



GOVERNMENT OF ASSAM
SECRETARIAT ADMINISTRATION (ESTT.) DEPARTMENT
DISPUR :: GUWAHATI-6.

Block-A, Ground Floor, Janata Bhawan, sad.assam@gov.in, sad.assam.gov.in

No. S(E).59/2020/5

Dated Dispur, the 25th August, 2020.

NOTIFICATION

Applications are invited in the enclosed format from the intending Sr.A.A.s and also officiating Sr. A.A.s who are confirmed in the post of Jr. A.A. working in the Assam Secretariat to fill up 1 (one) tenure post of "Accountant-cum-Sr.A.A." in the Chief Minister's Secretariat in the scale of pay of Pay Band-3 Rs. 22,000-87,000 with G.P. 9400/- P.M. plus other allowances as admissible under the Rules. Persons having work experience in accounts and related matters shall be given preference.

The incumbents who are willing to apply may submit their applications to the undersigned **on or before 09-09-2020** positively. Applications received after 09-09-2020 will not be entertained and stands rejected.

The selected candidate will have to furnish a security deposit of Rs. 2,000/- (Rupees two thousand) only in the National Defence Bond such as N.S.C. etc. duly pledged to the Govt. of Assam and a fidelity bond of Rs. 10,000/- (Rupees ten thousand) only also to be furnished.

The application format may also be downloaded from the Secretariat Administration Department's official website sad.assam.gov.in.

Deputy Secretary to the Govt. of Assam,
Secretariat Administration (Estt.) Department

Memo No. S(E).59/2020/5-A

Dated, Dispur, the 25th August, 2020.

Copy to :

1. Superintendents of all Departments of Assam Secretariat with a request to bring this to the notice of the Assistants concerned.
2. The P.S. to Ministers/ Parliamentary Secretaries with a request to bring this to the notice of the Assistants concerned.
3. Joint Secretary to the Govt. of Assam, Chief Minister's Secretariat, Dispur w.r.t. your letter No. CMS 20/2008/23 dated 11-08-2020.
4. Sad.assam.gov.in
5. Office copy/Guard file.

By order etc.

Deputy Secretary to the Govt. of Assam,

Secretariat Administration (Estt.) Department

**APPLICATION FORMAT FOR THE POST OF "ACCOUNTANT-CUM-Sr.A.A." IN CHIEF
MINISTER'S SECRETARIAT**

1. Name in full :
2. Present Post held :
3. Date of Birth :
4. Date of joining in the Sectt. Service :
5. Period of service rendered upto
31-07-2020.
(indicate the names of the Deptts.)
 - (i) as Jr.A.A. :
 - (ii) as Sr.A.A. :
6. Name of the post(s) in which confirmed
(to indicate the no. and date of
Office Order) :
7. Caste :
8. Qualification :
9. Present Residential Address :
10. Whether any DP/Court Case drawn/pending :
against the applicant or pending at present
11. If answer to 10 above is yes, give details :

I intend to offer myself as a candidate for the post of "Accountant-cum-Sr.A.A." in Chief Minister's Secretariat and the statements furnished above are true to the best of my knowledge and belief. In the event of any of the statement is found to be false, I will be liable to any action as Government may deem fit and proper.

Date :

Signature of Applicant