

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

No. S(E).78/2009/pt/9

Dated Dispur the, 14<sup>th</sup> September, 2009

**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 in the scale of pay of Rs.3490-90-4480-120-4600-EB-120-5200-175-6600-250-8100/-p.m. plus other allowances as admissible under rules.

**Vacancies-309** Nos.

**Reservation of posts:**

- (i) ST(P)-10%
- (ii) ST(H)-5%
- (iii) SC-7%
- (iv) OBC/MOBC-27%
- (v) Backlog vacancies-14 Nos. for ST(H)
- (vi) Physically handicapped-3%
  - (a) For Blind-1%
  - (b) For hearing impaired-1%
  - (c) For orthopedically handicapped-1%
- (vii) Reservation for women-30%(in all categories)

**Age:** Applicants must not be less than 18 years and more than 38 years as on 01.01.2009. 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:** Candidates must be Graduates in any discipline from a recognized University with minimum 45% (40% for SC/ST candidates) marks 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 [www.janasanyogassam.nic.in](http://www.janasanyogassam.nic.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 [www.janasanyogassam.nic.in](http://www.janasanyogassam.nic.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 “Deputy Secretary to the Govt. of Assam, Secretariat Administration(Estt.) Department, Assam Secretariat, Dispur, Guwahati-6” alongwith the following documents.

- a) One copy of recent passport size photograph signed by the candidate should be pasted on the Application form in the spaces provided.
- b) One self addressed pre-stamped (Rs. 5) envelop of 18 c.m. x 27 c.m. size(approx)
- c) Copies of all marksheets and certificates from HSLC/Matric onwards duly attested.
- d) Copies of Caste Certificate duly attested
- e) Copies of computer literacy certificate duly attested.

Application for the examination duly filled in will be received by post only upto 12.10.2009.

Under Secretary to the Govt. of Assam,  
Secretariat Admn. Department.

Memo No. S(E).78/2009/pt/9-A

Dated Dispur the, 14<sup>th</sup> September, 2009

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 news papers. He is also requested to forward copy of each of such Advertisement to this department for record.
3. SIO, NIC Assam unit. He is requested to post this advertisement alongwith application format 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.,

Under Secretary to the Govt. of Assam,  
Secretariat Admn.(Estt.) Department.