

GOVERNMENT OF ASSAM
SECRETARIAT ADMINISTRATION(ESTT.) DEPARTMENT
DISPUR,GUWAHATI-6.

No. S(E).71/2014/54

Dated Dispur the, 29th September, 2014.

ADVERTISEMENT

Applications are invited from the intending eligible candidates who are citizen of India for filling up of the vacancies as indicated below in the cadre of Junior Administrative Assistant in the Assam Secretariat under Assam Secretariat Subordinate Service Rules,1963(as amended) in the scale of pay of Pay Band-2 of Rs. 5200-20,200/- p.m. and Grade Pay of Rs.3000/- p.m. plus other allowances as admissible under Rules.

Vacancies-112 Nos.

Reservation of posts:

- (i) ST(P)-10%
- (ii) ST(H)-5%
- (iii) SC-7%
- (iv) OBC/MOBC-27%
- (v) Physically handicapped-3%
 - a. For Blind-1%
 - b. For hearing impaired-1%
 - c. For orthopedically handicapped-1%
- (vi) Reservation for women-30%(in all categories)
- (viii) Reservation for Ex-service man-2% (who has served in the Armed Forces of the Union)

Age: Applicants must not be less than 18 years and more than 38 years as on 01-01-2014 Age limit is relaxable by five years in case of SC/ST candidates. In case of Ex-servicemen, age limit is relaxable by two years upto 40 years.

Educational Qualification: The applicants must be Graduates in any discipline from a recognized University with minimum 45%, 40% marks for SC/ST candidates in their degree examinations. Candidates must have computer knowledge in Windows and MS Office.

Selection Process: The process of selection and scheme of examination has been notified vide notification No. S(E)21/2008/67 dated 8.09.2009. Intending candidates are advised to go through the same. A copy of this notification has been published in the official website online.assam.gov.in.

How to Apply: A candidate must send the following documents with his/her application duly filled in as per format to be downloaded from the website online.assam.gov.in. The envelope sending the application should be superscribed "Application for the post of Junior Administrative Assistant" on the top right hand corner. The candidate should send their Application to the "Under Secretary to the Govt. of Assam, Secretariat Administration(Estt.) Department, Assam Secretariat, Dispur, Guwahati-6" alongwith the following documents :-

1. Two copies of recent passport size photograph signed by the candidate should be pasted on the Application form in the spaces provided.
2. One self addressed pre-stamped (Rs. 5) envelop of 11c.m. x 25 c.m. size(approx)
3. Copies of all marksheets and certificates from HSLC/Matric onwards duly attested.
4. Copies of Caste Certificate duly attested
5. Copies of computer literacy certificate duly attested.

Application for the examination duly filled in will be received by post only upto 15-11-2014.

Sd/- P.C. Baruah,
Joint Secretary to the Govt. of Assam,
Secretariat Administration(Estt.) Department.

Contd.....

Memo No. S(E).71/2014/54 -A

Dated Dispur the, 29th September, 2014.

1. The Director, Assam Govt. press, Bamunimaidam, Guwahati-21.
He is requested kindly to take immediate action for publication of the advertisement in an extra ordinary issue of Assam Gazette.
2. The Director, Information & Public Relation, Assam, Dispur. He is requested to take necessary action for release of this advertisement in local leading news papers. He is also requested to forward copy of each of such Advertisement to this department for record.
3. The Manaaging Director, Assam Electronics Development Corporation, AMTRON, Bamunimaidam, Guwahati-21. He is requested to post this advertisement alongwith application format and enclosure in Govt. website as above.
4. The Director, Employment & Craftsman Training, Assam, Guwahati for circulating the Advertisement through Employment Exchanges in Assam.
5. The P.S. to Chief Minister, Assam.
6. The P.S. to Chief Secretary, Assam.

By order etc.,

Joint Secretary to the Govt. of Assam,
Secretariat Administration(Estt.) Department.

DECLARATION

- (vi) I declare that I fulfill all the conditions of eligibility regarding age limits, educational qualification prescribed for admission to the recruitment.
- (vii) I have enclosed attested photocopies of certificates in support of my claim for Educational Qualifications, age, category(SC/ST/OBC/General) and age relaxation.
- (viii) I hereby further declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief.
- (ix) I understand that in the event of any information being found suppressed/false or incorrect or ineligibility being detected before or after the recruitment, my candidature/appointment is liable to be cancelled forthwith.

Place: _____

Date: _____

Signature of the candidate

Application NOT signed by the candidate will be rejected

NOTE: (1) CANDIDATES ARE ADVISED TO POST THE APPLICATION WELL BEFORE THE CLOSING DATE SO THAT IT REACHES **THE UNDER SECRETARY TO THE GOVT. OF ASSAM, SECRETARIAT ADMINISTRATION(ESTT.) DEPARTMENT, ASSAM SECRETARIAT, DISPUR, GUWAHATI-6** BY THE CLOSING DATE. NO APPLICATION RECEIVED AFTER THE CLOSING DATE WILL BE ACCEPTED UNDER ANY CIRCUMSTANCES.