

**ADVERTISEMENT**

In pursuance of Government in Finance (Establishment-B) Department's approval vide letter NO.FEB.257/2015/57, dated Dispur the 24<sup>th</sup> January/2017 and view of the guidelines issued by the Government in the Personal(B) Deptt. vide Letter No. ABP.70-A/2016/6 Dated 16<sup>th</sup> Aug, 2016 and in view of the amendment of Rule 12 of the Assam Directorate Establishments (Ministerial) Service Rule, 1973, made by the Government in the Personal(B) Department vide Notification No. ABP.199/2015/3 Dated Dispur the 27<sup>th</sup> September, 2016, this re-advertisement for the post of Junior Assistants and Data Processors is issued with the following modifications to our earlier advertisement for the above mentioned posts which was published in the Assamese daily "Amar Axom" (Janasanyog/2634/15) Dated 09/06/2015 and "The Assam Tribune" (Janasanyog/2632/15" Dated 9<sup>th</sup> June/2015.

1. The Educational qualification for the post of Junior Assistant shall be minimum graduation from a recognized university or any Examination declared equivalent by the Government as per the of Rule 12 of the Assam Directorate Establishment (Ministerial) Service Rules ,2016 . Moreover, a candidate for the post of Junior Assistant must Possess Computer skills for handling data and text on computer.

2. In view of the guidelines issued by the Govt. in the Personal(B) Department vide letter No. ABP.70-A/2016/6 Dated 16 Aug, 2016, there shall be no interview for the post of Junior Assistant and Data processor.

3. In view of the above modifications it is informed that the applications of the candidates who had applied on the basis of minimum qualification of HSSLC in Arts/Science /Commerce in response to our earlier advertisement dated 09/06/2015 in "Amar Axom" and "The Assam Tribune" (Janasanyog/2632/15" Dated 9<sup>th</sup> June/2015 are hereby cancelled. However the applicants who had already applied having the required qualification are covered by this advertisement and they are not required to apply again.

4. In view of the above mentioned modifications fresh applications are also invited from the candidates who are the Citizens of India as defined in the Articles 5 to 8 of the Constitution of India in the prescribed standard form of application available in Part – IX of the Assam Gazette for filling up of 10(ten) vacant sanctioned posts of Junior Assistant and 2 ( two) posts of Data Processor in the establishment of Director of Accounts and Treasuries, Assam as shown below :

SL No	Name of the post With scale of pay	U R	Reservation (in nos.)				Total	Educational Qualification
			ST (P)	ST (H)	SC	OBC/ MOBC		
1	Junior Assistant Pay Band(2) = 5,200-20,000/- Grade pay 2,500/-	5	1	1	-	3	10	Candidate must possess a Bachelor Degree from a recognized University or any examination declared equivalent by the Government and must possess computer skills for handling data and text on computer.
2	Data Processor Pay Band (2)= 5,200-20,000/- Grade pay 2,400/-	2	-	-	-	-	2	BCA/B. Sc(IT) OR BA/B.Sc/B. Com with Certificate in computer equivalent to PGDCA or DOEEACC "O" level.

Method of selection:

1. Junior Assistant :

Written test (General English =50 marks,  
General Knowledge=25marks, Arithmetic=25 marks) : 100 Marks  
Practical(Computer test ) : 50 Marks  
Total : 150 Marks

2. Data Processor :

Written test (Basic Computer=50 marks,  
General English=25 marks, Arithmetic=25 marks) : 100 Marks  
Practical(Computer test) : 50 Marks  
Total : 150 Marks

The medium of written examination will be English only.

**Age :**

The candidate should not be less than 18 years and not above 38 years as on 01.01.2017. The upper age relaxation shall be applicable in case of Reserved Category candidates as per Rules.

**Examination:**

Candidate will have to appear in a written examination to be conducted by the Directorate of Accounts and Treasuries, Assam.

**How to apply :**

Application in prescribed Standard Form available in the Part-IX of Assam Gazette will have to be sent in a sealed envelope along with one self addressed envelope pasted with 5/- (Rupees five) postal stamp and send their applications by post to the "DIRECTOR OF ACCOUNTS AND TREASURIES, ASSAM, KAR BHAWAN COMPLEX, 5<sup>TH</sup> FLOOR, GANESHGURI, GUWAHATI-6" or drop in the box of the "DIRECTOR OF ACCOUNTS AND TREASURIES, ASSAM, KAR BHAWAN COMPLEX, 5<sup>TH</sup> FLOOR, GANESHGURI, GUWAHATI-6" within 20/02/2017 before 4 pm.

**General Instruction:**

1. Candidates must ensure that no column is left blank or wrongly filed and should not be over written. Applications not filled correctly as above and not signed duly by the candidate will be liable to be rejected. The undersigned will not entertain any claim after such rejection.
2. The candidates should enclose self attested copies of all testimonials as regard educational qualification caste, age and also diploma in Computer Application.
3. The candidates should enclose with the application 2 (two) nos. of self attested recent passport size photograph.
4. If the documents as in Sl.2 and Sl.3 are not submitted along with the application Form the same will be rejected summarily and no calling letter for written test/interview will be issued.
5. Copies of all self attested certificates should be clear and legible. Application with illegible copies of certificates will be rejected summarily.
6. The candidates must have registered their name with Employment Exchange and up-to-date renewal registration number with date be mentioned in the application (copy of employment Registration Card is to be furnished along with application).
7. Candidates fulfilling eligibility criteria and serving in Government/Semi Government Department may also apply through proper channel.
8. This Directorate will not be responsible for loss of application on transit or postal delay. Candidates sending application by post should ensure that their applications reach this office by 20/02/2017 before 4 pm.
9. No TA/DA will be admissible for attending the written test/Computer testing.
10. Canvassing in any form whether directly or indirectly shall disqualify candidature .
11. Application received either by post or by hand after the last date of submission i.e. 20/02/2017 till 4 pm shall not be accepted under any circumstances.
12. Detailed list of candidates along with details of written test shall be notified in due course of time and shall be displayed in the website [www.assam.gov.in](http://www.assam.gov.in) .The date of uploading in the website shall be published in the local newspapers for information of the eligible candidates.

**N.B.** Government servant joining the service of the State Government on or after 1<sup>st</sup> February, 2005 (01.02.2005) shall not be Governed by the existing Assam Service (Pension) Rules, 1969 and orders issued thereafter from time to time . So far their pension and other Retirement benefits are concerned they will be governed by a new set of Pension Rules, Which are already formulated with the contributory Pension Scheme announced by the Government of Assam Vide NO.BW.7/2008/Pt./40, dated 06.10.2009.



Director  
Accounts and Treasuries,  
Assam, Kar Bhawan Complex,  
Dispur, Guwahati -6.