

SSA

GOVERNMENT OF ASSAM
SECRETARIAT ADMINISTRATION (ESTT.) DEPARTMENT
DISPUR, GUWAHATI-6.

No. S(E)138/2017/85

Dated Dispur, the 6th December, 2017.

ADVERTISEMENT

Applications are invited from the intending eligible candidates who are citizen of India for filling up of the vacancies as indicated below in the cadre of Record Supplier in Secretariat Administration (Record & Library) Department in the scale of Pay Band 2 of Rs. 14,000 – 49,000 pm and Grade Pay of Rs. 5600 pm plus other allowances as admissible under Rules :-

Vacancies - 4(four)

Reservation of posts :-

- | | | |
|-----------------------------|-------|--|
| 1. UR | - 4 | } In all categories as per existing provision. . |
| 2. ST (P) | - Nil | |
| 3. ST (H) | - Nil | |
| 4. SC | - Nil | |
| 5. OBC/MOBC | - Nil | |
| 6. Person with Disability - | | |
| 7. Reservation for women | | |

Application Fees :

1. For General candidate – Rs.250/- (Rupees two hundred fifty) only.
2. For SC/ST/OBC – Rs.150/- (Rupees one hundred fifty) only.
3. Candidates having BPL certificate - Nil

Fees should be deposited only through Treasury Challan in the Head of Account "0070-Other Administrative Services-60-Other Services-800-Other receipts".

Age :

The candidate should not be less than 18 years and more than 43 years of age as on 01.01.2017. The upper age limit is relaxable by 5 years for SC/ST candidates. In case of Ex-servicemen, age limit is relaxable by two years. The age limit of the candidates will be calculated on the basis of the Matriculation/ HSLC Admit Card/ Certificate issued by a recognized Board/Council. No other document shall be accepted in lieu thereof for the purpose.

Educational qualification : The applicants must pass Higher Secondary or its equivalent examination(as amended).

Preference shall be given to those candidates who have working experience as Record sorter in any Archival Organisation / Record Offices under the Govt of Assam.

Contd.P/2

How to Apply: A candidate must send the following documents with his/her application duly filled in as per format to be downloaded from the website www.sadassam.gov.in. The envelope sending the application should be superscribed "Application for the post of Record Suppliers" on the top right hand corner. The candidate should send their Application to the "Joint Secretary to the Govt. of Assam, Secretariat Administration(Estt.) Department, Janata Bhawan, Dispur, Guwahati-6" alongwith the following documents :-

1. Two copies of recent passport size photograph signed by the candidate should be pasted on the Application form in the spaces provided.
2. One self addressed postal stamp (Rs. 5) envelop of 11c.m. x 25 c.m. size(approx)
3. Copies of all mark sheets and certificates from HSLC/Matric onwards duly attested.
4. Copies of Caste Certificate duly attested.

Application for the examination duly filled in will be received by post only upto 26-12-2017 upto 4 pm.

The syllabus will be as per Service Rule (As amended).

The advertisement has been issued in compliance with Hon'ble Gauhati High Court's Order dated 20-01-2015 passed in WP(C) No 148/2012, Smti Gita Kumari-vs-State of Assam & Others.

Sd/- A. Hussain, IAS,
Commissioner & Secretary to the Govt. of Assam,
Secretariat Administration Department.

Memo No. S(E)138/2017/85 -A

Dated Dispur, the 6th December, 2017

Copy to:

1. Principal Secretary to the Hon'ble Chief Minister, Assam for kind information.
2. Staff Officer to Chief Secretary, Assam, for kind information of Chief Secretary.
3. 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.
4. The Director, Information & Public Relation, Assam, Dispur. He is requested to take necessary action for release of this advertisement in the leading English and vernacular news papers at least for two days preferably as 7th & 8th December, 2017. He/She is also requested to forward copy of each of such Advertisement to this department for record.
5. The Director, Employment & Craftsman Training, Assam, Guwahati- for circulating the Advertisement through Employment Exchanges in Assam.
6. P.S. to Principal Secretary to the Govt. of Assam, Secretariat Administration Department for kind appraisal of Principal Secretary.
7. P.S. to Commissioner & Secretary to the Govt. of Assam, Secretariat Administration Department for kind appraisal of Commissioner & Secretary.
8. The Content Manager, Sectt. Admn.(Estt.) Deptt.. He/She is requested to upload the advertisement alongwith all relevant documents in the Deptt's website.
9. Smti Vijaya Laxmi Singh, Advocate, Gauhati High Court, Chamber-3-B, Prakash Enclave, 9th Harbala Road, Ulubari, Guwahati-781007 for kind information and further necessary action.

By order of...

(Signature)
6/12/17

Under Secretary to the Govt. of Assam,
Secretariat Administration (Estt.) Department.

ofc

**RECRUITMENT OF RECORD SUPPLIERS
SECRETARIAT ADMINISTRATION DEPARTMENT
GOVERNMENT OF ASSAM
DISPUR :: GUWAHATI :: 781006**

Last date of receipt of Application Form complete with all relevant documents: 26-12-2017 upto 4 pm.

INSTRUCTIONS

While filling up the Application Form, applicants are requested to note the following:

This application is a key part of the selection process. Fill each and every part of the form carefully and completely. In case any clause in the form is not applicable in your case, please write "Not Applicable" in the space provided. Incomplete applications will be rejected.

Please enclose attested copies of marks-sheet of all Board/University examinations, Permanent Residence Certificate, Employment Exchange Registration Card. The LAST DATE of submission should be strictly adhered to.

Paste your passport size (5 X 7 cm) photograph and affix your signature on the photograph

FILL IN CAPITAL LETTERS ONLY

01. Name of candidate (as recorded in Matriculation or Equivalent Certificate)

02. Date of Birth (as recorded in Matriculation or equivalent certificate)

DATE

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 MONTH

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 YEAR

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03. Father's Name:

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04. Father's Occupation, Designation and Address

05. Mother's Name:

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06. Mother's Occupation, Designation and Address:

07. Spouse Name (if applicable)

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08. Spouse Occupation, Designation and Address

09. Place of Birth

a) Village/Town

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b) Police Station

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c) District

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d) State

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10. Community/Category: (Provide attested photocopy of proof)

Write 1 for SC
 2 for ST(P)
 3 for ST(H)
 4 for OBC/MOBC
 5. for General (UR)

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11. 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)

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

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

13. EDUCATIONAL QUALIFICATIONS (HSLC/HS ONWARDS):

Exam. or name of the equivalent exam	School/College with <u>Address</u>	Board/Council/ University	Year of passing	Class/ Div.:	% of marks
Matriculation					
Higher Secondary					

14. ANY OTHER QUALIFICATION:

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15. Experience:(Please give details thereof)

Name of Organisation	Designation	Period		Scale of Pay
		To	From	

16. Sex: Male Female

17. Language Known:

a) Written

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18. Employment Exchange Registration No. (Provide photocopy of Registration Card, if any)

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19. Address for Correspondence:

P I N C O D E																							

20. Permanent Address of applicant:

P I N C O D E																							

21. E-mail id if any:

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22. Telephone number(s) if any:

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23. Mobile number(s) if any:

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DECLARATION

1. I declare that I fulfill all the conditions of eligibility regarding age limits, educational qualification prescribed for admission to the recruitment.
2. I have enclosed attested photocopies of certificates in support of my claim for Educational Qualifications, age, category(SC/ST/OBC/General) and age relaxation.
3. I hereby further declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief.
4. I understand that in the event of any information being found suppressed/false or incorrect or ineligibility being detected before or after the recruitment, my candidature/appointment is liable to be cancelled forthwith.

Place: _____

Date: _____

Signature of the candidate

Application NOT signed by the candidate will be rejected

NOTE: (1) CANDIDATES ARE ADVISED TO POST THE APPLICATION WELL BEFORE THE CLOSING DATE SO THAT IT REACHES **THE JOINT SECRETARY TO THE GOVT. OF ASSAM, SECRETARIAT ADMINISTRATION DEPARTMENT, ASSAM SECRETARIAT, DISPUR, GUWAHATI-6** BY THE CLOSING DATE. NO APPLICATION RECEIVED AFTER THE CLOSING DATE WILL BE ACCEPTED UNDER ANY CIRCUMSTANCES.

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