

GOVERNMENT OF ASSAM  
DIRECTORATE OF TRAINING  
**ASSAM ADMINISTRATIVE STAFF COLLEGE**  
JAWAHARNAGAR, KHANAPARA, GUWAHATI-22.  
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**ADVERTISEMENT**

No. AASC(A No. AASC (A/E). 57/2015/91

Dated Guwahati the 28<sup>th</sup> of July 2015

Applications are invited from eligible candidates who are citizens of India as defined in Articles 5-8 of the Constitution of India in the prescribed Standard Form of application published in part-IX of Assam Gazette along with the attested copies of all testimonials for filling up three posts of Junior Administrative Assistant in the office of the Director of Training, Assam Administrative Staff College, Jawaharnagar, Khanapara, Guwahati-22.

<b>Name of the post</b>	<b>Vacancy</b>	<b>Scale of Pay</b>	<b>Remarks</b>	<b>Age</b>
Junior Administrative Assistant (Grade - III)	3(three)	(Pay Band - 2) Pay Scale : Rs. 5200 to Rs 20,200/- + Grade Pay Rs. 2400/- pm plus other allowances as admissible under rules.	Reservation as admissible	Candidates should not be less than 18 years and more than 38 years as on 1.1.2015. The upper age limit is relaxable by 5 years for SC and ST candidates and 2 years for ex-servicemen.

**Minimum Qualification**

- ⇒ The candidate must have passed the Higher Secondary examinations in any stream from a recognized University/Council/Board;
- ⇒ Proficiency in computer skills in use of application like MS Office, internet, e-mail correspondence etc. Candidates should submit proof of such proficiency.

The copies of the following documents must also be submitted along with the application.

1. Copies of self attested certificates of educational qualification issued by the competent authority.
2. Copy of upto date registration certificate from Employment Exchange.
3. Two recent passport size photographs duly attested by a gazetted officer
4. A self addressed envelope with postal stamps of Rs. 5/-

Those applicants whose applications are found to be in order will be called for a written test to be held at a place and date to be notified in due course, after which the qualified candidates in the written test will be further called for a viva-voce. The applicants will be intimated individually and they may also visit our website, [www.aasc.gov.in](http://www.aasc.gov.in), for details regarding the same.

Incomplete applications, defective applications and applications submitted/received after the scheduled date will not be accepted and these will be rejected without any intimation to the applicant.

No. T.A. and D.A will be admissible for attending the written test/interview.

Canvassing directly or indirectly for the posts will automatically lead to disqualification of a candidate.

The last date for submission of applications is **September 4, 2015**

Sd/-  
Director of Training,  
Assam Administrative Staff College,  
Jawaharnagar, Khanapara, Guwahati – 22.