

**RECRUITMENT OF OFFICERS FOR THE
BOARD OF SECONDARY EDUCATION, ASSAM (SEBA)**

The Board of Secondary Education, Assam (SEBA), is a statutory autonomous body to oversee the qualitative aspect of Secondary Education in the State of Assam. SEBA now proposes to recruit the following three executive personnel and invites application from eligible candidates for the same. The posts are:

1. Financial Controller
2. System Analyst
3. Academic Officer (Maths).

Note :

- i) Recruitment against the above Posts will be strictly on contract basis for three (3) Years. Candidates from Government Departments may also apply for three years deputation.
- ii) Only applications made in the Standard Format that can be downloaded from this website will be accepted. Applications must be filled up by the Applicants in their own hand-writing .
- iii) The appointments will be made in the equivalent Pay band of Rs. 12,000 – 40,000 with Grade Pay of Rs. 6,300.
- iv) Short listed candidates will be called for interview at Board's office for which no TA/DA will be paid.
- v) Candidates serving in Government or Semi-Government organizations will have to apply through proper channel.
- vi) Decision of the Selection Committee will be final.
- vii) Canvassing by any candidate in any form will render the candidate ineligible for consideration.
- viii) The Upper age limit for applicants will be 50 years as on 1st January 2012.

Qualifications :

(1) Financial Controller-

Qualification- Applicants must be either a professionally qualified Chartered or Cost & Works Accountant with uniformly good academic career and minimum of 6 years post graduation experience in Finance, Budgeting and Accounting. Applicants also must be well versed in computerized accounting system and handling latest versions of

Accounting Software. Those who have experience in introducing Computerized Accounting system and developing manpower will be given preference.

(2) System Analyst-

Qualification- Applicants must be BE / B.Tech in Computer Science, Electronics or in any computer related branch of Engineering, or MCA, with uniformly brilliant academic career from Matriculation onwards. They must have minimum 8 years of post qualification experience in Programming as well as in defining, developing, configuring, installing and supplementing Computer applications, data base administration and system integration and determining information needs and also in training personnel of other departments.

(3) Academic Officer (Mathematics)- Applicants must have uniformly brilliant academic career from Metric onwards. They must be at least MA/MSc. in Mathematics with BEd and having minimum 7 years of continuous experience of teaching Mathematics in undergraduate level. Applicants with higher/additional qualifications and experience, having research publications to their credit or who may have published books in their field will be given additional weightage at the time of short listing.