

GOVT. OF ASSAM
OFFICE OF THE DISTRICT & SESSIONS JUDGE:: SIVASAGAR
A D V E R T I S E M E N T
D A T E D – 06-04-2011

Applications are invited from the Citizen of India for the post of a Stenographer in the Standard Form of Application published in part IX of the Assam Gazettee for one vacancy anticipated to occur in the month of July, 2011.

	Name of Post	No. of Vacant post	Minimum qualification required	Scale of pay
1	Stenographer Grade-I	1-Anticipated	Graduate from a recognized University alongwith diploma in Stenography in English with minimum speed of 150 words per minute Shorthand and 40 words per minute in Type writing. Working knowledge of computer is a must.	(PB-4) Rs.12000- 40000/- + Grade Pay Rs.5900/-
2	Stenographer Grade-II		HSSLC or equivalent onwards from a recognized Board/ University alongwith diploma in Stenography in English with minimum speed of 120 words per minute Shorthand and 40 words per minute in Typewriting. Working knowledge of computer is a must.	(PB-3) Rs.8000- 35000/- + Grade Pay Rs.4300/-
3	Stenographer Grade-III		HSLC or equivalent onwards from a recognized Board/ University alongwith diploma in Stenography in English with minimum speed of 80 words per minute Shorthand and 30 words per minute in Typewriting. Working knowledge of computer is a must.	(PB-3) Rs.5200- 20200/- + Grade Pay Rs.2400/-

2. Age Limit :- Not less than 18 years and more than 38 years of age as on 31st March, 2011. The upper age limit will be relaxable by 5 years in case of candidates belonging to SC and ST category.
3. Selection Procedure :- The selection procedure shall consist of –
- 1) Written Test:- (Time 1 Hr.)
Sub :- English and General Knowledge (Total Marks-50)
 - 2) Transcription of the dictation taken on Shorthand. Transcription time is 30 minutes.(75 marks). Transcription has to be done in computer.
 - 3) Interview (25 marks).
4. Required Testimonials :-
- a) 2(two) Copies of recent passport size photograph , one pasted and one stapled.
 - b) Attested copies of educational certificates.
 - c) Age certificate.
 - d) Attested copies of Diploma in Stenography.
 - e) P.R.C. & Caste certificate (if any).
5. Last date of Submission of application :- 30.04.2011.

Preference will be given to the Stenographer of higher grades, if available, and found suitable

Application received after the last date will not be entertained under any circumstances. Candidates already in Govt. Services should apply through proper channel. Original of the attested copies of the testimonials will be verified at the time of the interview.

Candidates will have to appear in written test, shorthand test and interview at the time and place to be notified later on. No TA & DA will be paid for appearing in the written test/interview.

The application is to be addressed to the undersigned. The envelope containing the application shall indicate as follows :-

“Application for the post of Stenographer”

Sd/-
(H. K. SARMA)
District & Sessions Judge,
Sivasagar.

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Memo No:DJSV/ STDR/ III (pt.)/ 2001/ 1796-32 Dated:- 6.4.2011.

Copy to :-

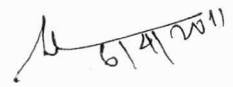
- 1) The District & Sessions Judge, Kamrup, Guwahati/ Goalpara/ Dhubri/ Kokrajhar/ Bongaigaon/ Barpeta/ Nalbari/ Darang, Mongaldoi/ Morigaon/ Nagaon/ Golaghat/ Sonitpur, Tezpur/ Jorhat/ Lakhimpur, North Lakhimpur/ Dibrugarh/ Dhemaji/ Tinsukia/ Cachar, Silchar/ Hailakandi/ Karimganj.
- 2) The Employment Officer, Employment Exchange, Sivasagar, with a request to provide atleast 20 (twenty) Nos. of candidates name and address to this office on or before 30.4.2011
- 3) **The Principal, ITI, Barpeta, Bongaigaon, Dhemaji, Diphu, Guwahati, Hailakandi, Jorhat, Nagaon, Nalbari, Srikona-Silchar-Cacher, Tezpur, Tinsukia.**

He is requested to display the advertisement in the notice board of his institute.

- 4) Notice Board of the District & Sessions Judge, Sivasagar.
- 5) Official Website of the District & Sessions Judge, Sivasagar, i.e.,

www.sivasagarjudiciary.gov.in.

- 6) Order file.


(H. K. SARMA)
District & Sessions Judge,
Sivasagar.