

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

No.S(E)3/2006/ 54

Dated Dispur, 1st January,2011.

ADVERTISEMENT

Applications are invited from the intending & eligible candidates belonging to ST(P) & ST(H) community only 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: - 4 Posts for ST(H) category candidates (1 post reserved for women)
1 Post for ST(P) category candidates.
A few more posts are also likely to be available which will be notified later on accordingly.

3. **Scale of Pay :** Pay Band-2 of Rs. 5200 - 20,200/- p.m. and Grade Pay of Rs. 2100/- 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 43 years as on 01-01-2011.

The application format can be downloaded from the Govt. of Assam website 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 closed envelope should be submitted by post only to the **Under Secretary, Secretariat Administration Department, Block 'A', Assam Secretariat, Dispur, Guwahati-6**, so as to reach on or before **20-01-2011**. The envelope should be superscribed on the front as "**Application for post of Typist at Assam Secretariat, (special drive for ST candidates), Dispur**". No application would be received in person and no receipt would be given.

GENERAL INFORMATION

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 copies 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 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 ST(P) / ST(H).
 - d) 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.
7. The selection process will consist of two phases. In the first phase Type Speed Test will be conducted at Test centers, to be notified later. In the second phase computer test will be taken.

8. 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.
9. 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.
10. Canvassing directly or indirectly will disqualify a candidate. Candidates are requested to be particularly careful in this respect.

Sd/- P.C. Barman,
Under Secretary to the Govt. of Assam,
Secretariat Administration Department,
Assam Secretariat, Dispur.

Memo No. S(E)3/2006/54 -A

Dated Dispur, the 1st January, 2011.

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 QUALIFICATIONSCOPIES	
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