

## ASSAM LEGISLATIVE ASSEMBLY SECRETARIAT

No. LAE.72/2015/1333

Dated Dispur, the 1<sup>st</sup> June, 2020.

### ADVERTISEMENT

Applications are invited from the citizen 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	NO. OF POST-	CATEGORY WISE DISTRIBUTION				
				UR	OBC/ MOBC	ST(P)	SC	ST(H)
1.	Under Secretary	30000-110000/- + GP-14500 P.M. in Pay Band - 4 and other admissible allowances.	<b>1 (one)</b>	-	-	-	-	<b>1</b>
2.	Librarian	30000-110000/- + GP-13300 P.M. in Pay Band - 4 and other admissible allowances.	<b>1 (one)</b>	<b>1</b>	-	-	-	-
3.	Assistant Language Officer	22000-87000/- + GP-11500 P.M. in Pay Band - 3 and other admissible allowances.	<b>1 (one)</b>	<b>1</b>	-	-	-	-
4.	Deputy Marshal	22000-87000/-+GP-9700 P.M. in Pay Band - 3 and other admissible allowances.	<b>2 (two)</b>	<b>2</b>	-	-	-	-
5.	English Reporter, Gr.-II	22000-87000/-+GP-9400 P.M. in Pay Band - 3 and other admissible allowances.	<b>2 (two)</b>	<b>2</b>	-	-	-	-
6.	Stenographer, Gr.-II (E)	22000-87000/-+GP-9400 P.M. in Pay Band - 3 and other admissible allowances.	<b>1 (one)</b>	-	-	-	-	<b>1</b>
7.	Language Reporter Gr.-II	22000-87000/-+GP-9400 P.M. in Pay Band - 3 and other admissible allowances.	<b>2 (two)</b>	-	<b>1</b>	<b>1</b>	-	-
8.	Assistant Librarian	14000-49000/-+GP-8700 P.M. in Pay Band - 2 and other admissible allowances.	<b>1 (one)</b>	<b>1</b>	-	-	-	-

❖ With reference to this Secretariat's earlier Notice No.LAE.82/2019/4057, dtd 14<sup>th</sup> October, 2019, the candidates who have applied earlier for the post of Librarian having requisite qualification as prescribed above need not apply afresh.

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## ❖ **ELIGIBILITY CRITERIA:**

### **1. UNDER SECRETARY:**

#### ***A. Minimum Qualification***

The Candidate must be Graduate in Arts/Science/Commerce. Candidates possessing Bachelor Degree in Law practicing advocate with minimum 5 years of experience will be given preference.

#### ***B. Age Limit***

The candidate should not be less than 35 years and more than 43 (Forty three) years of age at the time of application. However, upper age limit is relaxable by 5 years in case of candidates applying through proper channel.

#### ***C. Selection Procedure***

There will be two tests for recruitment in the post i.e. Written Examination followed by Viva-Voce which will be conducted by the Selection Board nominated by the Hon'ble Speaker, Assam Legislative Assembly. The syllabus for the written examination which will be of 100 marks in total including Current Affairs, Mathematical Aptitude, General English, Assamese Literature.

### **2. LIBRARIAN:**

#### ***A. Minimum Qualification***

- a. The candidate must possess Master Degree in Library Science from any recognized University.
- b. The candidate must have 10 (ten) years of experience as Librarian in reputed institution/organization having practical knowledge in digital Library.

#### ***B. Age Limit***

The candidate should not be less than 40 years and more than 52 (Fifty-two) years of age at the time of application.

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

- i) By 3 years for OBC/MOBC candidates i.e. upto 55 years, and
- ii) By 5 years for SC/ST (P) & (H) candidates i.e. upto 57 years.

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- iii) By 3 years for unreserved category in case of candidates applying through proper channel.

**C. Selection Procedure**

There will be two tests for recruitment in the post i.e. Written Examination followed by Viva-Voce which will be conducted by the Selection Board nominated by the Hon'ble Speaker, Assam Legislative Assembly. The syllabus for the written examination which will be of 100 marks in total including Library Science, Current Affairs, Mathematical Aptitude, General English and Assamese Literature.

**3. ASSISTANT LANGUAGE OFFICER:**

**A. Minimum Qualification**

- a. The candidate must possess M.A. in English or Assamese with at least 60% marks for General/OBC/MOBC, 55% for SC/ST (P) and 50% for ST(H) from any recognized University.

The candidate must have good command over both English and Assamese language.

**B. Age Limit**

The candidate should not be less than 25 years and more than 38 (thirty-eight) years of age 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 i.e. upto 41 years, and
- ii) By 5 years for SC/ST (P) & (H) candidates i.e. upto 43 years.

**C. Selection Procedure**

There will be two tests for recruitment in the post i.e. Written Examination followed by Viva-Voce which will be conducted by the Selection Board nominated by the Hon'ble Speaker, Assam Legislative Assembly. The syllabus for the written examination which will be of 100 marks in total including Current Affairs, Mathematical Aptitude and Passage Writing.

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## **4. DEPUTY MARSHAL:**

### ***A. Minimum Qualification***

- a. The candidate must possess Bachelor Degree 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 University
- b. The candidate must possess NCC “C” Certificate.

### ***B. Age Limit***

The candidate should not be less than 25 years and more than 38 (thirty-eight) years of age 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 i.e. upto 41 years, and
- ii. By 5 years for SC/ST (P) & (H) candidates i.e. upto 43 years.

### ***C. Selection Procedure***

Candidates will have to appear for Oral Interview.

## **5. ASSISTANT LIBRARIAN:**

### ***A. Minimum Qualification***

- a. The candidate must possess Bachelor Degree in Library Science from any recognized University.
- b. The candidate must have 5 (five) years of experience dealing with Library Management in reputed institution/organization and have practical knowledge in digital Library.

### ***B. Age Limit***

The candidate should not be less than 25 years and more than 38 (thirty-eight) years of age at the time of application irrespective of fresh or candidates applying through proper channel.

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

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- i. By 3 years for OBC/MOBC candidates i.e. upto 41 years, and
- ii. By 5 years for SC/ST (P) & (H) candidates i.e. upto 43 years.

**C. Selection Procedure**

Candidates will have to appear for Written Examination. The syllabus for the written examination which will be of 100 marks in total including Library Science, Current Affairs, Mathematical Aptitude, General English and Assamese Literature.

**6. ENGLISH REPORTER, Gr.-II/STENOGRAPHER Gr.-II**

**(E):**

**A. Minimum Qualification**

- a. The candidate should possess Bachelor Degree in Arts/Science/Commerce from any recognized University with having Certificate in Stenography from ITI in Assam or any other Institute recognized by Govt. of Assam/Govt. of India with 120 words per minute in English Stenography.
- b. The candidate must have adequate knowledge of Computer application and good command over English language.

**B. Age Limit**

The candidate should not be less than 25 years and more than 38 (thirty-eight) years of age 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 i.e. upto 41 years, and
- ii. By 5 years for SC/ST (P) & (H) candidates i.e. upto 43 years.

**C. Selection Procedure**

There will be a Speed Test of 120 wpm which will be conducted by the Selection Committee nominated by the Hon'ble Speaker, Assam Legislative Assembly.

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## 7. LANGUAGE REPORTER Gr.-II:

### A. *Minimum Qualification*

- a. The candidate should possess Bachelor Degree in Arts/Science/Commerce from any recognized University with having Certificate in Stenography from any Institute recognized by Govt. of Assam with 100 words per minute in Assamese Stenography.
- b. The candidate must have adequate knowledge of Computer application with DTP in Assamese.

### B. *Age Limit*

The candidate should not be less than 25 years and more than 38 (thirty-eight) years of age 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 i.e. upto 41 years, and
- ii. By 5 years for SC/ST (P) & (H) candidates i.e. upto 43 years.

### C. *Selection Procedure*

There will be a Speed Test of 100 wpm which will be conducted by the Selection Committee nominated by the Hon'ble Speaker, Assam Legislative Assembly.

- ❖ **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:
- i. 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.
  - ii. Certificate/Marksheet of minimum qualification required for the concerned post.
  - iii. Employment Exchange Registration Card/Certificate.
  - iv. A self addressed envelope (size 22x10cm) affixing postal stamp of Rs. 5/-only shall be submitted.

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- v. 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 Principal Secretary, Assam Legislative Assembly, Dispur, Guwahati-781006.
- vi. Candidates who are in Government service may also apply through proper channel producing an NOC from the Head of the Institution.
- vii. Caste Certificate issued by competent authority must be enclosed in case of reserved categories candidates.
- viii. Application Fee is not required for the above mentioned posts due to COVID-19 pandemic in the country.

Incomplete applications shall be summarily rejected.

**Last date of submission of application- 20-06-2020 during the office hour.**

- N.B:** ⇒ *Canvassing directly or indirectly shall disqualify a candidate.*
- ⇒ *Only shortlisted candidates will be called for the Written Examination/Speed Test/Oral Interview.*
- ⇒ *No TA/DA is admissible for appearing in the Written Examination/Speed Test/Oral Interview.*

**SD/-M.K. Deka,  
Principal Secretary,  
Assam Legislative Assembly.**