GOVERNMENT OF ASSAM
TRANSPORT DEPARTMENT:::DISPUR

OFFICE MEMORANDUM

No.TMV.54/2012/Pt/Vol-II/837 Dated Dispur the 13th August, 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.	
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 ofIWT Directorate if pleased	
3	The candidates whose applications are accepted will be required to appear in a written test & Phase II - Viva-voce/Interview. □ The Written test and viva-voce held on the same day at the Directorate of IWT, Assam premise. □ The candidates who obtain at least 40% marks in the written examination are eligible for appearing in the viva-voce. □ The final merit 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 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	**45days (Without any Objection)**

(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) 0f 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.

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

Memo No.TMV.54/2012/Pt/Vol-II/837-A Dated Dispur the 13th August, 2020.

Copy Forwarded to:-

1. The Director, Inland Water Transport, Ulubari, Guwahati-7 for information
2. The Director, Directoate 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