



BOARD OF SECONDARY EDUCATION: ASSAM
BAMUNIMAIDAM: GUWAHATI-781021

No. SEBA/DS/CONF/RE/01/17

Date: 13th Feb, 2023

NOTIFICATION

In regard to this office Advertisement vide No. SEBA/EST/1/90(Pt)/343 dated 28th Oct 2022, for the engagement of 3 Junior Administrative Assistant cum Program Assistant on Contractual basis, it is hereby informed to all the applicants who have applied for the above posts that, the applications have been duly scrutinized and only the eligible candidates will be considered for the next phase of selection procedure.

All applicants can check their application status on the SEBA's official website sebaonline.org.

A. SELECTION PROCEDURE

- Step 1.** All eligible applicants are awarded points based on their academic qualifications and experience in relevant fields.
- For HSLC and equivalent - On the scale of 20 points
 - For HS and equivalent – On the scale of 20 points
 - For Graduation – On the scale of 25 points
 - For BCA - Extra points on the scale of 5 points
 - For MCA/BE/BTECH in Computer Sc & IT - Extra points on the scale of 10 points (Candidate having both BCA and MCA, only MCA extra points is awarded)
 - For Experience - Extra points on the scale of 5 points

Applicants can check their individual points in the SEBA's official website sebaonline.org.

- Step 2.** All eligible applicants have to appear a written examination called "Common Recruitment Examination". Written exam will carry maximum 60 points. Examination details are given below.

- Step 3.** Based on the consolidated points scored in Step 1 and Step 2, applicants will be called for the document verification and interview. Interview will carry a maximum of 10 points.

For each contractual post maximum 10 applicants will be called for the interview process.

- Step 4.** Based on the consolidated points scored in Step 1, Step 2 and Step 3, **Final Merit list** will be published and engagement will be offered.



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B. COMMON RECRUITMENT EXAMINATION

1. Date of written examination: **26th Feb 2023, 10 AM.**
2. Venue of Examination –

ASSAM JATIYA BIDYALAY
Noonmati, Guwahati 781020
Kamrup (Metro), Assam, India

3. Written test will consist of 60 multiple choice type questions to be answered on an OMR answer sheet. For each correct answer the candidate will get one (1) mark. Total marks for the Written Test will be 60. There will be no negative marking.
4. The subjects to be covered will be as follows:-
 - i. General Mathematics
 - ii. General English
 - iii. General Knowledge
 - iv. Assam's and India's History, Geography, Polity, Economy
 - v. Logical Reasoning
 - vi. Computer Knowledge
5. Question paper will be in English and Assamese language.
6. **Admit Card:** Applicants will be able to download their Admit Card from SEBA's official website sebaonline.org, from **20th Feb 2023**. Applicant have to bring a copy of the downloaded Admit card while coming for the Written Examination.


C. GENERAL INSTRUCTIONS TO THE APPLICANTS :-

1. Canvassing directly or indirectly shall render such candidates unfit for the post.
2. No TA / DA will be admissible to candidates for the journey and stay at any stage of the recruitment process.
3. The selection list confers no right to engagement unless the Board is satisfied about suitability of the candidate after a thorough medical examination and such enquiry and verification as may be considered necessary before appointment to the service / post.



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4. Candidates have to appear in all the stages of recruitment. If a candidate is absent from any stage / event, his / her candidature will be cancelled.
5. While preparing the final merit list, the existing reservation rules will be followed.
6. In case of any clarification, the decision of the SEBA will be final.


Secretary
Board of Secondary Education, Assam
Guwahati-781021

