

ADVERTISEMENT

Applications are invited from eligible candidates who are citizens of India having valid registration number in employment exchange of Assam for filling up the following vacant posts at PubGuwahati Sri Aurobindo Adarsha Vidyalaya, Kamrup (M) as indicated below:

Sl. No.	Name of the post	No. of posts	Qualification	Monthly Remuneration	Age limit
1.	LDA cum Accountant	1	B. Com degree with minimum 50% of Marks from any recognized University and Good Knowledge of Tally.	Rs. 15,000/- (Fixed) with 3% of Annual increment.	Candidate must not be less than 18 (eighteen) years and not more than 45 (forty five) years of age as on 1st January, 2023
2.	Grade- IV staff	2	Higher Secondary Pass	Rs.8000/- (Fixed) with 3% of Annual increment	
3.	Cleaner (Daily Wage Basis)	1	Class VIII Pass	Rs. 250/- per day (Fixed)	

- The engagement of LDA cum Accountant and Grade IV staff shall be purely on contractual in nature, initially for a period of 11 months and to be extended subject to assessment of satisfactory annual performance.
- The engagement of cleaner shall purely be on Daily Wage basis.

How to Apply:

- Candidates are required to apply in standard form along with self-attested copies of all Academic Certificates, Mark sheets and other testimonials.
- Candidates are required to enclose the following documents. (Self Attested)
 - 2 (Two) recent passport size photographs. (Self attested)
 - ID proof Like- PAN Card/Voter Card/Aadhaar Card /Driving License/ Passport/Current ID card issued by educational Institutions.
 - Admit Card/ Pass Certificate of HSLC Examination.
 - Graduation Certificate and Mark sheet. (For the post of LDA cum Accountant)
 - Class VIII pass Certificate and Mark Sheet. (For the post of Grade IV)
 - Valid Employment Exchange Registration Certificate.
 - Last date of submission of application forms: 18th October, 2023.
 - Application in Standard Form for each category of posts shall be received in a specified Drop-Box which will be kept at Pub-Guwahati Sri Aurobindo Adarsha Vidyalaya, Ulubari, Kamrup (M) during the School hours.
 - The selection procedure will be Walk-in Interview.

POINTS TO NOTE:

- Applicants are advised to submit separate application for each post.
- In case of detection of any false declaration/statement made by any applicant, his/her application will be rejected and will also be penalized as per prevailing rules/law. If in any case, submission of false facts/ materials is detected even after the recommendation is made, the authority may take appropriate action as per rules/law.
- No TA/DA is admissible for appearing in the interview.
- The post applied for must be clearly written on the top of the ENVELOPE in CAPITAL LETTER.

Venue: Pub-Guwahati Sri Aurobindo Adarsha Vidyalaya

Reporting time: 8.30 am

Date of Interview: 27th October, 2023

**Sd/- District Commissioner
Kamrup Metropolitan District
& Chairman**