

**OFFICE OF THE
ASSAM INFORMATION COMMISSION
JONAKEE COMPLEX, PANJABARI, GUWAHATI-781 037**

ADVERTISEMENT

Applications are invited from intending and eligible candidates who are citizens of India for filling up the vacancies in the Assam Information Commission as indicated below:

Sl. No	Nam of the posts	Total no of posts	Reservation	Minimum Educational qualification	Pay scale	Age
1	Senior Administrative Assistant	02 (two)	Unreserved-1 OBC-1	Graduate in any discipline having adequate knowledge of Computer with minimum 4 years of experience of serving as Junior Assistant in Government or in any Government Undertaking.	Rs.22000.00 to 87000.00 plus Grade Pay of 9100.00 plus other allowances as admissible under rules.	Candidates should not be less than 18 years and more than 43 years of age as on 01-01-17. Relaxation of upper age limit is 5 years in case of SC/ ST candidates.
2	Junior Administrative Assistant	04 (four), out of which one post is likely to be filled up on compassionate ground by candidate belonging to OBC subject to approval of Government.	Unreserved	Graduate in any discipline and minimum six months of training in computer proficiency with Diploma/Certificate from a recognized institution.	Rs.14000.00 to 49000.00 plus Grade Pay of 7400.00 plus other allowances as admissible under rules.	
3	Junior Accounts Assistant	1(one)	Unreserved	-do-	Rs.14000.00 to 49000.00 plus Grade Pay of 7400.00 plus other allowances as admissible under rules.	
4	Driver	03(three)	ST(P)-01 Unreserved-02	HSLC passed with valid driving licence for Medium Vehicle.	Rs.14000.00 to 49000.00 plus Grade Pay of 5000.00 plus other allowances as admissible under rules.	
5	Rider- cum- Process Server	02(Two)	Unreserved-1 OBC-1	HSLC passed with valid driving licence for Motor Cycle and Light Motor Vehicle.	Rs.14000.00 to 49000.00 plus Grade Pay of 5000.00 plus other allowances as admissible under rules.	

How to apply:

1. Candidates are required to apply in prescribed form through online mode only.
2. Instructions for filling up prescribed online form will be available in the website [www. aicvacancy.in](http://www.aicvacancy.in)
3. Before applying online, candidates are advised to carefully go through the instructions provided in the above website.
4. Candidates who are already employed will have to obtain a No Objection Certificate from the appropriate appointing authorities to appear in the Selection Test.
5. Candidates are required to upload latest passport size photograph, **Age proof certificate(Birth Certificate or HSLC Admit Card or Certificate of HSLC Examination)**, Mark Sheet of qualifying Examination, driving licence (in case candidates for the post of Driver and Rider cum Process Server), scanned signature, No Objection Certificate (for those already employed), caste certificate (in case of reserved category candidates), Employment Registration Card for posts at Sl. no.2,3,4 and 5, Computer proficiency certificate and BPL certificate where applicable.
6. The candidates already employed shall obtain a No Objection Certificate (NOC) from appropriate appointing authority for applying for the post.
7. After the written test the successful candidates will have to bring all original testimonials i.e. Admit Card/ Certificate of HSLC Examination, Mark Sheet of qualifying Examination, Computer proficiency certificate, driving licence, No Objection Certificate (for those already employed), caste certificate (in case of reserved category candidates) and Employment Exchange Registration Card.
8. No TA/DA will be admissible for appearing in the written test /computer proficiency test/Driving test.

Examination Fees:

The List of Shortlisted candidates will be uploaded in the above mentioned website as per selection procedure mentioned below. Only the shortlisted candidates will have to deposit examination fees through Treasury Challan in the Head of Account "0070-Other Administrative Services-60-Other Services-800-Other receipts" at the following rate:

- I. For General candidates- Rs.250/- (Two hundred fifty) only.
- II. For SC/ST/OBC candidates- Rs.150/- (One hundred fifty) only.
- III. Candidates having BPL certificate- Nil

Shortlisted Candidates will have to deposit the Examination fees and upload the copy of the Treasury Challan or the BPL Certificate in the website as the case may be within the specified time to be notified in due course, failing which no Admit Certificate for appearing in the Selection Test will be issued to them.

Procedure for Selection:

Senior Administrative Assistant:- The applicants for the post of Senior Administrative Assistant whose applications are found in order will be shortlisted for calling for the Selection Test in order of merit in the ratio of 1:25 i.e. 25 candidates will be called against each vacancy. If the number of candidates having the cut-off mark exceeds the ratio of 1:25, then the number of candidates to be invited for the post will be allowed to go beyond the ratio of 1: 25 to the extent necessary to the nearest higher ratio but limited to the same cut-off mark, so that no candidate with the same cut-off mark is deprived from appearing in the Selection Test. The Selection Test will consist of the following subjects. Test 1 and 3 will contain both narrative and objective type questions.

Test	Subject	Total marks
1	General English, General Knowledge and Quantitative Aptitude (Written).	150
2	Knowledge of Computer (Theory) (Written).	50
3	Language Skill Test in Assamese /Bengali/Bodo (Written).	50
4	Computer Proficiency Test (Practical).	50

Junior Administrative Assistant:- The applicants for the post of Junior Administrative Assistant whose applications are found in order will be shortlisted for calling for the Selection Test in order of merit in the ratio of 1:25 i.e. 25 candidates will be called against each vacancy. If the number of candidates having the cut-off mark exceeds the ratio of

1:25, then the number of candidates to be invited for the post will be allowed to go beyond the ratio of 1: 25 to the extent necessary to the nearest higher ratio but limited to the same cut-off mark, so that no candidate with the same cut-off mark is deprived from appearing in the Selection Test. The Selection Test will consist of the following subjects. Test 1 and 3 will contain both narrative and objective type questions.

Test	Subject	Total marks
1	General English, General Knowledge and Quantitative Aptitude (Written).	150
2	Knowledge of Computer (Theory) (Written).	50
3	Language Skill Test in Assamese /Bengali/Bodo (Written).	50
4	Computer Proficiency Test (Practical).	50

Junior Accounts Assistant :- The applicants for the post of Junior Accounts Assistant whose applications are found in order will be shortlisted for calling for the Selection Test in order of merit in the ratio of 1:25 i.e. 25 candidates will be called against each vacancy. If the number of candidates having the cut-off mark exceeds the ratio of 1:25, then the number of candidates to be invited for the post will be allowed to go beyond the ratio of 1: 25 to the extent necessary to the nearest higher ratio but limited to the same cut-off mark, so that no candidate with the same cut-off mark is deprived from appearing in the Selection Test. The Selection Test will consist of the following subjects. Test 1 and 3 will contain both narrative and objective type questions.

Test	Subject	Total marks
1	General English, General Knowledge and Quantitative Aptitude (Written).	150
2	Knowledge of Computer (Theory) (Written).	50
3	Language Skill Test in Assamese /Bengali/Bodo (Written).	50
4	Computer Proficiency Test (Practical).	50

Driver:- The applicants for the post of Driver whose applications are found in order will be shortlisted for calling for the Selection Test in order of merit in the ratio of 1:25 i.e. 25 candidates will be called against each vacancy. If the number of candidates having the cut-off mark exceeds the ratio of 1:25, then the number of candidates to be invited for the post will be allowed to go beyond the ratio of 1: 25 to the extent necessary to the nearest higher ratio but limited to the same cut-off mark, so that no candidate with the same cut-off mark is deprived from appearing in the Selection Test. The Selection Test will consist of:

Test	Subject	Total marks
1	General Knowledge and traffic rules (Objective Type Written).	25
2	Driving Test (Practical).	25

Rider-cum-Process Server :- The applicants for the post of Rider-cum-Process Server whose applications are found in order will be shortlisted for calling for the Selection Test in order of merit in the ratio of 1:25 i.e. 25 candidates will be called against each vacancy. If the number of candidates having the cut-off mark exceeds the ratio of 1:25, then the number of candidates to be invited for the post will be allowed to go beyond the ratio of 1: 25 to the extent necessary to the nearest higher ratio but limited to the same cut-off mark, so that no candidate with the same cut-off mark is deprived from appearing in the Selection Test. The Selection Test will consist of:

Test	Subject	Total marks
1	General Knowledge and traffic rules (Objective Type Written).	25
2	Driving Test (Practical).	25

9. Candidates shall have to exercise their choice of language i.e. Assamese/ Bengali/ Bodo at the time of submission of application itself and the choice once exercised shall be final.
10. Reservation for women is as per existing rules of the Government of Assam
11. The date and venue of the written test will be notified at appropriate time through news paper and website of Assam Information Commission aicvacancy.in

12. Those candidates who qualify in the written Test will be called for computer proficiency test (Practical) and driving test as the case may be.
13. Canvassing directly or indirectly will disqualify Candidature

Documents verification:

The candidates will have to bring and produce all original testimonials i.e. **Age proof certificate(Birth Certificate or HSLC Admit Card or Certificate of HSLC Examination)**, Mark Sheet of qualifying Examination, driving licence (in case candidates for the post of Driver and Rider- cum- Process Server), No Objection Certificate (for those already employed),caste certificate(in case of reserved category candidates), Employment Registration Card Employment Registration Card for posts at Sl. no.2,3,4 and 5 , Computer proficiency certificate ,copy of treasury challan depositing Examination fees and BPL Certificate for verification at the time of Computer proficiency Test (Practical) and Driving Test as the case may be.

Secretary
Assam Information Commission