

**GOVERNMENT OF ASSAM
TRANSPORT DEPARTMENT:::DISPUR
OFFICE MEMORANDUM**

No.TMV.54/2012/Pt/Vol-II/850

Dated Dispur the 15th October 2020.



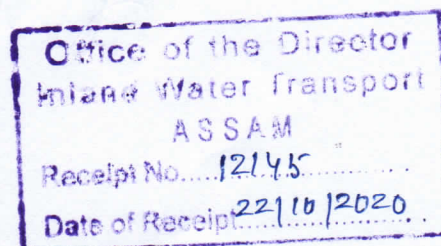
Sub: Assam Right to Public Service Act,2012 for Issuance Certificate of Competency.

In pursuance of the Government's decision for formulation as well framing of the **Assam Right to Public Service Act,2012**, the following order comes into the force with immediate effect in exercise of power conferred under section 4 of the **Assam Right to Public Service Act,2012(Assam Act No IX of 2012)** and shall remain in force until further order. This order shall valid for **Issuance of Certificate of Competency**.

- a. This order shall guide the citizen's charter to know their rights about the procedural system for obtaining **Certificate of Competency** from the **O/o Director IWT**.
- b. This order shall apply for knowing details procedure /information regarding the **Issuance of Certificate of Competency** for those who become eligible to obtain the above certificate.
- c. In this order the following term is used in the sense explained herein below:-
"Notified Public Service":- The term notified public service means the prescribed services to be provided by the department concerned such as (1) **Issuance of Certificate of Competency**.

(1) **About Service in brief:-**"**Certificate of Competency**" is being carried out and delivered through the O/o Director IWT. The process includes written & Viva-Voce/Interview in two phases. The final merit list is made based on total marks secured by the candidate in the written test and the viva-voce/ interview. Candidates who obtain at least 40% marks in total are eligible for obtaining the "Certificate of Competency".

(2) **Eligibility criteria to obtain the service for citizens:** - Any candidate who desire to appear before the Examination board must apply on Form A (manually) to the Director, IWT along with examination fees, mandatory supporting documents and his service/ experience certificates issued by the respective authorities,as per the Inland Vessel Act, 1917.



(3) Procedure to obtain service -step by step procedure:

Step	Work	Estimated Timeline
1	Application form (Form A) may be downloaded from the Director, IWT, Assam's website http://iwtdirectorate.assam.gov.in ii. Applicant has to prepare a list showing documents & DD of Rs. 100/ submitted along with the application enclosed with signature. iii. Applicant has to fill the form (Form A) in all aspects. Applicant writes the name of the Examination/Category applied for in "BOLD LETTERS" in the Envelope containing the application form & inserts the DD along with all the supporting documents in the envelope. iv. The applicant then submits their application in a sealed envelope and send "through post" only and addressed to the Director, Inland Water Transport, Assam, Ulubari, Guwahati-781007 & ensures that it reach to the concerned office before the last date.	45 days (Without any Objection)
2	Work Verification of documents to be carried out by the Dealing Asstt, reviewed by River Surveyor and approved/signed by Director in the office of IWT Directorate if pleased	
3	The candidates whose applications are accepted will be required to appear in a Viva-voce/Interview and Phase II-Practical test. <input type="checkbox"/> The viva-voce held and Practical test will be held on the same day at the IWT, Assam premise. <input type="checkbox"/> The candidates who qualify in the Viva Voice examination are eligible for appearing in the practical test. <input type="checkbox"/> The final merit is made based on total marks secured by the candidate in the viva-voce interview and Practical test. Candidates who obtain at least 40% marks in total will be eligible for obtaining the "Certificate of Competency". The eligible Applicant receives the original copy of the "Certificate of Competency" issued from IWT Directorate, Assam	

(4) **Prescribed application forms:** Annexure - A (Form A as per the Inland Vessel Act, 1917 from Inland Water Transport Directorate.)

(5) **List of documents to be enclosed with the application forms:-**

- Duly filled up application Form No. A [**Mandatory**]

- Original copy of the Demand Draft (DD) of Rs. 100/- drawn in favour of "Director, IWT, Assam" [**Mandatory**].
 - Address Proof of applicant – Passport, Bank Passbook, Voter ID, Electricity Bill, Aadhaar, Driving License, etc. [**Mandatory**]
 - ID Proof of applicant – PAN, Voter ID, Bank Passbook, Driving License, Passport, etc. [**Mandatory**]
 - Age Proof Certificate issued by a recognized Board/ Council or Birth Certificate issued by Government. [**Mandatory**]
 - Class IX (minimum) passing certificate or higher qualifications. [**Mandatory**]
 - Sea service certificate (minimum 3 years' service) should be on original letter head containing valid E-mail and phone number of the company and duly stamped. [**Mandatory**]
 - Certificate of Fitness and Eye sight test from registered Government Doctor. [**Mandatory**]
- (6) **Name of Service& Issuing authority:** Certificate of Competency signed by Examiner and countersigned by the Director, IWT.
- (7) **Designated Public Servant:** River Surveyor, IWT, Directorate
- (8) **Appellate Authority :** Director, IWT, Assam
- Stipulated time limit for disposal by Appellate authority:** 30 days

This supersedes earlier O.M No. TMV.54/2012/Pt/Vol-II /837 dated 13-08-2020.

Sd/- Shri P.R. Khaund, ACS
Secretary to the Govt. of Assam
Transport Department

Memo No. TMV.54/2012/Pt/Vol-II/850-A
2020. Copy Forwarded to:-

Dated Dispur the 15th October,

- ✓ 1. The Director, Inland Water Transport, Ulubari, Guwahati-7 for information
2. The Director, Directorate of Information Technology, Electronics and Communication, Assam Secretariate Complex, Dispur, Guwahati-6 for information
3. The Additional Secretary to the Govt. of Assam. Administrative Reforms & Training Department, Dispur Guwahati-6 for information.
4. The State Project Director, ARIAS Society, G.S. Road, Khanapara, Guwahati-22, Assam for information.
5. The Deputy Commissioner Kamrup(M)/Kamrup/Dibrugarh /Jorhat/Majuli/Cachar/Goalpara/Bongaigaon for information.
6. The Executive Engineer, Inland Water Transport, Guwahati Division for information.
7. The Executive Engineer, Inland Water Transport, Dibrugarh Division for information.
8. The Executive Engineer, Inland Water Transport, Silchar Division for information.

By Order etc.

Joint Secretary to the Govt. of Assam
Transport Department