

ASSAM LEGISLATIVE ASSEMBLY SECRETARIAT

ADVERTISEMENT

No. LAE.64/2020/5463

Dated Dispur, the 28th December, 2020.

Applications are invited from the citizen of India as defined in the Article 5 & 8 of the Constitution of India to fill up the following vacancy in Assam Legislative Assembly Secretariat:-

NAME OF POST	SCALE OF PAY	NO. OF POST-	CATEGORY WISE DISTRIBUTION				
			UR	OBC/ MOBC	ST(P)	SC	ST(H)
Typist	14000--60500/- + GP-6200 P.M. in Pay Band - 2 and other admissible allowances.	7 (seven)	3	-	2	1	1

❖ ELIGIBILITY CRITERIA:

A. Minimum Qualification

- The candidate should pass minimum H.S or P.U from any recognized Council/Board.
- The candidates must possess a minimum 6 (six) months Diploma/Certificate in computer proficiency/application from a recognized Institute with excellent knowledge of DTP in both English and Assamese language. Also, the candidates must have good command over both the languages.

B. Age Limit

The candidate should not be less than 21 years and more than 40 (forty) years of age at the time of application irrespective of fresh or candidates applying through proper channel.

Relaxation: The upper age limit is relaxable-

- By 3 years for OBC/MOBC candidates i.e. upto 43years, and
- By 5 years for SC/ST (P) & (H) candidates i.e. upto 45 years.

Contd..

C. Selection Procedure

After proper scrutiny, eligible candidates shall be initially called for a Computer Practical Test where the candidates shall have to type passages both in Assamese language with a minimum speed limit of 30 words per minute and in English language with a minimum speed limit of 40 words per minute. Successful Candidates will be called for an Oral Interview for final selection.

❖ **HOW TO APPLY:** Candidates shall be required to send the duly filled in Application in Standard Form as published in Part-IX of the Assam Gazette with self attested photo copies of all Testimonials with the requisite documents as indicated below:

- i. Age proof certificate (Birth Certificate/Admit Card of H.S.L.C or equivalent examination) and 2 (two) copies of recent passport size color photographs.
- ii. A self addressed envelope (size 22x10cm) affixing postal stamp of Rs. 6/-only shall be submitted. Candidates will have to superscribe the name of the post applied for on the top of the sealed envelope carrying the application form and should be addressed to the Additional Secretary, Assam Legislative Assembly Secretariat, Dispur, Guwahati-781006.
- iii. Candidates applying through proper channel shall produce an NOC from the Head of the Institution.

Incomplete applications shall be summarily rejected.

Last date of submission of application is- 22-01-2021 during the office hour.

- N.B:** ⇒ *Canvassing directly or indirectly shall disqualify a candidate.*
⇒ *The decision of the Appointing Authority as to the eligibility or otherwise of a candidate shall be final.*
⇒ *No TA/DA is admissible for appearing in the Oral Interview.*

28/12/2020

**Additional Secretary,
Assam Legislative Assembly Secretariat.**