

# ADVERTISEMENT

Applications are invited from eligible candidates who are citizens of India having valid registration number in employment exchange of Assam for filling up the following vacant posts at Adarsha Vidyalaya Mahmara, Charaideo as indicated below:

Sl. No.	Name of the Post	No. of Posts per School	Qualification	Monthly Remuneration	Age limit
1	LDA-cum-Accountant	1	B. Com degree with minimum 50% of Marks from any recognized University and Good Knowledge of Tally	Rs. 15,000/- (Fixed) with 3% of Annual Increment	Candidates must not be less than 18 (eighteen) years and not more than 45 (forty - five) years of age as on 1st January, 2023
2	Grade-IV staff	2	Higher Secondary Pass	Rs. 8,000/ (Fixed) with 3% of Annual Increment	
3	Cleaner (Daily Wage Basis)	2	Class-VIII Pass	Rs. 250/-per day (Fixed)	

- The engagement of LDA-cum-Accountant and Grade -IV staff shall be contractual in nature, initially for a period of 11 months, and to be extended subject to assessment of satisfactory annual performance.
- The engagement of Cleaner shall purely be on Daily Wage basis.

### How to Apply:

- Candidates are required to apply in standard form along with self-attested copies of all academic Certificates, Mark sheets and other testimonials.
- Candidates are required to enclose the following documents:
  1. 2 (two) recent Passport size Photographs. (Self- attested)
  2. ID Proof like- PAN Card/Voter ID Card/Aadhaar Card/Driving License/Passport/ Current ID Card issued by the Education Institutions.
  3. Admit Card/Pass Certificate of H.S.L.C. examination.
  4. Graduation and Computer Diploma Certificate (Tally) and Mark Sheet (for the post of LDA-cum-Accountant).
  5. Higher Secondary Pass Certificate & Mark-sheet (for the post of Grade-IV).
  6. Valid Employment Exchange Registration Certificate.
  7. Last Date of Submission of application forms: 15th May, 2023.
  8. Application in Standard form for each category of posts shall be received in a specified Drop-Box which will be kept at Office of the Deputy Commissioner, Charaideo during the office hours.

### POINTS TO NOTE:

1. The applicants are advised to submit separate application for each post.
2. In case of detection of any false declaration /statement made by any applicant, his/her application will be rejected and will also be penalized as per prevailing rules/law. If in any case, submission of false facts/materials is detected even after the recommendation is made, the authority may take appropriate action as per rule/law.
3. Canvassing directly or indirectly shall disqualify a candidate.
4. No TA/DA is admissible for appearing in the Written Test/ Physical Ability Test.
5. The post applied for must be clearly written on the top of the ENVELOPE in CAPITAL LETTER.

**Sd/- Deputy Commissioner cum Chairman  
Adarsha Vidyalaya, Mahmara, Charaideo**