GOVERNMENT OF ASSAM
DIRECTORATE OF ARCHAEOLOGY; ASSAM;
AMBARI, GUWAHATI-781001

NO. ARCH.486/CA/2015-16/                        Dated Guwahati, the 11th May, 2015

ADVERTISEMENT

The Competent Authority, Assam, under the Directorate of Archaeology, Assam, invites application from Indian Citizens (as per definition of Articles to 8 of Indian) for the under mentioned post on contractual basis for a period of one year (2015-16).

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of the Post</th>
<th>Fixed Pay</th>
<th>Number of Post</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Stenographer</td>
<td>Rs. 18,000.00</td>
<td>1</td>
</tr>
<tr>
<td>2</td>
<td>Data Entry Operator</td>
<td>Rs. 12,000.00</td>
<td>2</td>
</tr>
<tr>
<td>3</td>
<td>Office Attendant</td>
<td>Rs. 7,200.00</td>
<td>1</td>
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</tbody>
</table>

1. Requisite Qualification:

Stenographer: I. Minimum Educational Qualification required: Passed Degree Examination or an equivalent examination from a recognized University.

II. A candidate must have a minimum speed of 80 words per minute in English and Language (Assamese/Bengali/Hindi) Stenography as the case may be, of this Board or of the Industrial Training Institute of Assam held by the National Council for Vocational Trade after 1st August, 1975 or Government recognized Polytechnic of the State.

III. Having sufficient knowledge in computer in Office Automation like MS Word, MS Excel, PageMaker etc. Candidates having two/three years experience in this line will be preferred.

Data Entry Operator: Graduate with Diploma/Certificate (6 months continuous course or more) in computer application from a reputed institute. Candidate must working knowledge of Laptop, Desktop and in such software as Photoshop, M.S. Word, MS Excel, PageMaker, etc. Good command on English language. Candidates having two/three years experience in this line will be preferred.

Office Attendant: Class VIII passed. Experienced candidates will be preferred.

2. Age: A candidate must not be less than 18 years of age and more than 38 years on 1st day of January, 2015.

Relaxation of upper age limit as per Government Rules shall be applicable to SC & ST candidates.

3. Documents to be furnished:

I. Two passport size photographs of the candidates duly attested shall have to be affixed on the Application Form.

II. Attested copies of HSLC/HSSLC/Degree Certificates/Mark Sheets/Diploma in Stenography (Stenographer Post) and Computer (Data Entry Operator Post) shall have to be enclosed along with other testimonials and Caste Certificates where applicable.

III. One self addressed pre stamped (Rs. 5/-) enveloped of 11 cm X 25 cm size (Approx.)

4. Candidates must be a citizen of India as defined under Articles 5 to 8 of the Constitution of India.

5. How to apply: Application in Standard Form published in Part IX of the Assam Gazette complete in all respect should reach the undersigned by post only on within 15 days from the published date of the Advertisement. No application will be accepted after the last date of submission.

(Dr. Deepi Rekha Kouli)
Director and Competent Authority,
Directorate of Archaeology, Assam,
Ambari, Guwahati-781001