Memo No. FTM4th/2026/112

ADVERTISEMENT

(Recruitment to the Post of Data Entry Operator)

Applications in Standard Form (Assam Gazette Part-IX), along with prescribed supporting documents are invited from intending eligible Indian citizens for filling up 1 (one) vacant post of Data Entry Operator (DEO) on purely contractual basis in the office of the Member, Foreigners Tribunal No. 4, Morigaon, in pursuance of Govt. of Assam, Home & Political Department, Political (B) Branch Letter No. PLB.60/2020/342 dated 16.03.2022.

Sl. No.	Name of Post	No. of Vacancy	Fixed Pay	Minimum Eligibility	Date & Time of Interview/Test & Venue
1	Data Entry Operator	1 (One)	Rs. 10,000/- per Month (Fixed)	Higher Secondary (10+2) passed in any stream with minimum 6 (six) months Diploma/ Certificate in Computer Application from any Govt. recognized Institution and having good working knowledge of office software tools.	**15.12.2026 from 10 a.m** Office of the Member, Foreigners Tribunal No. 4, Morigaon, Ward No. 5, Gohaingaon, Morigaon- 782105

Terms & Conditions:

1. The candidate must be a citizen of India.
2. Candidates shall submit a duly filled Standard Form (Assam Gazette Part-IX) along with self-attested copies of educational qualification certificates/mark sheets, Computer Diploma/Certificate Course certificate (minimum 6 months), age proof, address proof, valid Employment Exchange Registration Certificate and experience certificate, if any within the stipulated time.
3. The Application must reach the office of the undersigned on or before **07.12.2026 upto 12:00 Noon,** at the address mentioned above. Applications received within the stipulated period shall be scrutinised, and a list of eligible candidates shortlisted for appearing in the Computer Proficiency Test and Interview (Viva-Voce) shall be published on the Notice Board of this office. Incomplete applications or applications without the prescribed supporting documents are liable to be rejected. Original certificates/documents must be produced at the time of document verification and shall be returned after verification.
4. Two (2) recent passport-size colour photographs, duly signed on the reverse side, along with a valid mobile number and e-mail ID, must be furnished with the application.
5. Candidates presently working in any organisation/office must furnish a No Objection Certificate (NOC) from their present employer/organisation.
6. Candidates must possess valid Employment Exchange Registration. Preference shall be given to candidates who share their home district/local address with the Foreigners Tribunal office where applied for.
7. The age limit shall be as per the existing Government policy, with admissible relaxation in the upper age limit for OBC/MOBC and SC/ST candidates, as applicable.
8. The selection process shall consist of a Computer Proficiency Test and an Interview (Viva-Voce). The candidate securing the highest aggregate marks shall be recommended for selection against the single vacant post.
9. Only shortlisted candidates shall be allowed to appear in the Computer Proficiency Test and Interview (Viva-Voce). The date of the selection process is scheduled for **15.12.2026**. Candidates must report at the venue on the date and time specified in this advertisement. Late reporting may result in non-acceptance of candidature.
10. The post is purely temporary contractual in nature, on fixed pay of Rs. 10,000/- per month, for a fixed period and subject to approval of the Ministry of Home Affairs, Government of India, from time to time. The selected candidate shall have no claim for regularization or appointment against any permanent Government post.
11. The services of the selected candidate may be terminated at any time on grounds of non-performance or indiscipline, without prior notice.
12. No TA/DA or official accommodation shall be provided to candidates for attending the recruitment process.
13. Canvassing, directly or indirectly, shall lead to rejection of candidature.
14. The undersigned reserves the right to cancel or modify the recruitment process/advertisement, alter any terms and conditions of the advertisement at any stage in accordance with applicable instructions, without assigning any reason thereof.

Sd/- Member,
Foreigners Tribunal No. 4,
Morigaon, Assam.

DIPR/D/AT/2045/19-Nov-26

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