

ASSAM LEGISLATIVE ASSEMBLY SECRETARIAT

No. LAE.107/2024/5868

Dated Dispur, the 25th October, 2024.

ADVERTISEMENT

In pursuance of Article 187(2) of the Constitution of India, Assam Legislative Assembly Secretariat invites online application from Indian citizens as defined in Articles 5 & 8 thereon to fill up the vacancies as shown below:-

| Sl. No. | Name of posts | Scale of Pay | Category wise distribution | | | | | | Total No. of Posts |
|---------|----------------------------|---|----------------------------|----------|-------|----|-------|-----|--------------------|
| | | | UR | OBC/MOBC | ST(P) | SC | ST(H) | PwD | |
| 1. | English Reporter Gr.-II | 22000-97000/-+GP-9400/-PM in Pay Band-3 and other admissible allowances | 01 | - | - | - | - | - | 1 |
| 2. | Stenographer Gr.-II(E) | 22000-97000/-+GP-9400/-PM in Pay Band-3 and other admissible allowances | 01 | - | - | - | - | - | 1 |
| 3. | Language Reporter Gr.-II | 22000-97000/-+GP-9400/-PM in Pay Band-3 and other admissible allowances | 01 | - | - | - | - | - | 1 |
| 4. | L. D. Asstt. | 14000-70000/-+GP-8700/-PM in Pay Band-2 and other admissible allowances | 01 | - | - | - | - | - | 1 |
| 5. | Translator | 14000-70000/-+GP-8700/-PM in Pay Band-2 and other admissible allowances | 01 | - | - | - | - | - | 1 |
| 6. | Typist | 14000-70000/-+GP-6200/-PM in Pay Band-2 and other admissible allowances | 02 | - | - | - | 01 | - | 3 |
| 7. | Typist(Bodo Language Cell) | 14000-70000/-+GP-6200/-PM in Pay Band-2 and other admissible allowances | 01 | - | - | - | - | - | 1 |

▪ **ELIGIBILITY CRITERIA:**

1. English Reporter Gr.-II

▪ Minimum Educational Qualification

- a. The Candidate should possess a Bachelor's Degree in Arts/Science/Commerce with at least 50% marks for General/OBC/MOBC, 45% marks for SC/ST(P) and 40% marks for ST(H) from any recognized University.
- b. The Candidate must have Certificate in Stenography with 120 words per minute from an ITI of Assam or any other Institute recognized by Govt. of Assam/Govt. of India.
- c. The Candidate must possess a minimum 6(six) months Diploma/Certificate in Computer proficiency/application from a recognized Institute.

2. Stenographer Gr.-II(E)

❖ Minimum Educational Qualification

- a. The Candidate should possess a Bachelor's Degree in Arts/Science/Commerce with at least 50% marks for General/OBC/MOBC, 45% marks for SC/ST(P) and 40% marks for ST(H) from any recognized University.
- b. The Candidate must have Certificate in Stenography with 120 words per minute from an ITI of Assam or any other Institute recognized by Govt. of Assam/Govt. of India.
- c. The Candidate must possess a minimum 6(six) months Diploma/Certificate in Computer proficiency/application from a recognized Institute.

3. Language Reporter Gr.-II

❖ Minimum Educational Qualification

- a. The Candidate should possess a Bachelor's Degree in Arts/Science/Commerce with at least 50% marks for General/OBC/MOBC, 45% marks for SC/ST(P) and 40% marks for ST(H) from any recognized University.
- b. The Candidate must have Certificate in Assamese Stenography with 100 words per minute from any Institute recognized by the Govt. of Assam.
- c. The Candidate must possess a minimum 6(six) months Diploma/Certificate in Computer proficiency/application from a recognized Institute.
- d. DTP in Assamese Language Certificate should be enclosed.

4. L. D. Asstt.

❖ Minimum Educational Qualification

- a. The Candidate should possess a Bachelor's Degree in Arts/Science/Commerce with at least 50% marks for General/OBC/MOBC, 45% marks for SC/ST(P) and 40% marks for ST(H) from any recognized University.
- b. The Candidate must possess a minimum 6(six) months Diploma/Certificate in Computer proficiency/application from a recognized Institute. He/She must have proficiency in Computer Basic Application like MS-Office (Word, Excel, Power Point) Internet etc.

5. Translator

❖ Minimum Educational Qualification

- a. The Candidate should possess a Bachelor's Degree in Arts/Science/Commerce with at least 50% marks for General/OBC/MOBC, 45% marks for SC/ST(P) and 40% marks for ST(H) from any recognized University.
- b. The Candidate must possess a minimum 6(six) months Diploma/Certificate in Computer proficiency/application from a recognized Institute. He/She must have proficiency in Computer Basic Application like MS-Office (Word, Excel, Power Point) Internet etc.

6. Typist

❖ Minimum Educational Qualification

- a. The Candidate should be H.S. or equivalent passed in Arts/Science/Commerce with at least 45% marks for General and 40% for ST(H) from any recognized Council/Board of India.
- b. The Candidate must possess a minimum 6(six) months Diploma/Certificate in Computer proficiency/application from a recognized Institute with excellent knowledge of DTP in both English and Assamese Language. Also, the candidates must have good command over both the Languages.
- c. DTP in English and Assamese Language Certificate should be enclosed.

7. Typist(Bodo Language Cell)

❖ Minimum Educational Qualification

- a. The Candidate should be H.S. or equivalent passed in Bodo Language with at least 40% marks from any recognized Council/Board of India.
- b. The Candidate must possess a minimum 6(six) months Diploma/Certificate in Computer proficiency/application from a recognized Institute
- c. DTP in Bodo Language Certificate should be enclosed.

❖ Age Limit:

The minimum age limit for each post mentioned above shall be 21 years and maximum age limit for the post mentioned from Sl. (1) to (7) is 40 (Forty) years 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, and
- ii) By 5 years for SC/ST(P) &(H) candidates for each post.

The age limit of the candidate will be calculated on the basis of the Matriculation/ HSLC Admit card or Pass Certificate issued by a recognized Central/State Board/Council.

❖ **MODE OF SELECTION:**

The selection of candidates for recruitment will be in the following manner:

- i. The Selection Committee of ALA Secretariat will shortlist the candidates whose applications are found to be eligible on the basis of Academic qualification as quoted in the application. The shortlisted candidates will be called for Speed Test in case of English Reporter Gr.-II/Stenographer Gr.-II(E)/Language Reporter Gr.-II posts, Written Examination and Computer Practical Test for the post of L.D. Asstt. and Translator and Computer practical Test for the post of Typist and Typist(Bodo Language Cell) shall be conducted by the Selection Committee of Assam Legislative Assembly Secretariat. The syllabus against each post will be as follows:

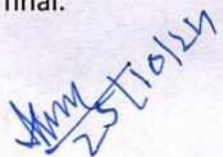
| Posts | Syllabus | Mode of selection |
|----------------------------|---|--|
| English Reporter Gr.-II | Dictation and Transcription of passage in the prescribed speed | Speed Test |
| Stenographer Gr.-II(E) | | |
| Language Reporter Gr.-II | | |
| L. D. Asstt. | Essay Writing on General topic, General Knowledge, Current Affairs, Reasoning & Aptitude, Mathematics | Written Test followed by Computer Practical Test |
| Translator | Translation (English to Assamese and vice-versa), Current Affairs, General Knowledge, Essay Writing on General topic. | Written Test followed by Computer Practical Test |
| Typist | Typing of passage both in English and Assamese Language | Computer Practical Test |
| Typist(Bodo Language Cell) | Typing of passage in Bodo Language | Computer Practical Test |

- ❖ **HOW TO APPLY:** Candidates shall be required to upload all relevant information in the link provided for the same purpose in the official website i.e., www.assambidhansabha.org along with the documents mentioned below:

- ❖ Age proof certificate (Admit Card/Pass Certificate of H.S.L.C. or equivalent examination) and a scanned copy of recent colour photograph.
- ❖ Certificate/Mark sheet of qualification required for the concerned post.
- ❖ Caste Certificate, wherever applicable issued by competent authority.
- ❖ CGPA Conversion Formula of the respective universities.
- ❖ NOC from the Head of the Department in case of the candidates applying through proper channel for appearing in the Speed Test/Computer Practical Test.
- ❖ A candidate can apply for one post only.
 - Online submission of application starts from 10.00 A.M. on 28th October, 2024.
 - Online submission of application ends on 18th November, 2024 at 5:00 P.M.

N.B.:

1. The List of eligible and shortlisted candidates for Speed Test/Written Test/Computer Practical Test will be uploaded in the official website i.e. www.assambidhansabha.org in due course of time indicating date, time and venue. No calling letter shall be issued separately.
2. Canvassing directly or indirectly shall disqualify the candidature of any candidate.
3. Assam Legislative Assembly Secretariat reserves the rights to cancel or reject the candidature of a candidate, if found invalid, without any intimation thereof.
4. Candidates will have to bear the expenses to appear in the Speed Test/ Computer Practical Test by themselves and no TA/DA will be admissible.
5. All appointments are subject to the provisions of the Rules of the Assam Legislative Assembly Secretariat where Appointing Authority's decisions shall be final.


Secretary,
Assam Legislative Assembly.