



**GOVERNMENT OF ASSAM**  
**SECRETARIAT ADMINISTRATION (ESTT.) DEPARTMENT**  
**DISPUR :: GUWAHATI-6**

**Block-A, Ground Floor, Janata Bhawan, sad.assam@gov.in, sad.assam.gov.in**

No.S(E)93/2020/76

Dated Dispur, the 3<sup>rd</sup> February, 2021.

**ADVERTISEMENT**

Online applications are invited from citizens of India as defined in the Constitution of India having registration in Employment Exchanges in the State of Assam for recruitment of Computer Operators for the Assam Secretariat, Government of Assam, Janata Bhawan, Dispur, Guwahati-781006 in the Scale of Pay of PB 14000-60500 + Grade Pay 6200/- plus other allowances as admissible under Rules.

**1. Vacancies:** 86 Nos.

- a) English Language Computer Operator = 68
- b) Assamese Language Computer Operator = 18

The applicant shall have to clearly state in the application the post of Computer Operator they are applying for – Assamese Language Computer Operator or English Language Computer Operator.

**2. Reservation of posts:**

- (i) ST(P) = 7
- (ii) ST(H) = 4
- (iii) SC = 6
- (iv) OBC/MOBC = 34
- (v) Unreserved = 25
- (vi) Person with Disability = 4
- (vii) Economically Weaker Section (EWS): 6 Nos.
- (viii) Reservation for Women = 30% (in all categories)
- (ix) Reservation for Ex-Servicemen = 2% (in all categories).

**3. Educational qualifications:**

- a. The minimum educational qualification of the candidates shall be a graduate in Arts, Science or Commerce from a University recognized by the State Government or a degree equivalent thereto and recognized by the Government.
- b. The candidates must also possess a minimum 6 (six) months Diploma/Certificate in Computer proficiency from a recognized Institute.

**Note:** The decision of the Secretariat Administration (Estt.) Department as to the eligibility or otherwise of a candidate for admission to the examination shall be final.

**4. Age:** The candidate should not be less than 18 years and more than 40 years of age as on 01.01.2021.

The upper age limit is relaxable as follows:

- (a) 5 years for SC/ST candidates.
- (b) 3 years for OBC/MOBC candidates.
- (c) 2 years for Ex-servicemen.
- (d) 10 years for PwD candidates.

The age limit of the candidates will be calculated on the basis of the Matriculation/HSLC Admit Card/ Certificate issued by a recognized Board/Council. No other document shall be accepted in lieu thereof for the purpose.

### 5. Mode of Selection:

**Phase-I:** The candidates whose applications are accepted will be required to appear in an objective type written test to be held in the notified centres on a date to be notified later on. The examination will be of 100 marks with Multiple Choice Questions (MCQ) for 2 hours duration to be administered through OMR Sheets.

The syllabus of objective type written test shall be as follows:

Sl. No.	Subject	Total marks
1.	General English	40
2.	Computer Theory	40
3.	General Awareness	20
<b>Total</b>		<b>100</b>

**Phase-II:** Against each vacancy four candidates will be short listed on the basis of the marks obtained in the written test. The short listed candidates shall have to appear in the Computer Proficiency Practical Test to be held centrally in Guwahati. The total marks for the Computer Proficiency Practical Test will be 100 marks.

### 6. How to apply:

- ➔ **CANDIDATES ARE REQUIRED TO APPLY IN PRESCRIBED FORM THROUGH ONLINE MODE ONLY. NO OTHER MODE FOR SUBMISSION OF APPLICATION IS ALLOWED.**
- ➔ Instructions for filling up prescribed online form will be available in **[website-  
www.recruitmentsad.in](http://www.recruitmentsad.in)**
- ➔ Before applying online, candidates are advised to carefully go through the instructions provided in the above website. Candidates are required to upload:
  - (i) A latest passport size photograph.
  - (ii) Admit Card/Certificate of H.S.L.C. examination.
  - (iii) Graduation Certificate and Marksheet.
  - (iv) Scanned Signature.
  - (v) Employment Exchange Registration Certificate. In case of Govt. employees, EERC need not be uploaded.
  - (vi) Computer Diploma/Certificate.

- (vii) Declaration in Form “A” under rule 5(1) of the Assam Public Services (Application of Small Family Norms in Direct Recruitment) Rules, 2019. Specimen Copy is available in the website [www.recruitmentsad.in](http://www.recruitmentsad.in).
- (viii) Caste Certificate (in case of reserved category candidate).
- (ix) Disability Certificate (in case of PwD category candidate) issued by competent authority.
- (x) Income and assets certificate of the family issued by the officer not below the rank of Circle Officer as per provision of para 5 of O.M.ABP.07/2019/4, dated 10-04-2019 and O.M.ABP.07/2019/16, dated 31-12-2019 (in case of EWS candidate). Specimen copy is available in the website [www.recruitmentsad.in](http://www.recruitmentsad.in); and
- (xi) Discharge Book No. & Date, place of issue (in respect of Ex-Servicemen).

**Note: No other document i.e. the hard copy of the online application form, registration slip etc. are required to be sent to the Secretariat Administration (Estt.) Department.**

Since the applications are submitted online, the question of submission of applications through proper channel in case of the candidates already employed becomes redundant. However, such candidate shall intimate their appropriate appointing authorities about submission of application in writing.

The candidates already employed should note that the prerogative for according permission to appear in Written Examination/join services on being selected by the Secretariat Administration (Estt.) Department in due course of time shall rest upon the appropriate authority. The Secretariat Administration (Estt.) Department shall not be anyway responsible/accountable in the event of not according permission to appear in the written examination/join service after selection.

#### **7. Last date of application:**

ONLINE FORM MAY BE FILLED-UP W.E.F. **04/02/2021** TO MIDNIGHT OF **20/02/2021** ONLY. NO APPLICATION WILL BE FILLED UP AFTER EXPIRY OF THE GIVEN TIME AS THE LINK WILL BE DISABLED.

NO MANUAL APPLICATION FORM WILL BE ACCEPTED.

No TA/DA is admissible for appearing in the Written Test/Computer Practical Test.

**NOTE: *The applicants are advised to submit only a single application.*** [However, if due to any unavoidable situation he/she submits another/multiple applications, he/she will ensure that the application with the higher Registration Number is completed in all respect which will be accepted by the Secretariat Administration (Estt.) Department.]

*Decision of the Secretariat Administration (Estt.) Deptt. as to the eligibility or otherwise of a candidate for admission to the examination shall be final.*

***CANVASSING DIRECTLY OR INDIRECTLY SHALL DISQUALIFY A CANDIDATE.***

*No application form will be accepted in the Secretariat Administration (Estt.) Department.*

**Sd/-**

(M.S. Manivannan, IAS)

Commissioner & Secretary to the Govt. of Assam  
Secretariat Administration Department

Memo No.S(E)93/2020/76- A

Dated Dispur, the 3<sup>rd</sup> February, 2021

Copy to:

1. The Director, Information and Public Relations, Assam, Dispur, Guwahati-6, He is requested to take immediate necessary action for publishing of this advertisement in local daily Assamese, Bengali and English newspapers. Further, he is requested to forward one copy of each of such advertisement to this Department for record.
2. The Director, Employment & Craftsmen Training, Assam, Guwahati for circulation of the advertisement through Employment Exchanges in Assam.
3. The Managing Director, AMTRON, Bamunimaidam, Guwahati-21. He is also requested to upload this advertisement in the Govt. website at the earliest.
4. The Director, Assam Institute of Management (AIM) , Pachim Boragaon, Guwahati-35 for information and necessary action as per the schedule given in the advertisement.
5. All Administrative Departments of Assam Secretariat, Dispur.
6. Deputy Commissioner (All).
7. The S.O. to Chief Secretary, Assam.
8. The P.S. to Addl. Chief Secretary to the Hon'ble Chief Minister, Assam.
9. The P.S. to Commissioner & Secretary, Secretariat Administration Department, Dispur, Assam.
10. The State Informatics Officer, NIC, Assam State Unit, Dispur, Guwahati-6 for information and necessary action. He is requested to link the website [www.recruitmentsad.in](http://www.recruitmentsad.in) with Secretariat Administration Department's website "[www.sad.assam.gov.in](http://www.sad.assam.gov.in)" and Govt. of Assam website "[www.assam.gov.in](http://www.assam.gov.in)".
11. The Content Manager, S.A. (E) Deptt. for necessary action.
12. Guard File.

By order etc.,

Deputy Secretary to the Govt. of Assam,  
Secretariat Administration (Estt.) Department.