

OFFICE OF THE MANAGING DIRECTOR
ADARSHA VIDYALAYA SANGATHAN, ASSAM
(An Autonomous Body under the Department of School Education, Government of Assam)
Kahilipara, Guwahati, Assam, Pin-781019 :: email: info.adarshavidyalaya@gmail.com

No. AVS/RSO/2022/01/149-I

Dated: 30/06/2025

WALK-IN-INTERVIEW

The Adarsha Vidyalaya Sangathan, Assam intends to hold a Walk-in-Interview for selection of candidate who is permanent resident of Assam to fill up Two Posts of **Senior Administrative Assistant (SAA)** for State Office of the Sangathan on **18th July 2025** at **10.30 A.M** onwards at the **Conference Hall of AV, Sangathan, Assam, Kahilipara, Guwahati-781019**. The engagement is purely on contractual basis for a period of 11 (Eleven) months and extension of the service shall be based on satisfactory annual performance.

The candidates shall have to **mail only the duly filled-up prescribed Application Form** to recruitment.avs.assam@gmail.com. The Application Form is available in the official website <https://avs.assam.gov.in>

- The applicant must have minimum **35 Years of age on 1st January 2025 and maximum upper age limit shall not exceed 50 years as on 1st January 2025**.
- An application fee of **Rs.200/- (Two Hundred)** only shall have to be submitted through Demand Draft in favour of 'Managing Director, Adarsha Vidyalaya Sangathan, Assam' payable at Guwahati. **The Original Demand Draft shall have to be produced during the time of document verification.**
- The in-service applicants need to apply through proper channel.
- Last date of submission of 'Application Form' through email is **12/07/2025**
- Application received after the last date shall not be entertained.

Post Category with requisite qualification/ desirable experience details:

Sl.	Post Category	Required minimum Qualification	Desirable Experience	No. of position	Pay Structure
1	Senior Administrative Assistant (SAA)	Graduation or equivalent examination passed with minimum 55% of marks in any stream from a recognized University/Institute and Computer Degree/Diploma.	<ul style="list-style-type: none">• Preference shall be given to applicants having experience in Government/ Govt. Undertaking organizations on similar works.• Good Computer knowledge (MS-Word/Ms-Excel/Tally /Power Point etc.) with good writing/DTP skills in English & Assamese.• Good report & proposal writing skills.• Experience of working in FinAssam, GeM Portal/ E-Procurement etc. shall be preferred.	02	Fixed 35,000/- (Thirty-Five Thousand) with 3% annual increment in case of continuation

N.B: All required qualification and desirable experience of the applicants must be supported with relevant self-attested certificates/documents which will be checked during document verification.

SELECTION PROCEDURE:

1. After receipt of application forms through email, a **Document Verification** shall be conducted. **Date of Document Verification shall be communicated through aforementioned official website in due course of time.**
2. In the date of Document verification, **Aptitude Test, Writing Skill & Computer Literacy Test** shall be conducted for eligible candidates.
3. If the numbers of eligible applicants are found larger, then **1:5 applicants** shall be called for 'Document Verification & Interview' purely based on merit and experience in relevant field.
4. Interview shall be conducted by a duly formed 'Selection Committee' comprising with experts.
5. Incomplete and improper applications, without application fee shall summarily be rejected.
6. Candidates shall have to bring **all original academic marks-sheets, pass certificates, age proof, permanent resident proof, experience certificates along with original Demand Draft for attending Interview.**
7. **A copy of one set of application form, all academic marks-sheets, pass certificates, age proof, permanent resident proof, experience certificates etc. shall have to be submitted** before attending Interview.
8. No TA/DA will be provided to the candidates for appearing in the Document Verification, Aptitude Test, Writing Skill & Computer Literacy Test and Personal Interview.

Authority in the Adarsha Vidyalaya Sangathan 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 is 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

Adarsha Vidyalaya Sangathan, Assam

Kahilipara, Guwahati-19