

**GOVERNMENT OF ASSAM
SECRETARIAT ADMINISTRATION (ESTT.) DEPARTMENT
DISPUR :: GUWAHATI**

No. S(E)71/2014/163

Dated Dispur the, 21st August, 2017

ADVERTISEMENT

Online applications are invited from the intending eligible candidates who are citizens of India having registration no. in employment exchange in the state of Assam for filling up of the vacancies as indicated below in the cadre of Junior Administrative Assistant in the Assam Secretariat (Now Janata Bhawan) under Assam Secretariat Subordinate Service Rules, 1963 (as amended) in the scale of pay of Pay of PB-2 Rs.14,000-Rs.49,000 p.m.+ Grade Pay Rs.8700 p.m. plus other allowances as admissible under Rules.

Vacancies – 174 nos.

Reservation of posts :

1. UR - 100 Nos.
2. ST (P) - 17 Nos.
3. ST (H) - 05 Nos.
4. SC - 06 Nos.
5. OBC/MOBC - 44 Nos.
6. Person with Disability – 02 Nos.
7. Reservation for women – 30%
8. Reservation for Ex-servicemen – 2% } In all categories as per existing provision. .

Application Fees :

1. For General candidate – Rs.250/- (Rupees two hundred fifty) only.
2. For SC/ST/OBC – Rs.150/- (Rupees one hundred fifty) only.
3. Candidates having BPL certificate - Nil

Fees should be deposited only through Treasury Challan in the Head of Account “0070-Other Administrative Services-60-Other Services-800-Other receipts”.

Age :

The candidate should not be less than 18 years and more than 43 years of age as on 01.01.2017. The upper age limit is relaxable by 5 years for SC/ST candidates. In case of Ex-servicemen, age limit is relaxable by two years. The age limit of the candidates will be calculated on the basis of the Matriculation/ HSLC Admit Card/ Certificate issued by a recognized Board/Council. No other document shall be accepted in lieu thereof for the purpose.

Educational Qualification :

- a. The applicants must be Graduate in any discipline from a recognized University with minimum 45% marks, 40 % for SC/ST candidates in their degree examination.
- b. The candidates must possess a minimum 6 (six) months Diploma/Certificate in computer proficiency from a recognized institute. They must have good working knowledge of office productivity software tools (independent of any operating system, i.e. MS Windows, Linux, MAC etc.) such as Word Processor, Spread Sheet, presentation graphics, concept of database, internet and email.

The decision of the Secretariat Administration (Estt.) Department as to the eligibility or otherwise of a candidate for admission to the examination shall be final.

Mode of Selection :

Phase-I : The candidates whose applications are accepted will be required to appear in an objective type written test to be held in the District Head Quarters of Assam on a date to be notified later on. The syllabus of the objective Type Written Test will be as follows :

Sl. No.	Subject	Total Marks
1	General English including General Knowledge and Quantitative Aptitude	150
2.	Knowledge of Computer(Theory)	50
3.	Language Skills Test in Assamese/Bengali/Bodo/ Alternative English	50
Total		250

Phase-II : Against each vacancy, three candidates will be short listed on the basis of the marks obtained in the written test. After the written test, the short listed candidates will have to appear in a Computer Practical Test and Precis Writing test to be held centrally in Guwahati. Total marks for the Computer (Practical) Test will be 50 Marks and Precis Writing Test will be 50 Marks. They will have to bring all the original testimonials i.e. Age proof Certificate, Caste Certificate, Educational Qualification Certificate , Computer Proficiency Certificate etc alongwith Original Treasury Challan for document verification.

How to Apply :

- ➔ **CANDIDATES ARE REQUIRED TO APPLY IN PRESCRIBED FORM THROUGH ONLINE MODE ONLY. NO OTHER MODE FOR SUBMISSION OF APPLICATION IS ALLOWED.**
- ➔ **THOSE WHO APPLIED IN 2014 W.R.T. THE ADVERTISEMENT NO.S(E).71/2014/54, DATED 29TH SEPTEMBER, 2014 MAY ALSO APPLY ONLINE.**
- ➔ Instructions for filling up prescribed online form will be available in [website-
www.recruitmentaim.in](http://www.recruitmentaim.in)
- ➔ Before applying online, candidates are advised to carefully go through the instructions provided in the above website. Candidates are required to upload a latest passport size photograph, photocopy of the Admit Card/Certificate of H.S.L.C. examination, Graduation Certificate, Scanned Signature, Employment Registration Certificate, Caste Certificate (in case of reserved category candidates) , Disability Certificate (in case of PwD) issued by competent authority, Discharge Book No. & Date, place of issue (in respect of Ex-Servicemen) and Original copy of Treasury Challan and copy of BPL Certificate in case of candidates of BPL families. No other document i.e. the hard copy of the online application form registration slip etc. are required to be sent to the Secretariat Administration (Estt.) Deptt.

- Since the application are submitted online, the question of submission of applications through proper channel in case of the candidates already employed becomes redundant. However such candidate shall intimate their appropriate appointing authorities about submission of application in writing.
 - The candidates already employed should note that the prerogative for according permission to appear in Written Examination/join services on being selected by the Secretariat Administration(Estt.) Department in due course of time shall rest upon the appropriate authority. The Secretariat Administration (Estt.) Department shall not be anyway responsible/accountable in the event of not according permission to appear in the written examination/join service after selection.
- **ONLINE FORM MAY BE FILLED-UP W.E.F. 26-08-2017 TO MIDNIGHT OF 24-09-2017 ONLY. NO APPLICATION WILL BE FILLED UP AFTER EXPIRY OF THE GIVEN TIME AS THE LINK WILL BE DISABLED.**

CANVASSING DIRECTLY OR INDIRECTLY SHALL DISQUALIFY A CANDIDATE.

NO MANUAL APPLICATION FORM WILL BE ACCEPTED .

No TADA is admissible for appearing in the Written Test/Computer Practical Test.

Sd/- Ahmed Hussain, IAS,
Commissioner & Secretary to the Govt. of Assam
Secretariat Administration Department

Memo No. S(E)71/2014/163-A

Dated Dispur the 21st August, 2017

Copy to :

1. The P.S. To Principal Secretary to the Hon'ble Chief Minister, Assam.
2. The S.O. to Chief Secretary, Assam.
3. The P.S. to Commissioner & Secretary, Secretariat Administration Department, Dispur, Assam.
4. The Director, Information and Public Relations, Assam, Dispur, Guwahati-6, He is requested to take immediate necessary action for publishing of this advertisement in local daily Assamese, Bengali and English news papers. Further, he is requested to forward one copy of each of such advertisement to this Department for record.
5. The Director, Employment & Craftsmen Training, Assam, Guwahati for circulation of the advertisement through Employment Exchanges in Assam.
6. The Managing Director, AMTRON, Bamunimaidam, Guwahati-21. He is also requested to upload this advertisement in the Govt. website at the earliest.
7. The State Informatics Officer, NIC, Assam State Unit, Dispur, Guwahati-6 for information and necessary action. He is requested to link the website www.recruitmentaim.in with Secretariat Administration Department's website "www.sad.assam.gov.in" and Govt. of Assam website "www.assam.gov.in"
8. The Director, Assam Institute of Management (AIM) , Pachim Boragaon, Guwahati-35 for information and necessary action as per the schedule given in the advertisement.
9. The Content Manager, S.A.(E) Deptt. for necessary action.

By order etc.,

Sri H. Nath, Asst

[Signature]

[Signature]
Joint Secretary to the Govt. of Assam,
Secretariat Administration Department