

OFFICE OF THE DIRECTOR  
**ASSAM ADMINISTRATIVE STAFF COLLEGE SOCIETY**  
JAWAHARNAGAR, KHANAPARA, GUWAHATI-22.  
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**ADVERTISEMENT**

No.AASCS(A/E).15/2009/11  
Dated Guwahati the 21<sup>st</sup> of February 2019.

Applications are invited from eligible Indian nationals for filling up the post of Junior Accounts Assistant on Contractual basis under the Assam Administrative Staff College Society in the Assam Administrative Staff College, Khanapara, Guwahati-22.

Sl	Position	Educational qualification	Age	Experience	Salary
1)	Junior Accounts Assistant (Contractual) – 1 post	B. Com.	21 years to 43 years as on <b>01/01/2019</b> . The upper age limit is relaxable by 5 years in case of SC/ST/PWD candidates and 2 years for Ex-Serviceman.	a) Preference will be given to candidates with previous work experience. Proof of such previous work experience has to be submitted. b) Working knowledge in Tally Software, computer applications like Word, Processing, PowerPoint Presentation, Spread Sheet, Database Management. Proof of such knowledge has to be submitted.	Rs. 20,000.00 (Twenty thousand) only Per month (fixed)

Applications in plain paper indicating name, date of birth, present and permanent address, email id and contact number(s), office address, present post held, name of the organization, educational qualifications with photo copies of certificates, experience and nature of work done with certificates may be addressed to “**Director, Assam Administrative Staff College Society, Jawaharnagar, Khanapara, Guwahati-22**”.

The self addressed envelope of 10’X4.5’ affixing postal stamp of Rs. 5/- must be enclosed with the application.

In case of Government employees, applications may be submitted through proper channel.

Candidates whose applications are found to be in order will be called for a Written Test to be held at the place and date to be notified in due course. Those candidates who qualify in the Written Test will be further called for Computer Practical Test as the case may be on dates to be notified later on and they will have to appear in such tests at their own expenses. The candidates will be intimated individually and they may also visit our website ([www.aasc.assam.gov.in](http://www.aasc.assam.gov.in)) for details regarding the same.

No. T.A. /D.A is admissible for appearing in the Written Test/Computer Practical Test.

The term of post engagement will be initially for a period of one year renewable every year, subject to satisfactory performance.

Further, the engagement will be on the basis of terms and conditions prescribed by the Board of Management and Executive Committee of Assam Administrative Staff College Society.

The last date for submission of applications of the post mentioned above is **05.03.2019**

  
Director  
Assam Administrative Staff College Society,  
Jawaharnagar, Khanapara, Guwahati – 22.