

GOVERNMENT OF ASSAM
SECRETARIAT ADMINISTRATION (ESTT.) DEPARTMENT
DISPUR

ORDERS BY THE GOVERNOR
NOTIFICATION

No. S(E)21/2008/67

Dated Dispur, the 8th September, 2009.

In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of Assam is hereby pleased to make the following rules further to amend the Assam Secretariat Subordinate Service Rules, 1963, hereinafter referred to as the principal Rules, namely:-

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| Short title and Commencement | 1.(i) These rules may be called the Assam Secretariat Subordinate Service (Amendment) Rules, 2009.
(ii) They shall come into force on the date of their publication in the official Gazette. |
| Amendment of Schedule-II | 2. In the principal Rules, for the existing Schedule-II, the following shall be substituted, namely:- |

“ Schedule-II
Note (ii) under rule-8

The syllabus of Competitive Examination and manner of holding the said examination and interview for direct recruitment of Junior Administrative Assistants:-

<u>Subjects</u>	<u>Marks</u>
1. General English including General Knowledge and Quantitative Aptitude.	100
2. Precis writing & Drafting (either in English or in Assamese).	100
3. General Assamese/Bengali/Bodo/Alternative English.	50
4. Interview	30
5. Knowledge of Computer (Computer test)	50

(i) All eligible candidates possessing the required academic qualification and percentage of marks in Degree examination as prescribed under rule 18 (iii) (B) shall be allowed to appear for the competitive examination, on the subjects as indicated at Sl. 1,2 and 3 above.

(ii) The competitive examination as mentioned in clause (i) above and the computer test shall be conducted by such Agency, Authority, body or Committee, as the case may be, as may be entrusted upon by the Appointing Authority for the purpose. Such Agency, Authority, Body or Committee as the case may be, shall prepare the list of successful candidates who qualify in the competitive examination held on the subjects mentioned

at Sl. 1,2 and 3 above as well as in the computer test and thereafter furnish a list of candidates, prepared on the basis of total marks secured by each of them in the subjects mentioned at Sl. 1 and 2 above in the competitive examination, numbering three times the number of vacancies advertised, to the Appointing Authority.

- (iii) The Appointing Authority shall, thereafter, furnish the said list of qualified and successful candidates received from the said Agency, Authority, body or committee as the case may be, to the Selection Committee constituted by the Appointing Authority under rule 11(A) of these rules, for taking interview and to prepare a select list in order of merit containing the names of such number of candidates as indicated in clause(vii) herein below and to furnish the same to the Appointing Authority.
- (iv) The paper in General Assamese/Bengali/ Bodo/ Alternative English shall be of qualifying nature and the candidate shall have to secure minimum 20 marks to qualify. Marks obtained in this paper shall not be counted for determining the rank.
- (v) Only those candidates who qualify in the competitive examination taken on the subjects mentioned at Sl. 1, 2 and 3 above, shall be asked to appear for the computer test.
- (vi) The test in the knowledge of computer shall be of qualifying nature, i.e. the marks obtained by the candidates for computer test shall not be counted for final ranking. However, candidates have to obtain minimum 20 marks out of 50 in the computer test to qualify.
- (vii) Out of the candidates who qualify in the competitive examination and the computer test, candidates numbering only three times the number of advertised vacancies in each category, including the reserved categories, shall be called for interview on the basis of total marks secured by each of them in the subjects mentioned at Sl. 1 and 2 above, in the competitive examination.
- (viii) The select list shall be prepared on the basis of performance of the candidates in the subjects mentioned at Sl. 1 & 2 above in the competitive examination and interview, which shall contain the names of selected candidates in order of merit equal to the number of vacant posts notified at the time of calling for application for filling up of the posts.

rule 18. existing clause(B), the following shall be substituted, namely:-

“(B) If he is a candidate for the post of Junior Administrative Assistant (Lower Division Assistant) he must possess a Bachelor degree of a University in any discipline recognized by the Government of Assam and must have secured at least 45% marks in the said degree examination except that for candidates belonging to SC/ST categories who must have secured at least 40% marks in the said Degree examination.

Moreover, a candidate for the post of Junior Administrative Assistant (L.D. Assistant) must possess computer skills for handling data and text on computer.”

Amendment of Rule 20

4. In the principal Rules, in rule 20, after the last sentence, the following shall be inserted:-

“ The select list shall contain the names of selected candidates in order of merit equal to the number of vacant posts notified at the time of calling for application.”

Sd/-

Commissioner & Secy. to the Govt. of Assam,
Secretariat Administration Deptt.

Memo No. S(E)21/2008/67 -A,

Dated Dispur, the 8th September, 2009.

Copy to:-

1. The P.P.S. to Chief Minister, Assam.
2. The P.S. to Chief Secretary, Assam.
3. The P.S. to all Additional Chief Secretary, Assam.
4. The P.S. to all Ministers/Parliamentary Secretary.
5. The P.S. to all Principal Secretary/Commissioner & Secretary/ Secretary to the Govt. of Assam.
6. All Departments of Assam Secretariat.
7. The Accountant General, Assam, Maidamgaon, Beltola, Guwahati-29.
8. The Director, Assam Government Press, Bamunimaidam, Guwahati-21. He is requested to publish the Notification in the extra ordinary Assam Gazette and send 500 copies of the same to the undersigned urgently.

By order etc.

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