

**ASSAM LEGISLATIVE ASSEMBLY SECRETARIAT**

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No. LAE.32/2023/3459

Dated Dispur, the 14<sup>th</sup> June, 2023.

**ADVERTISEMENT**

Applications are invited from the intended eligible candidates who are citizens of India as defined in the Article 5 & 8 of the Constitution of India to fill up the vacancies in Assam Legislative Assembly Secretariat as shown against the following:-

SL NO.	NAME OF POSTS	SCALE OF PAY	CATEGORY WISE DISTRIBUTION						Total NO. OF POST
			UR	OBC/ MOBC	ST (P)	SC	ST (H)	PwD	
1.	Under Secretary	30000-110000/- + GP-14500 P.M. in Pay Band - 4 and other admissible allowances.	-	-	-	-	01	-	01 (one)
2.	Assistant Research Officer	22000-97000/- + GP-11800 P.M. in Pay Band - 3 and other admissible allowances.	01	-	-	-	-	-	01 (one)
3.	Assistant Language Officer	22000-97000/- + GP-11800 P.M. in Pay Band - 3 and other admissible allowances.	01	-	-	-	-	-	01 (one)
4.	Store Officer	22000-97000/- + GP-11500 P.M. in Pay Band - 3 and other admissible allowances.	01	-	-	-	-	-	01 (one)
5.	Steno Gr.- II (E)	22000-97000/- + GP-9400/- P.M. in Pay Band - 3 and other admissible allowances.	01	-	01	-	-	-	02 (two)
6.	Steno Gr.- II (L)	22000-97000/- + GP-9400/- P.M. in Pay Band - 3 and other admissible allowances.	03	-	01	-	-	-	04 (four)
7.	Lower Division Assistant	14000-70000/-+GP-8700 P.M. in Pay Band - 2 and other admissible allowances.	03	-	-	-	02	01 [As per section 34 (i) (c) of RPD Act,2016]	6 (six)
8.	LDA cum Proof Reader	14000-70000/-+GP-8700 P.M. in Pay Band - 2 and other admissible allowances.	03	-	-	-	-	-	03 (three)
9.	Translator	14000-70000/-+GP-8700 P.M. in Pay Band - 2 and other admissible allowances.	02	-	-	-	-	-	02 (two)
10.	WVO	14000-70000/-+GP-8700 P.M. in Pay Band - 2 and other admissible allowances.	01	-	-	-	-	-	01 (one)
11.	Steno Gr.- III (E)	14000-70000/-+GP-8700 P.M. in Pay Band - 2 and other admissible allowances.	03	-	01	-	-	-	04 (four)
12.	Typist	14000-70000/-+GP-6200 P.M. in Pay Band - 2 and other admissible allowances.	03	-	-	-	-	-	03 (three)
13.	Tape Recordist	14000-70000/-+GP-6200 P.M. in Pay Band - 2 and other admissible allowances.	01	-	-	-	-	-	01 (one)
<b>Total</b>									<b>30</b>

❖ **ELIGIBILITY CRITERIA:**

**1. UNDER SECRETARY [RESERVED FOR ST(H)]**

• *Minimum Educational Qualification*

- a. The Candidate must be Graduate in Arts/Science/Commerce with minimum 50% marks. Candidates possessing Bachelor Degree in Law and sound knowledge in Constitutional Law will be given preference.
- b. The Candidate must have 2 years of working experience as Superintendent or equivalent in any Govt./Semi Govt. Office/Organization.

**2. ASSISTANT RESEARCH OFFICER:**

• *Minimum Educational Qualification*

- a. The candidate must possess Master Degree in English / Assamese / Sociology/ History with at least 60% marks for General/OBC/MOBC, 55% for SC/ST (P) and 50% for ST(H) and from any recognized University.
- b. The candidate must have good command over both English and Assamese Language.

**3. ASSISTANT LANGUAGE OFFICER:**

• *Minimum Educational Qualification*

- a. The candidate must possess Master Degree in English or Assamese with 60% marks for General/OBC/MOBC, 55% for SC/ST (P) and 50% for ST(H) from any recognized University.
- b. The candidate must have good command over both English and Assamese Language.

**4. STORE OFFICER (Non-Gazetted):**

• *Minimum Educational Qualification*

- a. The Candidate must be Graduate in Arts/Science/Commerce with minimum with 55% marks for General/OBC/MOBC, 50% for SC/ST (P) and 45% for ST(H) from any recognized University.
- b. Candidate having one year degree/diploma in Hotel Management will be given preference.
- c. The candidate must possess a minimum 6 (six) months Diploma/Certificate in Computer proficiency from a Govt. recognized Institute. He/She must have proficiency in Computer Basic Applications like MS-Office (Word, Excel, Power point) Internet etc.

## 5. STENOGRAPHER GR.-II (ENGLISH):

- **Minimum Educational Qualification**
  - a. The candidate should possess Bachelor Degree in Arts/Science/Commerce with 50% marks for General/OBC/MOBC, 45% for SC/ST (P) and 40% for ST(H) from any recognized University.
  - b. The candidate must have Certificate in Stenography with 120 words per minute from ITI in Assam or any other Institute recognized by Govt. of Assam/Govt. of India.
  - c. The candidate must have adequate knowledge of Computer application and good command over English Language.

## 6. STENOGRAPHER GR.-II (LANGUAGE):

- **Minimum Educational Qualification**
  - a. The candidate should possess Bachelor Degree in Arts/Science/Commerce with 50% marks for General/OBC/MOBC, 45% for SC/ST (P) and 40% for ST(H) from any recognized University.
  - b. The candidate must have Certificate in Assamese Stenography with 100 words per minute from any Institute recognized by Govt. of Assam.
  - c. The candidate must have adequate knowledge of Computer application with DTP in Assamese.

## 7. LOWER DIVISION ASSISTANT:

- **Minimum Educational Qualification**
  - a. The candidate must possess Bachelor Degree in Arts/Science/Commerce from any recognized University with at least 55% marks for General/OBC/MOBC, 45% for SC/ST (P) and 40% for ST(H) & PwD from any recognized University.
  - b. The candidate must possess a minimum 6 (six) months Diploma/Certificate in Computer proficiency from a Govt. recognized Institute. He/She must have proficiency in Computer Basic Applications like MS-Office (Word, Excel, Power point) Internet etc.

## 8. LDA CUM PROOF READER:

- **Minimum Educational Qualification:**
  - a. The candidate must possess a Bachelor Degree with English/Assamese as one of the subject with 55% marks for General/OBC/MOBC, 45% for SC/ST (P) and 40% for ST(H) from any recognized University.
  - b. The candidate must possess a minimum 6 (six) months Diploma/Certificate in Computer proficiency from a Govt. recognized Institute. He/She must

have proficiency in Computer Basic Applications like MS-Office (Word, Excel, Power point) Internet etc.

## 9. TRANSLATOR:

- **Minimum Educational Qualification:**

- a. The candidate must possess a Bachelor Degree with honours in English/Assamese with at least 55% marks for General/OBC/MOBC, 45% for SC/ST (P) and 40% for ST(H) from any recognized University.
- b. The candidate must possess a minimum 6 (six) months Diploma/Certificate in Computer proficiency from a Govt. recognized Institute. He/She must have proficiency in Computer Basic Applications like MS-Office (Word, Excel, Power point) Internet etc.

## 10. WATCH AND WARD OFFICER (WWO):

- **Minimum Educational Qualification:**

- a. The candidate must possess Bachelor's Degree in Arts/Science/Commerce from any recognized University with at least 55% marks for General/OBC/MOBC, 45% for SC/ST (P) and 40% for ST(H) from any recognized University.
- b. The candidate must possess a minimum 6 (six) months Diploma/Certificate in Computer proficiency from a Govt. recognized Institute. He/She must have proficiency in Computer Basic Applications like MS-Office (Word, Excel, Power point) Internet etc.
- c. The candidate must possess NCC "C" Certificate.

## 11. STENOGRAPHER GR.-III (ENGLISH):

- **Minimum Educational Qualification:**

- a. The candidate should have H.S. or equivalent Examination passed in Arts/Science/Commerce with 50% marks for General/OBC/MOBC, 45% for SC/ST (P) and 40% for ST(H) from any recognized Council/Board of India.
- b. The candidate must have Certificate in Stenography from ITI in Assam or any other Institute recognized by Govt. of Assam/Govt. of India with 80 words per minute in English Stenography.
- c. The candidate must have adequate knowledge of Computer application and good command over English Language.

## 12. TYPIST

- **Minimum Educational Qualification:**

- a. The candidate should be H.S. or equivalent passed in Arts/Science/Commerce with at least 55% marks for General/OBC/MOBC,

50% for SC/ST (P) and 45% for ST(H) from any recognized Council/Board of India.

- b. The candidates must possess a minimum 6 (six) months Diploma/Certificate in computer proficiency/application from a recognized Institute with excellent knowledge of DTP in both English and Assamese Language. Also, the candidates must have good command over both the Languages.

### 13. TAPE RECORDIST

- **Minimum Educational Qualification**

- a. The candidate must possess Bachelor Degree in Sound Engineering with at least 50% marks for General/OBC/MOBC, 45% for SC/ST (P) and 40% for ST(H) from any recognized university.
- b. Candidate having experience in Radio Operating will be given preference.
- c. Candidate having 3 years of working experience in any Private Firm/Govt./Semi Govt. Office/Organization will be given preference.
- d. The candidates must possess a minimum 6 (six) months Diploma/Certificate in computer proficiency/application from a recognized Institute

- ❖ **AGE LIMIT:**

The minimum age limit for each post mentioned above shall be 21 years and maximum age limit for the post mentioned from Sl. (1 ) to (4 ) is 38 (thirty-eight) years and for the post from Sl. (5) to (13) is 40 (forty) years at the time of application irrespective of fresh or candidates applying through proper channel.

**Relaxation:** The upper age limit is relaxable-

- i. By 3 years for OBC/MOBC candidates, and
- ii. By 5 years for SC/ST (P) & (H) candidates for each post.

The age limit of the candidate will be calculated on the basis of the Matriculation/HSLC Admit card or Pass Certificate issued by a recognized Central/State Board/Council.

- ❖ **MODE OF SELECTION:**

The selection of candidates for recruitment to the posts will be in the following manner:

- i. The Selection Board and the Selection Committee of ALA Secretariat will shortlist the candidates whose applications found to be eligible and on the basis of Academic and Experience as quoted in the Application. The shortlisted candidates will be called for written examination carrying 100 Marks and Speed Test in case of Stenographer posts conducted by the Selection Board/Committee of ALA Secretariat. The syllabus against each post will be as follows:

Posts	Syllabus	Mode of selection
Under Secretary	Essay Writing on General topic, General Essay, Precis Writing and Drafting, General Knowledge, Current Affairs, Drafting of Reports from proceedings	Written Test followed by Viva-Voce Interview
Assistant Research Officer	Essay Writing on General topic, Precis Writing, General Knowledge, Current Affairs.	Written Test followed by Viva-Voce Interview
Assistant Language Officer	Essay Writing on General topic, Precis Writing, General Knowledge, Current Affairs, Translation (English to Assamese and vice-versa)	
Store Officer	Essay Writing on General topic, Precis Writing, General Knowledge, Current Affairs.	Written Test followed by Computer Practical Test
Steno Gr.-II (E)	Dictation and Transcription of passage in the prescribed speed	Speed Test
Steno Gr.-II (L)		
Lower Division Assistant	Essay Writing on General topic, General Knowledge, Current Affairs, Reasoning & Aptitude, Mathematics	Written Test followed by Computer Practical Test
LDA cum Proof Reader	Essay Writing on General topic, General Knowledge, Current Affairs, Reasoning & Aptitude, Mathematics	
Translator	Translation (English to Assamese and vice-versa), Current Affairs, General Knowledge, Essay Writing on General topic,	
WWO	General Knowledge, Reasoning & Aptitude, Current Affairs, Essay Writing on General topic,	Written Test followed by Computer Practical Test
Steno Gr.-III (E)	Dictation and Transcription of passage with prescribed speed	Speed Test
Typist	Typing of passage both in English and Assamese language	Computer Practical Test
Tape Recordist	General Knowledge, Reasoning & Aptitude, Current Affairs, Essay Writing on General topic.	Written Test followed by Practical Test

The Selection Committee/ Selection Board will shortlist the candidates as per norms taking into consideration the marks secured in the written examination. For the post of Under Secretary, Assistant Research Officer and Assistant Language Officer, there will be Viva-Voce Test/ Interview and for the remaining posts, there will be Computer Practical Test.

❖ **HOW TO APPLY:** Candidates shall be required to send the duly filled in Application in Standard Form as published in Part-IX of the Assam Gazette with self

*attested photo copies of all Testimonials with the requisite documents as indicated below:*

- 1) Age proof certificate (Birth Certificate/Admit Card of H.S.L.C or equivalent examination) and 2 (two) copies of recent passport size color photographs.
- 2) Certificate/Marksheet of minimum qualification required for the concerned post.
- 3) Employment Exchange Registration Card/Certificate.
- 4) A self addressed envelope (size 22x10cm) affixing postal stamp shall be submitted.
- 5) Candidates will have to super scribe the name of the post applied for on the top of the sealed envelope carrying the application form and should be addressed to the Secretary, Assam Legislative Assembly Secretariat , Dispur, Guwahati-781006. Candidates can submit their application by post to the given address or can put their applications in the box kept for the purpose at the Office of the Secretary, Assam Legislative Assembly, Dispur, Guwahati-6, Assam.
- 6) Candidates who are in Government service may also apply through proper channel producing an NOC from the Head of the Institution.
- 7) Caste Certificate issued by competent authority must be enclosed in case of reserved categories candidates.
- 8) PwD Certificate issued by competent authority not less than 3 (three) months prior from the date of publication of this Advertisement must be enclosed in case of PwD candidates.

**Incomplete applications shall be summarily rejected.**

**Last date of submission of application- 14-07-2023**

- N.B:** ⇒ *Canvassing directly or indirectly shall disqualify a candidate.*
- ⇒ *Only shortlisted candidates will be called for the Written Examination/Oral Interview.*
- ⇒ *A candidate can apply for only one post.*
- ⇒ *For any discrepancy, decision of the Selection Board/Committee of Assam Legislative Assembly Secretariat shall be final.*
- ⇒ *No TA/DA is admissible for appearing in the Written Examination/Viva-Voce Test/ Interview/Computer Practical/Practical Test.*

*14/6/23*  
Secretary,  
Assam Legislative Assembly.