

Assam Science Technology and Environment Council

Bigyan Bhawan, G.S. Road, Guwahati – 781005

RECRUITMENT NOTICE

Online applications are hereby invited from the eligible Indian citizens for filling up one unreserved vacant post of Jr. Accounts Assistant in Assam Science Technology and Environment Council in the Pay Band-2 (Rs. 14000 - Rs. 59000) + Grade Pay of Rs. 7400/- with other allowances as admissible under the rules as given below:

Terms & Conditions:

1. Interested candidates must send duly filled **Standard Form of Application** as per Assam Gazette -Part IX along with all supporting documents in a **single PDF** to the E-mail: **jobatastec@gmail.com** on or before **07.08.2023**.
2. The candidate must be an Indian Citizen as defined in Article 5 to 8 of the Constitution of India.
3. The candidates must be permanent resident of Assam and must have their names registered in the Employment Exchange of Assam and the registration must be valid as on the date of submission of application.
4. Candidate already serving in Govt. Department/ organisations in regular posts should submit his/her application through proper channel.
5. Educational Qualification:
 - (a) The candidates must possess 1st Class in B.Com. with Accountancy as Major or 1st Class with Honours Course in B.Com under CBCS from recognized university/ institution.
 - (b) Desirable experience: Working experience in any Government organisations, institutions and any reputed private organisations with basic computer knowledge with Tally, e-filing of GST, TDS, Professional tax, Labour cess, C.P.F. etc.
6. The candidate must not be less than 18 years and not more than 38 years of age as on 01.01.2023. Relaxation of age will be as per Government of Assam norms.
7. Information given by the candidate in his/her application shall bind the candidate and if it is found to be false, his/her candidature shall be cancelled forthwith and he/she shall be liable for criminal prosecution as per law.
8. Canvassing directly or indirectly shall disqualify the candidature without notice thereof.
9. The mode of selection will be through **Stage 1**: Written test of 150 marks, which will comprise of Multiple Choice Questions (MCQ) on general knowledge, English language, test of reasoning and arithmetic, Book keeping & other accounts related questions; **Stage 2**: Skill (practical) test of 50 marks, which will comprise of practical knowledge on information technology(IT), taxation and auditing in computer lab and **Stage 3**: 50 marks for academic qualification from Class 10th onwards up to graduation level.
10. The syllabus of the written test and skill test and the list of eligible candidates will be available on the official website of ASTE Council (www.astec.assam.gov.in). Subsequently the candidates who have qualified in the written test will be called for skill test at the ratio of 1:10 on merit basis. The candidates must mention their active **e-mail ID** and **mobile number** correctly in the application form.
11. The individual Hall Tickets for written test will be mailed to the eligible candidate's e-mail ID only.
12. All further instructions regarding the selection process will be notified in due course, in the official website. Candidates should visit the official website regularly.
13. No TA/DA will be admissible to the candidates for attending the written and skill tests.
14. The Selection Committee reserves the right to cancel, alter or modify the advertisement or other terms and conditions without any prior notice, which will be notified in the official website.

Sd/-Director, ASTE Council
Guwahati – 781005

Director
A.S.T.E. Council
Bigyan Bhawan, G.S. Road, Ghy-5