

**THE ASSAM STATE TEXTBOOK PRODUCTION
AND PUBLICATION CORPORATION LIMITED**

(A Govt. of Assam Undertaking)

G.N.B. Road, Panbazar, Guwahati-781001

No.ATC/G/8/2023/3299

Date: 01-10-2024

RECRUITMENT NOTICE

Applications are invited from Indian Citizens for filling the following vacant posts in Assam State Textbook Production and Corporation Limited (a Govt. undertaking), Guwahati.

Sl. No	Post	Essential Qualification	Nos. of Post	Reservation	Pay Scale	Experience
1	Deputy Academic Officer (Arts)	MA in one of the subject like Political Science, Education, History, Geography etc. from a reputed University.	1	Unreserved	PB-22,000-87,000/- GP-9,100/-	The candidate should have the experiences of publishing minimum three nos. of his/her own authored books during the last five years, having the accompanied experiences of proof reading, technical knowledge of developing manuscripts and being familiar and aligned with the entire printing process.
2.	Asstt. Manager Commercial (for godown office)	a. Commerce Graduate. b. Minimum one year Diploma in Computer Application from reputed institution with operational knowledge of office automation. c. Diploma/Certificate in Store/ Inventory Management.	2	1 post reserved for SC; 1 post unreserved	PB-14000-49000/- GP-8000/-	Minimum 5 years experience in- a. Store keeping b. Book keeping c. Inventory Management in ware house/ godown of reputed Companies or Govt. undertaking preferably having minimum annual transaction of goods of Rs.5 Cr. and area of such godown/ware house should be preferably of 10,000 sq.ft. minimum.

General Conditions:

Interested applicants may submit their online application along with Photo, Signature and legible, coloured scanned copies of mark sheets/certificates etc. in support of their educational qualifications and experiences by logging onto <https://textbookcorporation.assam.gov.in> from 11.00 AM of 03-10-2024 to 4.00 PM of 17-10-2024.

- For any information regarding recruitment process, candidate should continuously check the website i.e. <https://textbookcorporation.assam.gov.in> for all updates.
- Age: The candidate should not be less than **21 years and not above 40 years** as on 01-06-2024. The upper age limit is relaxable as under:
 - 5 years for **ST(P),ST(H), SC** candidates.
 - 3 years for **OBC/MOBC** candidates as per Govt. Notification No. ABP.6/2016/51, Dated: 02/09/2020.
- Selected candidates will be entitled to the NPS for pension subject to the approval of the BoD(s).

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4. Incomplete online application will be rejected summarily. No application will be entrained after the last date fixed for receipt of online application.
5. No TA/DA will be paid for the interview.
6. Candidate presently employed in Govt. Department/PSU/Autonomous organization etc. will have to submit NOC from the present employer at the time of interview, if shortlisted for interview.
7. Candidature of any candidate will be cancelled if he/she is found to adopt unfair means, involve in canvassing in any form or unruly behavior violating any part of the recruitment process and instructions given by Assam State Textbook Production and Publication Corporation Ltd.
8. Assam State Textbook Production and Publication Corporation Ltd. reserves the right to cancel the entire recruitment process without given any notice.

SELECTION PROCEDURE:

1. The online applications received will be shortlisted through verification of submitted records and comparing qualifications and experiences as prescribed in the advertisement.
2. Thereafter, the shortlisted candidates will be selected mainly through the two layers of selection procedures. First one will be on the basis of the percentage of marks obtained by the candidates in their respective exams and second one will be based on the performance in the interview.
3. The shortlisted candidates will be notified mentioning date, time and venue, through the aforementioned web site i.e. <https://textbookcorporation.assam.gov.in> and will be called for document verification and interview for the respective posts. Applicants failing to produce original documents or supporting documents as per this advertisement during document verification shall be rejected. Candidature of applicants failing to appear for document verification process as per notified schedule shall be rejected. The authenticity of the supporting documents shall be duly verified, when called for document verification. If the applicants are found to have made false submissions in the online format, made incomplete and improper submissions in the online applications format shall be summarily rejected at any stage of recruitment.
4. After successful verification of documents, interview will be conducted through a duly constituted Panel/Board.
5. After the interview is conducted, final panel of Merit list of selected candidates shall be prepared and accordingly the final list of selected candidates will be uploaded in the official website <https://textbookcorporation.assam.gov.in> of Assam State Textbook Production and Corporation Limited, Assam and also will be intimated to the selected candidates accordingly.
6. **Authority in the Assam State Textbook Production and Corporation Limited, Assam reserves the right to cancel the candidature of any candidate as and when any ineligibility condition is detected. If any information declared by the candidate if found to be false at any stage, the candidate will be penalized as per prevailing laws/rules. The decision of the authority as to the eligibility or otherwise regarding applicant/candidate shall be final.**

Sd/-

Managing Director
ASTPPC Ltd.
