

**GOVERNMENT OF ASSAM**  
**DIRECTORATE OF INFORMATION TECHNOLOGY, ELECTRONICS AND COMMUNICATION**

**ADVERTISEMENT**

Online applications are invited from intending eligible candidates who are citizens of India having Registration Number in Employment Exchange in the state of Assam for filling up of the vacancies as indicated below in the cadres of **Accountant, Cashier, Junior Assistant, Stenographer** at Directorate of Information Technology, Electronics and Communication, Janata Bhavan, Behind CM BLOCK, DISPUR, GUWAHATI-781006, ASSAM under Assam Public Service (Direct Recruitment to Class III and IV Posts) Rules,1997 and Assam Stenographer Service rules 1995. in the following scale of Pay plus other allowances under Rules.

Sl No	Position	Scale of Pay(Rs.)	Pay Band	Grade Pay (Rs.)	Nature of Post(s)
1	Accountant	14,000-49,000	PB-2	7,400	Non-Gazetted
2	Cashier	14,000-49,000	PB-2	7,400	Non-Gazetted
3	Junior Assistant	14,000-49,000	PB-2	6,200	Non-Gazetted
4	Stenographer (Grade II)	22,000-87,000	PB-3	9,100	Non-Gazetted

**Vacancies:**

Sl No	Position	Reservation
1	Accountant	Unreserved : 1 Post
2	Stenographer (Grade II)	Unreserved : 1 Post OBC/MOBC : 1 Post
3	Cashier	Unreserved : 1 Post
4	Junior Assistant	Unreserved : 3 (Out of which 1 Post Reserved for Women) ST(P) : 1 Post OBC/MOBC : 1 Post  Out of these 5 Posts, 1 Post shall be reserved for Person With Disabilities.

**Age:**

- The candidate should not be less than 18 years and more than 44 years of age as on 31.03.2019.
- The upper age limit is relaxable by five (5) years for ST candidates and is relaxable by three (3) years for OBC/MOBC candidates.
- The upper age limit for Persons with Disabilities is relaxable by 10 years ( Irrespective of caste)

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- The age limit of the candidates will be calculated on the basis of Matriculation/ Birth Certificate /HSLC Admit Card/ Certificate issued by a recognized Board/Council. No other document shall be accepted in lieu thereof for the purpose.

**Educational Qualification:**

Sl No	Position	Educational Qualification	Remarks
1	Accountant	<ul style="list-style-type: none"> <li>The minimum educational qualification of the candidates shall be <b>Post-Graduate in Commerce</b> from a recognized University/ Institution with <b>minimum 45% marks, 40% for SC/ST candidates in their degree examination.</b></li> </ul>	The candidates must possess a minimum of 6 (six) months Diploma/Certificate in computer proficiency including good working knowledge of office productivity software tools (independent of any operating system, i.e MS Windows, Linux, MAC etc.) such as Word Processor, Spread Sheet, Tally, Presentation graphics, concept of database, internet and email. from a recognized institute.
2	Cashier	<ul style="list-style-type: none"> <li>The minimum educational qualification of the candidates shall be <b>Graduate in Commerce</b> from a recognized University/ Institution with <b>minimum 45% marks, 40% for SC/ST candidates in their degree examination.</b></li> </ul>	
3	Stenographer (Grade II)	<ul style="list-style-type: none"> <li>The minimum educational qualification of the candidates shall be <b>Graduate in any discipline</b> from a recognized University/ Institution with <b>minimum 45% marks, 40% for SC/ST candidates in their degree examination.</b></li> <li>Candidates having National Trade Certificate in Stenography from ITI in Assam by the National Council for Vocational Trade after 1<sup>st</sup> August, 1975 and Diploma in Stenography from Government Recognised Polytechnic of the State may apply.</li> </ul>	
4	Junior Assistant	<ul style="list-style-type: none"> <li>The minimum educational qualification of the candidates shall be <b>Graduate in any discipline</b> from a recognized University/ Institution with <b>minimum 45% marks, 40% for SC/ST candidates in their degree examination.</b></li> </ul>	



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The decision of the Director, DITEC as to the eligibility or otherwise of a candidate for admission to the examination shall be final.

**Mode of Selection:**

**Phase-I:**

a) The candidates whose applications are accepted will be required to appear in an objective type **written test** to be held at a venue and date to be notified later.

The **Syllabus** of the **Objective Type Written Test** for the Positions of **Accountant, Cashier, Junior Assistant, Stenographer** will be as follows:

Sl. No.	Subject	Total Marks
1	Class 12 level General English, General Knowledge and Logical Reasoning	50
2	Knowledge of Computer (Theory)	20
3	Language Skills Test in Assamese/Bengali/Bodo/Alternative English	10
Total		80

b) The candidates for the Positions of **Accountant, Cashier, Junior Assistant** qualifying in the **Objective Type Written Test** shall be called for a **Typing Test and Personal Interview, which will be of 10 marks each.**

c) The candidates for the Positions of **Stenographer** qualifying in the **Objective Type Written Test** shall be called for a **Stenography Proficiency Test and Personal Interview, which will be of 10 marks each.**

d) Therefore, **the total marks** for Objective Type Written Test, Typing Test (or Stenography Proficiency Test, as applicable) and Personal Interview will be of **100 marks.**

e) For every position, candidates shall be called for Personal Interview in the ratio of 1:4 in order of merit as per the written test marks.

**How to Apply:**

→ **Candidates are required to apply online (only) by visiting the website [www.ditec.assam.gov.in](http://www.ditec.assam.gov.in) with effect from 00:00 hours of 25<sup>th</sup> March, 2019 to 11.59 PM of 17<sup>th</sup> April, 2019.** No application will be filled up after expiry of the given time as the link will be disabled. No other form for submission of application is allowed.

→ Instructions for filling up the prescribed form will be available in the above-mentioned website.

→ Before applying online, candidates are advised to carefully go through the instructions provided in the website. Candidates are required to upload a latest passport size photograph, photocopy of Birth Certificate /Admit Card/ Certificate of H.S.L.C examination, Graduation certificate, Scanned Signature, Employment Registration Certificate, Caste Certificate (in case



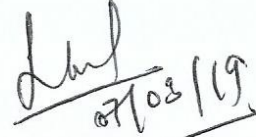
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of reserved category candidates), Disability Certificate (in case of PWD) issued by competent authority.

- Since only online applications will be accepted, the question of submission of applications through proper channel in case of the candidate already employed becomes redundant. However such candidate shall intimate their appropriate Appointing Authorities about submission of application in writing.
- The candidates already employed should note that the prerogative for according permission to appear in Written Examination/join services on being selected by 'Directorate of Information Technology, Electronics and Communication' in due course of time shall rest upon the appropriate Authority. DITEC shall not be anyway responsible/accountable in the event of not according permission to appear in the written examination/join service after selection.
- DITEC reserves the right to reject any application or cancel this Advertisement without assigning any reasons thereof.

*Canvassing directly or indirectly shall disqualify a candidate. No manual application form will be accepted.*

*No TA/DA is admissible for appearing in the Written Test/Typing Test/ Stenography Proficiency Test/ Personal Interview.*



(Vinod Seshan, IAS)

Director, Directorate of Information Technology,  
Electronics and Communication  
Govt. of Assam