



ASSAM STATE ELECTION COMMISSION  
HOUSEFED COMPLEX, DISPUR, GUWAHATI - 781006. Ph. No. 0361-2220240/2264920  
(tele-fax) 2220024 e-mail - secassam@gmail.com

No. SEC. 02/2018/2

Dated Dispur the 19<sup>th</sup> February, 2018.

**Advertisement**

Applications are invited in Standard Form as published in Part IX of Assam Gazette from intending eligible candidates who are citizens of India for the following vacancy in the office of the Assam State Election Commission, Housefed Complex, Dispur, Guwahati-6.

1) **Vacancy:** Typist - 1 (one) post Unreserved, PB- 2, Pay Scale Rs. 14000 - 49000/-, G.P. Rs. 6200/- plus other allowances as admissible;

2) **Qualification:** a) Applicant must be HSSLC Passed from a recognised University and should be proficient in Computer typing both in Assamese and English script; b) Should have minimum 6 (six) months Computer diploma/ certificate in Computer Application from a registered Institute;

3) **Age of the Candidates :** A candidate shall not be less than 18 (eighteen) years and more than 43 (forty three) years of age as on 01.01.2018 with usual relaxation for the entitled categories. Govt servant joining in the service of the State on or after 1<sup>st</sup> February, 2005 shall be governed by New Defined Contributory Pension Scheme announced by the Govt.

4) **Application Fees:** The candidates will have to pay the application fees as follows through Treasury Challan under Head of A/C '0070-Other administrative services-60-other service-800-other receipts.

<u>Category</u>	<u>Rate of Application Fee:</u>
(a) General	: Rs. 250.00 (Rupees two hundred fifty) only
(b) SC/ST/OBC	: Rs. 150.00 (Rupees one hundred and fifty) only

However, unemployed candidates or candidates belonging to the BPL category are exempted from payment of the application fees.


The unemployed candidates will have to furnish a Certificate of unemployment from a Govt. Gazetted Officer and BPL category candidates will furnish a copy of the BPL Certificate.

5) **Recruitment Modality:** The candidates will have to appear in Computer proficiency test on both English and Assamese typing. Candidates securing minimum cut off mark in both English and Assamese Computer test only will be considered for selection based on total of marks secured in both Assamese and English Computer test. The English test will be taken at first and candidates qualifying in the English test will be called for appearing in Assamese Computer Test. The marks for the Computer test will be of 200 marks, break-up wise - 100 marks for English Test and 100 marks for the Assamese Computer test.

6) **Other Conditions:** The applications should be accompanied with : - a) Self attested photocopies of all academic certificates/ age certificate/ Computer Diploma/ Certificate/ experience certificate, if any and any other certificates; b) 2 (two) recent passport size photographs of the candidate signed by the candidate; c) A self addressed envelope ( 25 cm x 10 cm) pasted with postal stamp of Rs. 5.00 (Rupees five) only, d) The candidates already in service should apply through proper channel, e) The candidates will have to appear for a test in Computer proficiency ( both in English and Assamese); f) photocopy of Treasury challan of application fee, g) e-mail id be given in application. Notice for Computer test will be given by e-mail also in addition to physical call letter by post.

7) Last date for receipt of applications by this office is 16<sup>th</sup> March, 2018 (during office hours). 8) Incomplete application will not be accepted.

8) The envelope sending the application should be superscribed, "Application for the post of Typist". The applications should be sent to the address viz. The Under Secretary, Assam State Election Commission, Housefed Complex, Block-V, Beltola Road, Dispur, Guwahati-781006. Canvassing directly or indirectly will disqualify a candidate. Application may be sent by post only. However if anybody insists on receipt of submission of such application they are advised to send applications under registered post only.

  
Secretary

Assam State Election Commission

Dispur :: Guwahati-6.

Memo No. SEC. 02/2018/2

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Dated Dispur the 19<sup>th</sup> February, 2018

Copy to: -

- 1) The Joint Secretary to the Govt. of Assam, P & RD Deptt., Dispur, Guwahati-6, for kind information, This has a reference to his letter No. PDA.164/2015/10 dt. 06.07.2015.
- 2) The District Employment Officer, Kamrup (M) district, Rehabari, Guwahati.
- 3) Office Notice Board.

  
Secretary

Assam State Election Commission

 Dispur :: Guwahati-6.