



GOVT. OF ASSAM
OFFICE OF THE PRINCIPAL SECRETARY : MISING AUTONOMOUS COUNCIL
GOGAMUKH : DHEMAJI : ASSAM

NO. MAC/Esstt./340/Pt. II/2023

Date:22-06-2024

ADVERTISEMENT


Application in standard form as published in the **ASSAM GAZETTE** part -IX are invited from the interested candidate who are bonafied citizen of India vide article 5 to 8 of the constitution of India for filling up of following vacant posts under the establishment of Mising Autonomous Council.

Sl. No.	Name of Post	Nos. of vacancy	Education & other Qualification	Scale of pay
1	Junior Assistant (Sanctioned)	1	Graduate / Equivalent in any stream with at least 5 Years relevant experience and having certificate in computer application with proficiency in MS Office tools.	Rs.14,000 to 60,500/- + Grade pay 6,200/- + other allowances admissible
2	Junior Assistant (Non Sanctioned)	4	Graduate / Equivalent in any stream with Minimum Six months diploma certificate in computer application with proficiency in MS Office tools.	Fixed Pay (As fixed by the Council)

Eligibility, requisites, procedure, terms & conditions etc.:

1. Candidate must not be of age less than 18 years and more than 35 years on 1st, January, 2024. Age relaxation :- 1. SC, ST =5 years, 2. OBC /MOBC = 3 years
2. Those candidates who have been already working in the Mising Autonomous Council will be given preferences and their service period will be considered as experience.
3. Candidates will have to appear for written test and viva- voce as and when intimated after scrutiny of their application.
4. Candidate will have to appear for written test and viva-voce cum typing test at their own expenses.
5. The candidate must possess a speed of 30 Word Per Minute in English to qualify in the typing test.
6. The candidates qualifying in the written test will be called for viva -voice and original educational and relevant documents will be verified. The candidates will have to bring their original testimonials for verification along with a self-attested photo copy.
7. Incomplete and wrongly filled application form will be summarily rejected.
8. The envelope containing the application should be clearly marked as application for the post applied.
9. The application is to be submitted with the following requisites attached there to :-
 - i) One self-addressed envelope of 5 cm x 11 cm affixing un used postal stamp of Rs.5.00 (Rupees five) only
 - ii) Attested copy of all certificate in support of educational qualification, proof of age and caste certificate.
 - iii) 2 (two) copies of recent passport photographs signed with date by the candidate on reverse side of those.
 - iv) Candidates must write their e-mail ID and WhatsApp number written on the body of the application form.


10. There is no pension and other retirement benefit in the posts advertised here.
11. Any postal delay in the process shall not be a matter of responsibility of the undersigned.
12. Canvassing directly or indirectly will be deemed to be appropriate ground for disqualification of the candidature.
13. The undersigned reserves the right to accept, modify or cancel the advertisement and to cancel or postpone written test / interview without assigning any reason thereof.
14. Candidate should note that authorities may subsequently prepare a short list from the applicants by affixing of cut off level and only those candidates who would qualify to enter the short list may be called for written test.
15. Last date of submission of application to the undersigned is **02-07-2024** during office hours.
16. Applications are to be submitted to the undersigned on or before the last date of submission of application. Application received after the last date of submission of application will not be entertained.


Principal Secretary
Mising Autonomous Council
Gogamukh, Dhemaji.
Date: 22-06-2024

Memo NO. MAC/Esstt./340/Pt. II/2023

Copy forwarded for favour of kind information and necessary action to:-

1. The Chairman, MAC, Gogamukh.
2. The Vice- Chairman, MAC, Gogamukh.
3. The Chief Executive Member, MAC, Gogamukh.
4. P.A to Hon'ble Minister, WPT & BC Deptt. Dispur, Guahati-6.
5. The Director, WPT & BC Deptt. Rukmini Nagar, Dispur, Guwahati-6.
6. All EMs / GMs, MAC, Gogamukh.
7. The Deputy Secretary, (F), MAC, Gogamukh.
8. The Planning Officer, MAC, Gogamukh.
9. The Accounts Officer, MAC, Gogamukh.
10. The Superintendent, MAC, Gogamukh.
11. The Acctt. MAC, Gogamukh.
12. Notice Board for wide circulation.
13. Office file.


Principal Secretary
Mising Autonomous Council
Gogamukh, Dhemaji.