



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

No.S(E)186/2007/359

Dated Dispur, the 5th July, 2021

NOTICE

Applications are hereby invited as per enclosed prescribed 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 2 (two) tenure posts of "Cashier" (**Cashier-A & Cashier-B**) in the Secretariat Administration (Accounts) Department in the scale of pay of Pay Band-3 Rs. 22,000-87000 plus G.P. 9,400/- P.M. plus other allowances as admissible under the Rules. Persons having experience in Account works may be given preference.

The eligible Assistants may submit their applications to the undersigned **on or before 20/07/2021** positively. Applications received after the aforesaid date will not be entertained.

The application form may also be downloaded from the S.A. Deptt.'s official website, sad.assam.gov.in.

Sd/- (Shri P. Baruah)
Joint Secretary to the Govt. of Assam
Secretariat Administration (Estt.) Department

Memo. No.S(E)186/2007/359-A

Dated Dispur, the 5th July, 2021

Copy to:-

1. S.O. to Chief Secretary, Assam, Dispur, Ghy-6.
2. P.S. to Addl. Chief Secretary to the Hon'ble CM, Assam, Dispur, Ghy-6.
3. All P.S. to Ministers, Assam, Dispur, Ghy-6.
4. All Departments of Assam Secretariat, Dispur, Guwahati-6 with a request to bring this to the notice of Sr. Administrative Assistants for their information.
5. The Deputy Secretary to the Govt. of Assam, Secretariat Administration (Accounts) Department, Dispur, Guwahati-6
6. All P.S. to Addl. Chief Secretaries/ Principal Secretaries/ Commissioner & Secretaries/ Secretaries to the Govt. of Assam, Dispur, Ghy-6 with a request to bring this to the notice of Sr. Administrative Assistants for their information.
7. P.S. to Commissioner & Secretary to the Govt. of Assam, Secretariat Administration Deptt. for kind information of Commissioner & Secretary.
8. P.S. to Secretary to the Govt. of Assam, SA Deptt. for kind information of the Secretary.
9. Guard File
10. Office copy.
- ✓ 11. sad.assam.gov.in

By order etc.

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

Handwritten mark

**APPLICATION FOR THE POST OF 'CASHIER' IN SECRETARIAT
ADMINISTRATION (ACCOUNTS) DEPARTMENT**

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 :
31-06-2021
(indicate the names of the Deptts)
- i) As Jr.A.A. :
- ii) As Sr.A.A. :
6. Name of 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 8 above is yes, give details :

I intend to offer myself as a candidate for the post of "Cashier-A"/ "Cashier-B" in Secretariat Administration (Accounts) Department and the statement 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 the applicant