



অসম প্ৰকাশন পৰিষদ

উচ্চ শিক্ষা বিভাগ, অসম চৰকাৰৰ অধীনস্থ

PUBLICATION BOARD ASSAM

Under Higher Education Dept., Govt. of Assam

বামুনীমৈদাম
গুৱাহাটী-২১, অসম

Bamunimaidam
Guwahati-21, Assam

No PB /EST/(P.A.R.T)/545/860/ 1277

Dated: 10th September, 2024

Advertisement

Applications in the standard form of applications are invited from the intending candidates for one post of **ACCOUNTS ASSISTANT** (in the cadre of Junior Assistant) **ON CONTRACTUAL BASIS** in the Publication Board Assam, Bamunimaidam, Guwahati-21. The candidate having following requisite qualifications and other norms may apply with all necessary self-attested copies of pass certificates and mark-sheets from HSLC Examination onwards and experience certificate and fees to the undersigned. The contract period shall be initially for 11 months and it will be reviewed every year on the basis of performance.

- Educational qualification:** The candidate must be commerce graduate having minimum 50% of marks and must have diploma in Computer from Govt. recognised institutions.
- Experience:** Minimum 02 years working experience in any Govt/Private organization in the field of Accounts. He/She must have knowledge in Tally PRIME and Excel. CA (Inter) will get 20 marks extra.
- Age as on 01-01-2024:** Maximum age is 40 years. Relaxation of upper age shall be considered as per norms of Assam Government
- Last date of submission of application: 30.09.2024.** Under no circumstances, the applications will be accepted after last date of submission of application is over.
- Submission of application:** The candidate shall submit his/her application through Post/Courier to The Secretary, Publication Board Assam, Bamunimaidam, Guwahati-21 and also ensure that the application is received in this office on or before 30.09.2024. No application shall be received directly in the office.
- Remuneration:** Rs. 25000/- per month with minimum @5% of annual enhancement of salary.
- Application fee:** Rs. 300/- (Rupees Three hundred) only which may be deposited in favour of the **Secretary, Publication Board Assam** through demand draft of any nationalized Bank payable at **Guwahati**.
- Marking pattern of the interview will be as follows:
 - HSLC-50 marks on percentage of marks;
 - HSSLC-50marks on percentage of marks;
 - Graduate-50marks on percentage of marks;
 - Diploma in Computer for securing -
 - A Grade-30 marks;
 - B Grade-20 marks; and
 - C Grade-10 marks.
 - CA (inter) - 20 marks;
 - Computer practical knowledge test-50 marks;
 - Viva-voce-50 marks

Note-1: By calculating marks from (i) to (v) of para 8, the candidates shall be shortlisted and maximum 20 candidates shall be called for Computer Test and Viva-voce.

Note-2: **After two years of satisfactory performance, the person will be regularised in the scale of pay of Rs.14000-70000 +Gr. Pay 6200/-per month.**



Sd/-

Secretary

Publication Board Assam
Bamunimaidam, Guwahati-21