



ECF No. E 308701/6

Date : 07.09.2023

**RECRUITMENT OF JUNIOR OFFICE ASSISTANT AND JUNIOR ACCOUNTS ASSISTANT FOR THE OFFICE OF THE ASSAM INDUSTRIAL DEVELOPMENT CORPORATION LIMITED. (A GOVT. OF ASSAM UNDERTAKING)**

Online applications are invited from the intending eligible candidates who are citizens of India having Registration Number in Employment Exchange in the State of Assam for filling up the following vacancies as indicated below in the O/o **Assam Industrial Development Corporation Limited (a Govt. of Assam undertaking)**, R. G. Baruah Road, Guwahati-24.

Sl. No.	Name of Post	Number of vacancies
1.	Junior Office Assistant	6 (Six)
2.	Junior Accounts Assistant	3 (Three)

**1. Name of Post: Junior Office Assistant**

**Number of vacancies: 6 (Six)**

**Pay Band: Rs. 14,000-60,500/-**

**Grade Pay Rs. 6200/-**

**Age:** As per Govt. Office Memorandum vide No. ABP.6/2016/51, dated 02/09/2020, candidate should not be more than 40 years for unreserved category, 42 years for Ex-Servicemen, 43 years for OBC/MOBC and 45 years for SC/ST(P) ST(H) and 50 years for Persons with Disability (PwD) as on 1<sup>st</sup> September, 2023.

**Essential Qualification:**

- The candidate must be Graduate in any discipline from any recognized University.
- Computer knowledge: 1(one) year Diploma/certificate with MS word, MS Excel etc.

**Work Experience:** 1½ years experience in line.

**Reservation:**

Unreserved Category		Reserved for OBC/MOBC		Reserved for ST(P)	
Total	RFW	Total	RFW	Total	RFW
3	1	2	1	1	0

Note - RFW : Reserve for Women

**Application fee: NIL**

**Mode of Selection:** There shall be two phases of selection.

**Phase-I:** The Candidates whose applications are accepted will be required to appear in an objective type written test to be held in Guwahati on a date to be notified later on in the website - <https://aidc-recruitment.in>

For any queries mail to [admin@aidc-recruitment.in](mailto:admin@aidc-recruitment.in)

The syllabus of the Objective Type Written Test will be as follows:

Sl No.	Subject	Total Marks
1.	General English	50
2.	Knowledge of Computer (Theory)	25
3.	General Knowledge	15
4.	Quantitative Aptitude	10

**Phase-II:** Candidates will be shortlisted on the basis of the marks obtained in the written test at a ratio (ratio will be decided by Assam Industrial Development Corporation Ltd. after written test). The shortlisted candidates will have to appear in Computer Practical Test to be held in Guwahati. Total marks of Computer (Practical) Test will be 50 Marks.

**Note:** The decision of the Assam Industrial Development Corporation Ltd. as to the eligibility or otherwise of a candidate for admission to the examination shall be final.

**2. Name of Post: Junior Accounts Assistant**

**Number of vacancies:** 3 (Three)

**Pay Band:** Rs. 14,000-60,500/-

**Grade Pay:** Rs. 6200/-

**Age:** As per Govt. Office Memorandum vide No. ABP.6/2016/51, dated 02/09/2020, candidate should not be more than 40 years for unreserved category, 42 years for Ex-Servicemen, 43 years for OBC/MOBC and 45 years for SC/ST(P) ST(H) and 50 years for Persons with Disability (PwD) as on 1<sup>st</sup> September, 2023.

**Essential Qualification:**

- B.Com with Accountancy from any recognized University.
- Computer knowledge: 1(one) year Diploma/certificate with Tally, MS word, MS Excel etc.

**Work Experience:** 1½ years experience/ Training in line

**Reservation:**

Unreserved Category		Reserved for ST(P)	
Total	RFW	Total	RFW
2	1	1	0

Note: RFW - Reserve for Women

**Application fee:** NIL

**Mode of Selection:** There shall be two phases of selection.

**Phase-I:** The Candidates whose applications are accepted will be required to appear in an objective type written test to be held in Guwahati on a date to be notified later on in the website – <https://aidc-recruitment.in>

For any queries mail to [admin@aidc-recruitment.in](mailto:admin@aidc-recruitment.in)

The syllabus of the Objective Type Written Test will be as follows:

Sl No.	Subject	Total Marks
1	Accountancy	50
2	General English	20
3	Knowledge of Computer (Theory)	10
4	Quantitative Aptitude	10
5	General Knowledge	10

**Phase-II:** Candidates will be shortlisted on the basis of the marks obtained in the written test at a ratio (ratio will be decided by Assam Industrial Development Corporation Ltd. after written test). The shortlisted candidates will have to appear in Computer Practical Test to be held in Guwahati. Total marks of Computer (Practical) Test will be 50 Marks.

**Note:** The decision of the Assam Industrial Development Corporation Ltd. as to the eligibility or otherwise of a candidate for admission to the examination shall be final.

❖ **How to Apply:**

- CANDIDATES ARE REQUIRED TO APPLY IN PRESCRIBED FORM THROUGH ONLINE MODE ONLY. NO OTHER MODE FOR SUBMISSION OF APPLICATION IS ALLOWED.

Instructions for filling up prescribed online form will be available in website - <https://aidc-recruitment.in>

- Before applying online, candidates are advised to carefully go through the instructions provided in the above website. Candidates are required to upload:
  - (i) A latest passport size photograph.
  - (ii) Admit Card/Certificate of HSLC examination.
  - (iii) Qualifying Examination Certificate and Mark sheet.
  - (iv) Computer Diploma/Certificate
  - (v) Scanned Signature.
  - (vi) Employment Exchange Registration Certificate.
  - (vii) Cast Certificate (in case of reserved category candidates.)
  - (viii) Discharge Book No. & Date, Place of issue (in respect of Ex-Servicemen).

**Note:** No other document i.e. the hard copy of the online application form, registration slip etc. are required to be send to the Assam Industrial Development Corporation Ltd.

- ❖ Since the applications are submitted online, the question of submission of applications through proper channel in case of the candidates already employed becomes redundant. However, such candidates shall intimate their appropriate appointing authorities about submission of application in writing.

❖ The candidates already employed should note that the prerogative for according permission to appear in Written Examination/join services on being selected by the Assam Industrial Development Corporation Ltd. in due course of time shall rest upon the appropriate authority. The Assam Industrial Development Corporation Ltd. shall not be anyway responsible/accountable in the event of not according permission to appear in the written examination/join service after selection.

❖ **Last date of application:**

ONLINE FORM MAY BE FILLED-UP W.E.F. **8<sup>th</sup> SEPTEMBER 2023 12:00 NOON TO MIDNIGHT OF 30<sup>th</sup> SEPTEMBER 2023** ONLY. NO APPLICATION COULD BE FILLED UP AFTER EXPIRY OF THE GIVEN TIME AS THE LINK WILL BE DISABLED.

**Note: The applicants are advised to submit application form against only one cadre of post i.e. Junior Office Assistant or Junior Accounts Assistant.**

- ❖ CANVASSING DIRECTLY OR INDIRECTLY SHALL DISQUALIFY THE CANDIDATE.
- ❖ NO MANUAL APPLICATION FORM WILL BE ACCEPTED.
- ❖ No TA/DA is admissible for appearing in the Written Test/Computer Practical Test.

Signed by Manvendra  
Pratap Singh  
Date: 07-09-2023 15:47:51

Managing Director  
Assam Industrial Development Corporation Ltd.  
R.G.Baruah Road, Guwahati-24