

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

No.S(E)3/2006/48

Dated Dispur, the 3rd August, 2009.

**ADVERTISEMENT**

Applications in prescribed format, are invited from the intending & eligible candidates who are citizen of India for filling up the vacancies of Typist in the Assam Secretariat, Dispur. The details of posts and the norms specified for these posts are as under:

1. **No. of Posts:** - **80 Nos.** including **10 Nos** of Backlog vacancies for ST(H) category and **3 Nos.** of Backlog vacancies for ST(P) category.

(Number may change subject to judgments of Hon'ble Gauhati High Court in pending application.)

2. **Reservation :** The entitlement percentage in respect of reserved category candidates, as per existing Reservation Act, which is as under.

- i ST(P)-10%
- ii ST(H)-5%
- iii S.C.-7%
- iv OBC/MOBC-27%
- v Women-30%(of all categories)
- vi Physically Handicapped-3%

3. **Scale of Pay:** The pay scale of the post is Rs.3010-60-3490-90-3850-EB-90-4480- 120-5200-175-6075/-p.m. plus other allowances as admissible under rules.

4. **Educational Qualification required:**

- A. Higher Secondary/Class XII passed (From a Govt. recognized Board/Council)
- B. The minimum Typing speed for English is 30(thirty)w.p.m.
- C. The minimum Typing speed for Assamese is 20(twenty) w.p.m. (preferable)
- D. Candidate must have good working knowledge of office productivity software tools(independent of any operating system i.e. MS Windows, Linux, Mac etc.) such as:
  - i. Word processor,
  - ii. Spreadsheet
  - iii. Presentation Graphics,
  - iv. Concept of Database,
  - v. Internet and
  - vi E-mail.

Candidate must possess a minimum 6(six) months diploma/certificate in computer proficiency, from a recognized institution.

5. **Age:**

The age of applicants should not be less than 18 years and more than 38 years as on 1/8/2009. The upper age limit is relaxed by 5 years in case of applicants belonging to SC & ST categories and 2 years in case of Ex-Serviceman.

The application format can be downloaded from the Govt. of Assam website [www.janasanyogassam.nic.in](http://www.janasanyogassam.nic.in). Photocopies of the prescribed format will also be accepted.

Completed applications, along with attested copies of all requisite documents, in a sealed envelope should be submitted by post to the **Under Secretary, Secretariat Administration Department, Block 'A', Assam Secretariat, Dispur, Guwahati-6**, so as to reach on or before 25/08/2009. The envelope should be super-scribed on the front as "**Application for post of Typist at Assam Secretariat, Dispur**". No application would be received in person and no receipt would be given.

## **GENERAL INFORMATION**

1. List of persons from whom applications have been received shall be published in the Assam Govt. website ([www.janasanyogassam.nic.in](http://www.janasanyogassam.nic.in)). No correspondence will be made to the candidates separately.
2. List of candidates whose application is found to be in order and to whom Admit card would be issued shall be published in the Assam Govt. website as indicated above.
3. The selection process will consist of two phases. In the first phase Type Speed Test will be conducted at Test centres, to be notified later. In the second phase all those candidates who qualify the Type Test shall be called for Computer Test. The final ranking will be determined on the basis of Type Test and Computer Test. However, the authority reserves the right to restrict the number of candidates in the second phase up to a maximum of 5 times the vacancy if the number of candidates who have qualified the first round is too large.
4. Success in the Selection Test only, does not confer right for appointment unless Govt. is satisfied after adequate enquiry that the candidate is suitable in all respects for public service.
5. The candidates who are so called are expected to appear in the test at their own expenses at the examination venues, to be notified in due course.
6. Govt. servants joining the service of state Govt. on or after 1<sup>st</sup> February, 2005 shall not be governed by the existing Assam Service(Pension) Rules, 1969 and orders issued under from time to time. So far as their pension & other retirement benefits are concerned, they will be governed by new set of pension Rules, which are being formulated in line with the contributory pension Scheme announced by Govt. of India.
7. Canvassing directly or indirectly will disqualify a candidate. Candidates are requested to be particularly careful in this respect.

## **HOW TO APPLY**

The candidates should submit the following:-

1. Duly filled-in Application Form as per prescribed format.
2. A recent passport size photographs should be pasted on the right top corner of the application. Two additional copy of passport size photograph should also be attached along with the application.
3. Copies of certificates, attested by a Gazetted Officer, supporting the following:
  - a) Educational qualifications and technical qualifications(including mark sheets) and diploma/certificate in computer proficiency.
  - b) Date of birth. (Admit Card or Pass Certificate of HSLC/Class X Examination )
  - c) Certificates issued by competent authorities prescribed by the Government regarding their status as SC/ST/OBC/MOBC.
  - d) Certificate from appropriate Medical authority certifying the extent of disability of Physically Disabled persons.
  - e) Discharge certificate (applies to Ex- Servicemen only)
4. A self -addressed envelope pasted with five Rupees Postal stamp is to be submitted.
5. Persons working under the Central /State Government/ Public Sector Undertakings should submit their applications through proper channel. They may, however, send one advance copy of the application along with Enclosures.

6. Applications, which are not in conformity with the requirements indicated in the Advertisement, will be rejected. Applications which are not in the prescribed form or are not accompanied by the attested copies of certificates and photograph will not be entertained. No correspondence will be made with such candidates.

Sd/- T.Deka  
Under Secretary to the Govt. of Assam,  
Secretariat Administration Department,  
Assam Secretariat, Dispur.

Memo No. S(E)3/2006/48-A

Dated Dispur, the 3<sup>rd</sup> August, 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.

**APPLICATION FORM FOR THE POST OF TYPIST IN ASSAM SECRETARIAT.**

1. FULL NAME \_\_\_\_\_  
( IN BLOCK LETTERS)

2. (A) FATHER'S NAME \_\_\_\_\_  
( IN BLOCK LETTERS)

(B) MOTHER'S NAME \_\_\_\_\_  
( IN BLOCK LETTERS)

(C) SPOUSES NAME (IF ANY) \_\_\_\_\_  
( IN BLOCK LETTERS)

3. ADDRESS FOR CORRESPONDENCE( IN BLOCK LETTERS) :  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ PIN \_\_\_\_\_

4. PERMANENT HOME ADDRESS ( IN BLOCK LETTERS) :  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ PIN \_\_\_\_\_

5. DATE OF BIRTH \_\_\_\_\_( DD/MM/YYYY)

6. SEX : ( MALE/ FEMALE)

7. NATIONALITY \_\_\_\_\_

8. RELIGION \_\_\_\_\_

9. CATEGORY [MARK APPROPRIATE BOX WITH (✓)]

SC	ST (H)	ST(P)	OBC/MOBC	GEN

(PLEASE ENCLOSE ATTESTED PHOTOSTAT COPY OF CERTIFICATE ISSUED BY COMPETENT AUTHORITY)

10. WHETHER YOU ARE PHYSICALLY DISABLED ( YES/ NO).

(A) IF YES ABOVE , [MARK APPROPRIATE BOX WITH (✓)]

ORTHOPAEDICALLY CHALLENGED	VISUALLY IMPAIRED	HEARING IMPAIRED

(B) PERCENTAGE OF DISABILITY : \_\_\_\_\_.

(PLEASE ENCLOSE ATTESTED PHOTOSTAT COPY OF MEDICAL CERTIFICATE ISSUED BY COMPETENT AUTHORITY)

11. ARE YOU AN EX-SERVICEMAN ( YES/NO)

(PLEASE ENCLOSE ATTESTED PHOTOSTAT COPY OF DISCHARGE CERTIFICATE ISSUED BY COMPETENT AUTHORITY)

12. EDUCATIONAL QUALIFICATIONS:

EXAMINATIONS PASSED(H SLC/Class X ONWARDS INCLUDING TECHNICAL QUALIFICATIONS)	BOARD/ UNIVERSITY	INSTITUTE	YEAR OF PASSING

13. I CERTIFY THAT ALL THE INFORMATION GIVEN ABOVE IS CORRECT. I UNDERSTAND THAT FURNISHING FALSE INFORMATION MAKES THE SERVICE LIABLE FOR TERMINATION. IF APPOINTED, I AGREE TO ABIDE BY THE RULES AND REGULATIONS OF THE SECRETARIAT ADMINISTRATION DEPARTMENT, GOVT. OF ASSAM.

PLACE : \_\_\_\_\_

SIGNATURE OF THE CANDIDATE

DATE : \_\_\_\_\_

**CHECKLIST FOR CANDIDATES**

SL NO	DOCUMENTS TO BE SUBMITTED	PUT (✓) MARK BELOW
1	APPLICATION IN PRESCRIBED FORMAT & DULY SIGNED	
2	ATTESTED CERTIFICATES OF DATE OF BIRTH	
3	ATTESTED CERTIFICATES OF SC/ST/OBC (IF ANY)	
4	ATTESTED CERTIFICATES OF PHYSICAL HANDICAP(IF APPLICABLE)	
5	ATTESTED CERTIFICATES OF EDUCATIONAL & TECHNICAL QUALIFICATIONS .....COPIES	
6	ATTESTED MARK-SHEETS OF EDUCATIONAL & TECHNICAL QUALIFICATIONS..... COPIES	
7	DISCHARGE CERTIFICATE FROM DEFENCE SERVICE(IF APPLICABLE)	
8	THREE NOS OF PHOTOGRAPHS ( One affixed on the application Form)	
9	SELF-ADDRESSED STAMPED ENVELOPE.	

SIGNATURE OF THE CANDIDATE