer (AE):** BE, BTech/AMIE in Chemical/Civil/Environmental Engineering from a Government recognized University / Institute.
- Junior Accountant (JA):** B. Com/ BBA from a recognized University with minimum 6 Months Certificate/Diploma in Computer Applications.
- Administrative Assistant – II (AA - II):** Graduate in Any Discipline with minimum 6 Months Certificate/Diploma in Computer Applications.

IV. HOW TO APPLY

The Candidates having the required essential qualification for the posts as mentioned above may apply for the posts by submitting their first preference, second preference, etc.

Candidates will be required to upload scanned copies of the following: -

a) **Passport size Photograph: -**

Please pay attention to upload good quality photograph. Poor quality of photograph uploaded

will lead to rejection of your application. The admit card will be printed with the photograph you uploaded.

- i) The photograph must be in color 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 or a very light 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, cheek, lip and chin should be clearly visible.
- vi) If you normally wear spectacles, glare on glasses is not acceptable in your photo. Glare can be avoided with a slight downward tilt of the glasses for the photo shoot.
- vii) You must not wear spectacles with dark or tinted glasses, only clear glasses are permitted.
- viii) Ask your photo studio to provide the image in a JPEG format and also on a standard 4.5 cm x 3.5 cm (45 mm x 35 mm) 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 your own benefit it may be prudent not to intentionally change your facial features or hair style from what is seen in the photograph until the day of the exam.

b) Signature: -

- i.) Please put your signature with a black or dark blue ink on a white paper.
- ii.) Get the signature digitally photographed / image scanned by a professional photo studio, and get the image cropped by the studio itself.
- iii.) Only JPEG image format 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.

c) Self attested Documents: -

- i) Certificate of proof of Age (Admit card of HSLC or equivalent examination).
- ii) Certificate/Mark sheet of all examinations from HSLC onwards up to the level of qualifying examination.
- iii) Minimum 6 (Six) months basic computer certificate/diploma course for the post of Junior Accountant and Administrative Assistant-II.
- iv) Certificate of Caste.

- v) Permanent Resident Certificate or Voter-ID Card.
- vi) EWS Certificate (Wherever necessary).

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 their full/proper address with PIN Code, a valid email address and mobile phone number in the application form as the same will be required to inform them regarding the status of their applications and convey other related information.

A candidate whose application is found to be in order will be called for written examination. Candidates will be able to download the Admit Card / Call Letter from the website. The information will be uploaded in the website. The department will not be responsible for any discrepancies that may arise due to entry of wrong mobile number and email address by the candidate.

Incomplete / defective / invalid application will be summarily rejected.

The candidates who are employees of Govt. / PSUs / Autonomous bodies must obtain necessary permission in writing from the Competent Authority / Employer and a copy of the same must be produced during scrutiny of documents at the time of Personal Interview/Viva-voce test.

All candidates, whether in Government Service or in Government owned undertaking or other similar organizations/Corporations/boards/ or in private employment may intimate their controlling authority instead of routing it through them. However, the fact of the endorsement by the controlling officer may be duly intimated to the Board by the candidate. In cases where the applicant wants to move through proper channel as per terms of advertisement or subsequent announcements, the applications must be received before the last date of submission of the applications.

The Board shall in no way be responsible if any candidate is:

- i) Not allowed to sit in the examination by his/her concerned employing authority/department or
- ii) Not released to join by his/her concerned employing authority/department.

V. SELECTION PROCEDURE: -

There will be two phases of Tests (i) Written Test and (ii) Personal Interview / Viva-voce for all the above-mentioned posts

Candidates whose applications are found correct in all respects will be called for a Written Test i.e. FIRST PHASE TEST which will be conducted in convenient venue(s) depending upon the number of candidates. The candidates will have to appear for the Written Test in the venue mentioned in his/her Admit Card.

Candidates who are qualified in the FIRST PHASE TEST will be called for the SECOND PHASE VIVA-VOICE/PERSONAL INTERVIEW which will be conducted in Kamrup(M), on the basis of merit, in **1:8** ratio.

There will be only ONE merit list for each cadre of posts category wise i.e. Unreserved, OBC/MOBC, SC, ST(P), ST(H), EWS separately as per vacancies for different posts.

N.B:

- (i) In case of a tie in marks, the candidate older in age will be placed at higher position in the merit list.
- (ii) In case of candidates having same date of birth and have obtained equal marks, the candidate scoring higher marks in the minimum required qualifying examination for the particular post will be placed at higher position in the merit list.

VI. GENERAL INSTRUCTIONS TO THE CANDIDATES: -

- (i) Canvassing directly or indirectly shall render such candidates unfit for the post.
- (ii) No TA / DA will be admissible to candidates for the journey and stay at any stage of the recruitment process.
- (iii) The selection list confers no right to appointment unless the department is satisfied about suitability of the candidate after a thorough medical examination and verification of all essential documents for eligibility as may be considered necessary before appointment to the service / post.
- (iv) Candidates have to appear in all the stages of recruitment. If a candidate is absent from any stage his / her candidature will be cancelled.
- (v) Candidature will be summarily rejected at any stage of the recruitment process, if found not conforming to the official format/having incomplete information/wrong information/ incomplete requisite certificate (s)/misrepresentation of facts impersonation.
- (vi) The select list will remain valid for appointment from date of announcement of the result for one year or till the date of next advertisement of similar post whichever is earlier.
- (vii) The Member Secretary, PCB, Assam reserves the right to make changes or cancel or postpone the recruitment process on specific grounds.
- (viii) Fake documents / false information/misrepresentation of facts shall lead to rejection if detected at any stage before/after appointment and shall make the candidate liable to criminal proceeding as per existing law.
- (ix) Offering of bribe or any favour by a candidate or by any individual on behalf of any candidate is a criminal offence. Such an activity shall result in immediate disqualification of the candidature of that particular candidate.
- (x) Candidates should mention their full/proper address with PIN Code.
- (xi) In case of any confusion, the decision of the PCB, Assam will be final.
- (xii) The number of vacancies is subject to change and appointment to such vacancies will be decided by the Competent Authority at the time of appointment, based on merit, category wise as per the final merit list.
- (xiii) The final appointment after selection is subject to satisfactory Police Verification Report 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.
- (xiv) The Rules & Regulations, terms & conditions of the Board will be applicable.

VII. TRANSPARENT PROCESS:

- 1) Complaints may be sent by email at helpdesk.pcbrect@gmail.com
- 2) The identity of the complainant shall be kept confidential.
- 3) Anonymous complaints may not be entertained.

Sd/-
Member Secretary
Pollution Control Board, Assam
Bamunimaidam, Guwahati-781021