

Precis Writing Test and Computer Practical Test for the shortlisted candidates for Recruitment of Junior Administrative Assistant in the Assam Secretariat

Candidates who were shortlisted for the Precis Writing Test and Computer Practical Test for the Post of Junior Administrative Assistant in the Assam Secretariat as published vide advertisement Reference No. S(E) 179/2018/147 dated 31st July 2021 are hereby informed to note the following:

| Date | Type of Test/Activity | Duration of Test/Activity |
|-----------------------|------------------------------|----------------------------------|
| 23-10-2021 (Saturday) | Précis Writing | 09:00 A.M. to 10:00 A.M. |
| | Computer Practical | 11:00 A.M. onwards |
| | Document Verification | 11:00 A.M. onwards |

1. The Précis Writing Test and Computer Practical Test would be held on 23-10-2021 at Guwahati. ***Wearing of Mask in the examination venue is compulsory.***
2. The process will comprise of Precis Writing Test, Computer Practical Test and Documents Verification. **Shortlisted candidates are asked to report at their respective venues positively before 8.30 AM.**
3. The verification of **Original Documents** etc. would be taken up in the examination venue itself. All candidates must bring their original Admit Card of the Written Test held on 21-02-2021 which was signed by the candidate and the invigilator at the examination venue, a recent Passport size Photograph, Original copies of Admit Card, Certificate, Marksheets of HSLC, HS and Graduation examination, Computer Proficiency Certificate/Diploma, Employment Exchange Registration Certificate, Caste Certificate (in case of reserved category candidates), Disability Certificate issued by competent Authority (in case of PwD candidates), Discharge Book Number and date with place of issue (in case of Ex-servicemen), Income and Asset Certificate of the Family issued by the competent authority (in case of EWS candidate) and Declaration of Form "A" under rule 5(1) of the Assam Public Services (Application of small family Norms in Direct Recruitment) Rules, 2019 and any other documents in original in support of candidature while reporting for the Precis Writing Test and Computer Practical Test on 23-10-2021.
4. Candidates may note that Precis Writing Test, Computer Practical Test and Document verification will be taken up in separate sittings in the same venues and they may, therefore, come prepared to remain in the venue for the whole day.
5. **All candidates are required to show their original Admit card of the written test held on 21-02-2021 which was signed by the candidate and the invigilator at the examination venue. Without this Admit Card no candidate will be allowed to sit for the Precis Writing Test and Computer Practical Test.**
6. Eligibility of candidate is checked on the basis of the information provided in Application Form. Being called for the Precis Writing Test and Computer Practical Test does not automatically render the candidate eligible for the post of Junior Administrative Assistant.
7. No TA/DA will be provided to any candidate for the purpose of appearing in the above mentioned Tests.

Commissioner and Secretary to the Govt. of Assam,
General Administration Department
Dispur, Guwahati-781006.