

GOVERNMENT OF ASSAM  
SECRETARIAT ADMINISTRATION ESTT. DEPARTMENT, DISPUR  
( GAZETTED CELL)

No.SAE.48/2003/378

Dated Dispur, the 28th April, 2015

ADVERTISEMENT

The Board for selection of Stenographer Grade-III constituted by the Government of Assam for conducting Stenographers Examination will hold a speed test at 80 (eighty ) words per minute in English & Language (Assamese/ Bengali/Hindi) Stenography on the date to be notified later on for filling up 25 nos. of posts of Stenographer Grade III (English) and 19 nos. of posts of Stenographer Gr.III ( Language) respectively in the Assam Secretariat.

Post	Category	Total				
	UR	OBC/MOBC	ST(P)	SC	ST(H)	
Stenographer Gr.III(E)	5	12	2	4	2	25
Stenographer Gr.III(L)	6	10	1	Nil	2	19

- Reservation for woman in all categories is 30%
- Reservation for physically handicapped is 3%

**1. The examination will be in two parts :-**

- Dictation for five minutes at 80 (eighty) words per minute for English & Language (Assamese/ Bengali/Hindi) as the case may be and transcription thereof and
- Composition: Only those candidates who qualify in dictation test shall be called for composition test.

**2. Eligibility Criteria**

- Minimum Educational Qualification required : Passed Degree Examination or an equivalent examination from a recognized University.
  - Basic computer knowledge in windows and MS-Office from a recognized institute.
- Candidates having National Trade Certificate in Stenography from ITI in Assam by the National Council for vocational trade after 1st August 1975 and Diploma in Stenography from Govt. recognised Polytechnique may also apply to the post.

**3. Age**

A candidate must not be less than 18 years of age and more than 38 years on 1st day of January 2015. Relaxation of upper age limit as per Government Rules shall be applicable to SC & ST candidates.

**4. Documents to be furnished:**

- Two passport size photographs of the candidate duly attested shall have to be affixed on the Application Form.
  - Attested copies of HSLC/HSSLC/Degree Certificates/Mark Sheets/Diploma in Stenography shall have to be enclosed along with other testimonials and Caste Certificates where applicable.
  - One self addressed pre stamped (Rs.5/-) envelope of 11 cm X 25 cm size (approx)
  - Computer Literacy Certificate duly attested.
5. Candidates must be a citizen of India as defined under Articles 5 to 8 of the Constitution of India.

6. **Scale of Pay :** PB-2+Grade Pay Rs.5200-20200+Rs.2900/- plus other allowances as admissible under the rules.
7. Successful candidates will be eligible for appointment as Stenographers in Grade.III in the offices under the Government of Assam as and when vacancy arises, but this being only a qualifying test, mere passing the test will not confer any right for appointment.
8. **How to apply:** Application in Standard Form published in Part IX of the Assam Gazette complete in all respect should reach the undersigned by post only on or before 12th June, 2015. No application will be accepted after the last date of submission. The envelope sending the application should be superscribed "Application for the post of Stenographer Gr.III" on the top right hand corner. Government / Semi Government employees should apply through proper channel.

Sd/- B C Borah  
Senior Special Officer (Stenography)  
& Member – Secretary, Selection Board,  
Secretariat Administration Department,  
Block-A, 2nd Floor, Assam Secretariat,  
Dispur, Guwahati –781006.

Memo No.SAE.48/2003/378 -A

Dated Dispur, the 28th April, 2015.

Copy to:-

1. The Director, Information and Public Relation, Assam, Dispur. He is requested to take necessary action for wide publicity of the advertisement through leading Local daily news paper and vernacular language & consecutively for three days electronic media etc, He is also requested to forward a copy of each of such Advertisement to this department for record. (Soft copy enclosed)
2. The Managing Director, AMTRON, Bamunimaidam, Guwahati. He is requested to post this advertisement in Govt. website as above. ( soft copy enclosed)
3. The Director of Employment and Craftsman Training, Assam, Rehabari, Guwahati-8 for information and necessary action with a request to circulate it to all the District Employment Exchange.
4. Office Notice Board.
5. The P.S. to the Chief Minister, Assam for appraisal of Chief Minister.
6. The P.S. to the Chief Secretary, Assam for appraisal of Chief Secretary.
7. The P.S. to the Addl.Chief Secretary to Chief Minister, Assam for appraisal of Addl.Chief Secretary.
8. The P.S. to Commissioner & Secretary, Secretariat Administration Department for appraisal of Commissioner & Secretary.
9. The P.S. to Secretary, Secretariat Administration Department for appraisal of Secretary.

By order etc.

Senior Special Officer (Stenography)  
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*A. Nath, AM  
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*SW  
02/05/15  
Anjan Sabina  
FW upload*

*B202 28/4/15*