



**BOARD OF SECONDARY EDUCATION: ASSAM**  
**BAMUNIMAIDAM: GUWAHATI-781021**

No. SEBA/EST/REC/Gr-III/2023/1

Date: 09<sup>th</sup> Nov, 2023

**ADVERTISEMENT**

Applications are invited from the intending candidates for the post of **4 (Four)** nos. of **Junior Administrative Assistant cum Program Assistant on Contractual basis** in the Board of Secondary Education, Assam (SEBA), Bamunimaidam, Guwahati-21. Initial contractual period will be for 11 months from the date of joining, which will be revised on the basis of performance of the selected candidate.

1. **Required Qualifications:** Candidates must be graduate in any stream having minimum 55% marks in 10<sup>th</sup>, 55% in 12<sup>th</sup> and 55% in graduation.
2. Candidate having MCA (Master of Computer Applications) will get extra points of up to 10 (ten) points based on MCA degree marks.
3. Candidate having BCA (Bachelor of Computer Applications) will get extra points of up to 5 (Five) points based on BCA degree marks.
4. Candidate having experience in Computer Application system in any Govt. and Private sector will get extra points as mentioned below:

Up to	1 year	: 1 point
	2 years	: 2 points
	3 years	: 3 points
	4 years	: 4 points
	5 years and above	: 5 points


5. **Required Age as on 01-01-2024:** Minimum 21 years and maximum 43years.
6. **Remuneration: Rs 18,000 per month (Fixed) till 30<sup>th</sup> June 2025** (with a provision for lumpsum enhancement of 6% per year w.e.f. 01-7-2025, if re-engaged after completion of 11 months of contractual period).
7. **Application fees:** Applicant has to deposit an amount of **Rs 250** in favour of Secretary, Board of Secondary Education, Assam either through Demand Draft of any National Bank payable at Guwahati or through challan of the Assam Co-operative Apex Bank Ltd, Bamunimaidam Branch Guwahati (Challan available in the SEBA office) payable at Assam Co-operative Apex Bank, SEBA complex.
8. **How to Apply:** Please visit SEBA's official website **sebaonline.org**.

Link for online application will be available from **14<sup>th</sup> Nov 2023 to 08<sup>th</sup> Dec 2023**.

After applying online, the Application Form with all filled data, as entered by the candidate, will be downloaded.

Candidate has to submit/send all the relevant documents along with the downloaded Application Form and necessary Fees to SEBA office, Guwahati, by **15<sup>th</sup> Dec 2023**.

9. Shortlisted candidates will be called for further process (further process may include written test, computer skill test and Viva).
10. Application will not be accepted after the last date as declared, under any circumstances.

  
Secretary

Board of Secondary Education, Assam  
Guwahati-781021