GOVERNMENT OF ASSAM
SECRETARIAT ADMINISTRATION (ESTT.) DEPARTMENT
DISPUR :: GUWAHATI-6
Block-A, Ground Floor, Janata Bhawan, sad.assam@gov.in, sad.assam.gov.in

No.S(E)179/2018/96   Dated Dispur, the 24th July, 2020.

ADVERTISEMENT

Online applications are invited from the intending eligible candidates who are citizens of India having Registration Number 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 PB-2 Rs. 14,000- 49,000 + Grade Pay Rs. 8700 p.m. plus other allowances as admissible under Rules.

1. **Vacancies:** 170 Nos.

2. **Reservation of posts:**
   (i)   UR   : 57 Nos.
   (ii)   ST (P)   : 14 Nos.
   (iii)   ST (H)   : 12 Nos.
   (iv)   SC   : 14 Nos.
   (v)   OBC/MOBC : 40 Nos.
   (vi)   Person with Disability: 14 Nos.
   (vii)   Economically Weaker Section (EWS): 19 Nos.
   (viii) Reservation for women   : 30%
   (ix)   Reservation for Ex-servicemen: 2% } In all categories as per existing provision.
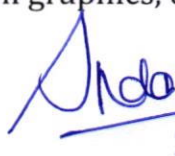
3. **Age :**
   The candidate should not be less than 18 years and more than 38 years of age as on 01.01.2020. The upper age limit is relaxable as follows:
   (a) 5 years for SC/ST candidates.
   (b) 3 years for OBC/MOBC candidates.
   (c) 2 years for Ex-servicemen.
   (d) 10 years for PwD candidates.

   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.

4. **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.

Note: 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.

5. Mode of Selection:

There shall be two phases 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 Headquarters 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 shortlisted on the basis of the marks obtained in the written test. After the written test, the shortlisted 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 (in case of reserved category candidates), Educational Qualification Certificates and Marksheet, Computer Proficiency Certificate, Income and Asset Certificate of the family issued by the competent authority (in case of candidates belonging to EWS), Employment Exchange Registration Certificate, Disability Certificate (in case of PwD candidates) and Declaration in Form-"A" as available in the website.

6. How to Apply:

→ **CANDIDATES ARE REQUIRED TO APPLY IN PRESCRIBED FORM THROUGH ONLINE MODE ONLY. NO OTHER MODE FOR SUBMISSION OF APPLICATION IS ALLOWED.**

→ Instructions for filling up prescribed online form will be available in **website-www.recruitmentsad.in.**

→ Before applying online, candidates are advised to carefully go through the instructions provided in the above website. Candidates are required to upload:

(i)   A latest passport size photograph.
(ii)   Admit Card/Certificate of H.S.L.C. examination.
(iii) Graduation Certificate and Marksheet.

24/7/20