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GOVERNMENT OF ASSAM
OFFICE OF THE REGISTRAR OF COOPERATIVE SOCIETIES: ASSAM
KHANAPARA: GUWAHATI

No. CE 30/2008/96

Dated Guwahati the 29th January, 2018.

ADVERTISEMENT

In pursuance of the Govt. letter No. COOP: 255/2003/Pt/95, dated 12/09/2017, applications are invited 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 in the prescribed Standard Form of Application as given in Part-IX of the Assam Gazette for filling up of vacant post of Stenographer (Grade-III) 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.

Sl. No.	Name of post	No of vacancy	Pay Band plus Grade Pay
1	Stenographer (Grade-III)	1- OBC	PB-2 Rs. 14000/- to Rs. 49000/- + Rs. 6200/- (Grade pay)

1. Educational Qualification:-

Sl. No.	Name of post	Educational Qualification
1	Stenographer (Grade-III)	a) Passed Degree examination in any discipline from the Govt. recognised University. b) The candidate must passed a minimum 6 (six) months Diploma/ Certificate in Computer proficiency from a Govt. recognised institution. c) The candidate must holder of National Trade Certificate in Stenography (English) or vocational training / certificate in short hand from a recognised institution.

2. Application Fee:-

i) For OBC candidates Rs. 150/- (Rupees one hundred fifty) only.

ii) Candidate having BPL certificate – Nil

Fees should be deposited only through Treasury Challan in the Head of Account:-0425-800-other receipt.

3. Age:- Candidate must not be less than 18 years and more than 43 years as on 1st January, 2018.

4. The reservation for women & physically handicapped as per existing Govt. rules.

5. Required Testimonials to be attached with the Application and to be duly attested. The applicants should submit their application alongwith photocopies of all testimonials duly attested regarding qualification, age, caste, employment exchange registration card, Caste Certificate, experience if any, Disability Certificate (in case of Persons with Disabilities) issued by competent authority, Original Treasury Challan, Copy of BPL certificate (in case of candidates of BPL families) and two copies of self attested recent passport size photograph of the candidates. The self addressed envelope of 10'X4.5' affixing postal stamp of Rs. 5/- must be enclosed with the application.

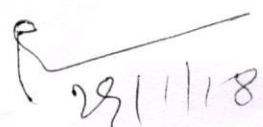
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6. **Last Date of Application:-** Application should be reach to the undersigned on or before 15/02/2018, any application received after the date as well as any incomplete application shall not be entertained. Government servants should apply through proper channel.

7. The undersigned shall not be responsible for any postal delay.

8. The candidates whose applications are accepted will be required to appear in a written test. 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.

9. Candidates should clearly mention the post applied for on top of the envelope containing the application and addressed to the office of the **Registrar of Cooperative Societies, Assam, Khanapara, Guwahati (SAMABAI BHAWAN)**.

10. No. TA/DA is admissible for appearing in the Written Test/ Computer Test.


Registrar of Cooperative Societies, Assam,
Khanapara. Guwahati.