

GOVT. OF ASSAM
OFFICE OF THE REGISTRAR OF CO-OPERATIVE SOCIETIES, ASSAM
SIXMILE, KHANAPARA, GUWAHATI -781022

No. CE 18/2018/68

Dated, Guwahati the 15th Dec.' 2020

ADVERTISEMENT

Applications are invited online from intending and eligible candidates, who are citizens of India and having registration in employment exchange in the State of Assam as defined in the Articles 5 to 8 of the Constitution of India for filling up of 01 (one) vacant post of Stenographer in the office of the Registrar of Cooperative Societies, Assam, Khanapara, Guwahati-22 and carrying the following pay band plus grade pay with other allowances as admissible under Rules. This is in pursuance of the Govt. letter No. COOP. 83/2020/29, dated 23/11/2020 issued by the Secretary to the Govt. of Assam, Cooperation Department, Dispur.

Applications must be submitted online through website (www.niyukti.assam.gov.in) and will be received with effect from **17/12/2020**. The last date of receiving application will be **31/12/2020**. No application will be received thereafter.

THERE WILL BE NO APPLICATION FEE.

1. THE POST WISE VACANCIES WITH PAY SCALE AND GRADE PAY AS ADMISSIBLE UNDER RULES ARE GIVEN BELOW:

Name of Posts	No. of Vacancies	Pay Scale and Grade Pay per month
Stenographer	1- UR	14000-60500 + 7400 PB-2

* Other allowances as admissible under the rules will be additional.

2. ELIGIBILITY CRITERIA

The candidate must satisfy the following criteria.

- a) Nationality:** (i) Candidates/applicants must be Indian Citizen and permanent resident of Assam.
(ii) He/ She must have registered nis/her name in any Employment Exchange of Assam.
- b) Age:** Candidate should not be more than 40 years and less than 18 years of age as on 1st January, 2020 as per Govt. O.M. No. ABP 6/2016/51, dated 02/09/2020. The upper age limit for OBC/MOBC is 43 years, SC/ST is 45 years, Ex- Serviceman in 42 years and Persons with Dishabilles is 50 years as per existing Govt. norms. The age limit of the candidates will be calculated on the basis of Matriculation/ HSLC Admit Card/ Certificate issued by a recognized Board/ Council. No other documents shall be accepted in lieu thereof for the purpose.

Contd..2

c) Educational Qualification:-

Name of post	Educational Qualification
Stenographer	a) Passed Degree examination in any discipline from the Govt. recognized University. b) The candidate must passed a minimum 6 (six) months Diploma/ Certificate in Computer proficiency from a Govt. recognized institution. They must have good working knowledge of office productivity software tools like MS Window, Excel, Power Point, DTP (English/Assamese) and Internet Processing etc. c) The candidate must holder of National Trade Certificate in Stenography (English) or vocational training / certificate in short hand from a recognised institution.

3. HOW TO APPLY:

- a) The Candidates having the required essential qualification for the posts as mentioned above are eligible to apply for the posts through online mode only. No other mode for submission of application is allowed.
- b) Before applying online, candidates are advised to carefully go through the instructions provided in the website www.niyukti.assam.gov.in

4. Required documents/ testimonials to be uploaded at the time of applying:-

- a) Recent coloured Passport Size Photograph
- b) Scanned Signature of the candidate in full
- c) Self attested copies of Certificates/ Mark Sheets in support of educational qualification and other required qualification like Computer Proficiency Certificate, Age Proof Certificate, Caste Certificate etc.
- d) The applicants under EWS category will have to furnish EWS certificate issued by the competent authority.
- e) Disability Certificate (in case of PWD) issued by the competent authority.
- f) Valid Employment Exchange Registration Card/Certificate of the State of Assam.
- g) Residential certificate (PRC/Voter ID/Aadhaar) etc.
- h) Applicant submit a Declaration in the Form -A (Small Family Norms in Direct Recruitment) Rules, 2019.

5. The candidate must provide their mobile nos. in the Application form and available in website www.niyukti.assam.gov.in
6. Incomplete / defective / invalid application will be summarily rejected.
7. The candidates who are employees of Govt. / PSUs / Autonomous bodies must obtain necessary permission in writing (NOC) from the Competent Authority/Employer and a copy of the same may be produced during scrutiny of documents.

8. Selection Procedure:-

The applicants whose applications are found in order will be called for Written Test Examination comprising of the following subjects:-

<u>Subject</u>	<u>Marks</u>
a) i) General English	75
ii) General Knowledge	50
iii) Quantitative Aptitude	25
b) Knowledge of Computer (Theory)	50
c) Language Skills in Assamese/English	50
After the written test, the shortlisted candidates will have to appear in a Computer Proficiency Test.	
d) Computer Proficiency (Practical)	50
Total	300


Those candidates who qualify in the written test will be called for a dictation of 400 words for five minutes and after that the candidate shall have to type out the dictation. He/she shall have to show his/ her skill in computer knowledge.

There will be no Viva -Voce (Interview)

9. The selection will be done as per merit basis and the Selection Committee constituted for the purpose will prepared the Select list adhering to the rules and procedures laid down by the Govt. of Assam.
10. The appointment will be made after necessary police verification, document verification and Medical examination as per procedure.
11. Written examination will be intimated in due course of approval from the Govt. The call letter/Admit Card will be notified through the **www.niyukti.assam.gov.in**. The candidates will be able to download their call letter/Admit Card from the said website.
12. The list of short listed candidates will be notified in the **www.niyukti.assam.gov.in**. to appear in the Computer Proficiency Test.
13. Candidature of candidates is provisional and the Selection Committee has the right to accept or reject the candidature of any candidate at any stage of recruitment after proper scrutiny of the educational and other relevant documents.

GENERAL INSTRUCTIONS TO THE CANDIDATES :-

- (i) Canvassing directly or indirectly shall render such candidates unfit for the post.
- (ii) No TA / DA will be admissible to candidates for the journey and stay at any stage of the recruitment process.
- (iii) The select list will remain valid for appointment from date of announcement of the result for one year or till the date of next advertisement of similar posts whichever is earlier.
- (iv) Before issue of appointment letter, the department will obtain undertaking from the selected candidates that they shall abide by the New Pension Rules of Govt.
- (v) Fake documents / false information / misrepresentation of facts shall lead to rejection if detected at any stage before/after appointment and shall make the candidate liable to criminal proceeding as per existing law.
- (vi) Convening any favour by a candidate or by any individual on behalf of any candidate is a criminal offence. Such an activity shall result in immediate disqualification of the candidature of that particular candidate.
- (vii) In case of any clarification, the decision of the Registrar of Cooperative Societies, Assam will be final.


Registrar of Coop: Societies, Assam
Khanapara, Guwahati