

**ASSAM LEGISLATIVE ASSEMBLY SECRETARIAT**

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No. LAE.54/2024/1445

**ADVERTISEMENT**

Online applications are invited from the intended eligible candidates who are citizens of India as defined in the Article 5 & 8 of the Constitution of India to fill up the vacancies in Assam Legislative Assembly Secretariat as shown against the following:-

SL. NO.	NAME OF POSTS	SCALE OF PAY	CATEGORY WISE DISTRIBUTION						Total NO. OF POST
			UR	OBC/ MOBC	ST (P)	SC	ST (H)	PwD	
1.	Additional Secretary	30000-110000/- + GP-17500 P.M. in Pay Band - 4 and other admissible allowances.	01	-	-	-	-	-	01 (one)
2.	Protocol Officer	30000-110000/- + GP-14500 P.M. in Pay Band - 4 and other admissible allowances.	01	-	-	-	-	-	01 (one)
3.	Language Reporter Gr-II	22000-97000/- + GP-9400/- P.M. in Pay Band - 3 and other admissible allowances.	02	-	-	-	-	-	02 (two)
4.	Assistant Librarian	14000-70000/-+GP-8700 P.M. in Pay Band - 2 and other admissible allowances.	01	-	-	-	-	-	01 (one)
5.	Stenographer Gr.-111 (E)	14000-70000/-+GP-8700 P.M. in Pay Band - 2 and other admissible allowances.	01	-	01	-	-	-	02 (two)
<b>Total</b>									<b>07</b>

◆ **ELIGIBILITY CRITERIA :**

**1. ADDITIONAL SECRETARY :**

- Minimum 7 years of experience as Joint Secretary or equivalent in any Govt. Department of Assam.
- Must have sound knowledge in Constitutional Law and Parliamentary Practice & Procedure.
- Person possessing Degree of Bachelor of Law from any recognized University shall be given preference.
- The candidate should not be less than 50 years and more than 55 (fifty-five) years of age at the time of application.

**2. PROTOCOL OFFICER :**

- The Candidate must possess Master Degree in any discipline with minimum 60% marks from any recognized University.
- The candidate must have 4 years of working experience in any Govt./Semi Govt. Office/Organization.
- The candidate having degree in Tourism & Hospitality Management will be given preference.
- The candidate must have good command over English, Assamese & Hindi language.
- The candidate should not be less than 35 years and more than 40 (forty) years of age at the time of application.

**3. LANGUAGE REPORTER GRADE-II :**

- The candidate should possess Bachelor Degree in Arts/Science/Commerce from any recognized University.
- No candidate shall be eligible to sit for Speed Test at 100 w.p.m. in Assamese unless the candidate have Certificate of Stenography in Assamese with 80 w.p.m. from any Institute recognized by the Govt. of Assam.
- The candidate must have adequate knowledge of Computer application with DTP in Assamese.
- The candidate should not be less than 21 years and more than 38 (thirty eight) years of age at the time of application.

**4. ASSISTANT LIBRARIAN:**

- The candidate must possess Bachelor Degree in Library Science from any recognized University.
- The candidate must have 5 (five) years of experience dealing with Library Management in reputed Institution/ Organization/Govt. Office and have practical knowledge in digital Library.
- The candidate should not be less than 21 years and more than 38 (thirty eight) years of age at the time of application.

**5. STENOGRAPHER GRADE-III (ENGLISH):**

- The candidate should possess Bachelor Degree in Arts/Science/Commerce from any recognized University.
- No candidate shall be eligible to sit for Speed Test at 80 w.p.m. in English unless the candidate have Certificate in Stenography from ITI in Assam or any other Institute recognized by Govt. of Assam/Govt. of India.
- The candidate must have adequate knowledge of Computer Application and good command over English Language.
- The candidate should not be less than 21 years and more than 38 (thirty eight) years of age at the time of application where the upper age limit is relaxable by 5 years for ST (P) candidates i.e. upto 43 years.

◆ **SELECTION PROCEDURE:**

- The selection of candidates for recruitment to the posts will be in the following Manner:
- The Selection Board and the Selection Committee of ALA Secretariat will shortlist the candidates whose applications found to be eligible and on the basis of Academic and Experience as quoted in the Application.
  - The shortlisted candidates for the posts at Sl. 1 & 2 will be called for Walk-In Interview conducted by the Selection Board of ALA Secretariat, Sl. 4 will be called for Written Examination which will be of objective type question carrying 100 Marks on the subject matters of Library Science, Current Affairs, Mathematical Aptitude, General English and Assamese Literature followed by Practical Test and Sl. 3 & 5 will have to sit at Speed Test conducted by the Selection Committee of ALA Secretariat.

◆ **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](http://www.assambidhansabha.org), along with the following documents as indicated below:
  - ✓ Age proof certificate (Admit Card/Pass Certificate of H.S.L.C or equivalent examination) and a scanned copy of recent color photograph.
  - ✓ Certificate/Marksheet of qualification required for the concerned post.
  - ✓ Caste Certificate, wherever applicable, issued by competent authority.
  - ✓ NOC from the Head of the Department in case of the candidates applying through proper channel for appearing in the Walk-In Interview/Speed Test/Written Examination.
  - ✓ A candidate can apply for only one post.

**Online submission of application starts from 11:00A.M. on 13-03-2024. Online submission of application ends on 09-04-2024 at 05:00 P.M.**

**N.B:**

- 1) The list of the eligible and shortlisted candidates for Walk-In Interview/Speed Test/Written Examination will be uploaded in the official website i.e., [www.assambidhansabha.org](http://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 a candidate.
- 3) Assam Legislative Assembly Secretariat preserves 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 Walk-In-Interview/Speed Test/Written Examination 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.