



## ASSAM STATE SCHOOL EDUCATION BOARD

Bamunimaidam, Guwahati-21

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No. ASSEB/D-I/EST/REC/96/2024/24

Date: 13<sup>th</sup> June, 2025

### ADVERTISEMENT

Applications are invited from the intending candidates for the below mentioned posts on Contractual basis in the Assam State School Education Board, Bamunimaidam, Guwahati-21.

Sl	Name of the post	Open Category	Reserved for OBC/MOBC	Reserved for SC	Reserved for ST(P)	Reserved for ST(H)	Grand Total
1	Junior Administrative Assistant	2	0	0	1	1	4
2	Junior Administrative Assistant cum Program Assistant	1	0	1	0	0	2
3	Junior Administrative Assistant cum Accounts Assistant	1	1	0	0	0	2

**NOTE:** Initial contractual period will be for 11 months from the date of joining, which will be revised on the basis of performance of the selected candidate.

#### 1. Eligibility:

- Nationality: The candidate must be an Indian citizen.
- Age: The candidate should not be less than 21 years and more than 38 years of age on 01.01.2025.
- Relaxation: The upper age limit is relaxed
  - by 5 years for SC/ STP/ STH candidates i.e. up to 43 years.
  - by 3 years for OBC/ MOBC candidates i.e. up to 41 years as per Govt. Notification No. ABP.6/2016/9 dated Dispur the 25<sup>th</sup> April, 2018.
- 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, and no other document shall be accepted in lieu thereof for the purpose.
- Candidate must be registered in a District Employment Office of Assam.
- Candidates must possess the above prescribed qualification on the date of submission of their applications.

## 2. Required Qualifications:

- a. For the post of Junior Administrative Assistant to be posted in ASSEB, Division-I and ASSEB, Division-II:** Candidate must be a graduate in any discipline, from a Govt. recognized institution only, having minimum 50% marks in 10<sup>th</sup>, 50% in 12<sup>th</sup> and 50% in graduation.

Please note:

- i. Candidate must have minimum six months Certificate or Diploma in Computer Application from a Govt. recognized institution.
- ii. For the candidate having marks more than 70% in any of the 10<sup>th</sup>, 12<sup>th</sup> and Graduation level examination, extra marks up to maximum 5, will be awarded during the selection process.
- iii. For the candidate having marks more than 80% in all of the 10<sup>th</sup>, 12<sup>th</sup> and Graduation level examinations, extra marks up to maximum 10, will be awarded during the selection process.
- iv. For the candidates having work experience in relevant field in any Govt. or Govt. Undertaking offices, extra marks, up to maximum 10, will be awarded during the selection process.

- b. For the post of Junior Administrative Assistant cum Program Assistant:** Candidate must be a graduate in Computer Science or related subject, from a Govt. recognized institution only, having minimum 50% marks in 10<sup>th</sup>, 50% in 12<sup>th</sup> and 50% in graduation.

Please note:

- i. For the candidate having MCA qualification from a Govt. recognized institute, extra marks, up to maximum 15, will be awarded during the selection process.
- ii. For the candidates having work experience in relevant field in any Govt. or Govt. Undertaking offices, extra marks, up to maximum 10, will be awarded during the selection process.

- c. For the post of Junior Administrative Assistant cum Accounts Assistant:** Candidate must be a graduate in Commerce, from a Govt. recognized institution only, having minimum 50% marks in 10<sup>th</sup>, 50% in 12<sup>th</sup> and 50% in graduation.

Please note:

- i. Candidates having CA inter passing certificate will be awarded extra marks of 10 during the selection process.
- ii. Candidates having proficiency in Tally will be awarded extra marks of up to maximum 5 during the selection process. It will be given based on hands on test.
- iii. Candidate must have minimum six months certificate or Diploma in Computer Application from a Govt. recognized institution.
- iv. For the candidates having work experience in relevant field in any Govt. or Govt. Undertaking offices, extra marks, up to maximum 10, will be awarded during the selection process.

3. **Remuneration: Rs 18,000 per month (Fixed) for first 11 months of contractual period.** (The remuneration will be revised after 11 months of contractual period with a lumpsum enhancement of 6% only, if re-engaged). Absorption of such contractually engaged candidates in regular posts will be as per provision of the Regulation of the Board.
4. **How to Apply:** Please visit official website **sebaonline.org** or **https://ahsec.assam.gov.in/**.

Link for online application will be available from **17<sup>th</sup> June 2025 to 7<sup>th</sup> July 2025**.

Candidate can apply for all the posts in one single application only. While applying for multiple posts, the candidate must ensure that he/she is eligible for all the applied posts. Application with inadequate qualification for the applied post will be summarily rejected.

Candidate need not to submit the hard copies of the application. No offline application will be accepted.

5. **Application fees:** Applicant has to deposit an amount of **Rs 500** (for General category candidates) while applying online. For reserved category, the fees will be **Rs 350**.

Payment has to be made through online mode only. No offline payment will be accepted. Fees once paid shall not be refunded under any circumstances.

6. Incomplete application or applications with false data will be summarily rejected.

7. **Selection Procedure:**

- a. One **Common Recruitment Test 2025 (CRT 2025)** will be conducted for all the successfully applied candidates. Modalities of the Test will be notified later on.
- b. Based on Common Recruitment Test, shortlisted candidates will be called for the further selection process, where documents of the shortlisted candidates will be verified before proceeding.
- c. Further process will include skill test and personal interview.

**A detail notification in this regard will be published in due course of time.**

8. Application will be accepted and confirmed only after successful payment only.
9. Under any circumstances application will not be accepted after the last date, as declared.



Secretary,  
Assam State School Education Board  
Guwahati - 21