

**ADVERTISEMENT**

The Bodoland Territorial Council invites application from the eligible candidates for filling up OF the following posts lying vacant under its Secretariat at BodofaNwgwr, Kadamtola, Kokrajhar in the pay band and Grade pay plus other allowances as admissible under the Rules of Govt.of Assam issued from the time to time. The number of vacancy post may likely to increase or decrease with the approval of BTC before conduct of selection test. The Educational qualification and other eligibility criteria for the posts are as given below.

1. Name of post : Grade-III (Junior Administrative Assistant )
  - i. No. of post : 20 nos.
  - ii. Qualification : i. Graduate in any discipline  
: ii. One Year Certificate Course in Computer Applications from any Govt. recognised institutions.
  - iii. Age : Minimum 18 years to 40 years (Relaxable to SC/ST/OBC candidates as per Govt. norms.
2. Name of post : Stenographer (III)
  - i. No. of post : 12 nos.
  - ii. Qualification : i. Graduate in any discipline  
: ii. SCVT/ NCVT Certificate in Stenography (English) from any Govt. recognised I.T.I. with strokes 80 wpm and type 40 words per five minutes or Diplomacertificate in Stenography (English) from any Govt. recognised institutions withstrokes of 80 wpm and type 40 words perfive minutes.  
: iii. One Year Certificate Course in Computer Applications from any Govt. recognised institutions.
  - iii. Age : Minimum 18 years to 40 years (Relaxable to SC/ST/OBC candidates as per Govt. norms.
3. Name of post : Grade-IV
  - i. No. of post : 10 nos.
  - ii. Qualification : Minimum HSLC passed
  - iii. Age : Minimum 18 years to 40 years (Relaxable to SC/ST/OBC candidates as per Govt. norms.

**General Instructions:**

- A. **How to apply** : The eligible candidates willing to apply for the posts as mentioned above may apply by filling up the application in **Standard Form of Application**. The candidates who are in Govt./Semi Govt. service or public undertaking or such other similar organization/corporation/Board/Bodies must apply through proper channel and should ensure the receipt of his/her application in the Board's office within the stipulated date or receipt of applications failing which his/her candidature is liable to be rejected. No advance copy of application shall be treated as valid for determination of eligibility of candidates.
- B. **Candidates who are permanent resident of BTC area only eligible to apply. The names of the applicants must be enrolled in the District Employment Exchange offices of BTR area.**
- C. **FEE** : All the eligible candidates applying for the post as above need to deposit a Treasury Challan payable to Kokrajhar Treasury only or IPO for amount of Rs.150/- (Rupees One Hundred Fifty) only for General/OBC/MOBC candidates and Rs.100/- (Rupees One Hundred) only for SC/ST candidates. In case of Treasury Challan the Challan must be paid in favour of Principal Secretary, BTC, Kokrajhar, **payable at Kokrajhar Treasury only under the Head of Account -8443** civil deposit, Personnel Deposit, BTC. The Challan paid at Kokrajhar Treasury only will be accepted, **IPO must be paid in favour of The Principal Secretary, BTC, Kokrajhar.**
- D. **PHOTOGRAPH** : The applicant must furnish 2(two) copies of recent identical coloured passport size photograph signed across by the candidates along with the application.
- E. **DOCUMENT** : Photo copies of Educational qualification certificates from HSLC onwards alongwith certificate to prove computer proficiency and Stenography as the case may be. The candidates belonging to General /OBC category must furnish Permanent Resident Certificate of BTC/ Domicile Certificate/ Certificate from Municipality for candidates from urban area / Village Council Development Committee (VCDC) certificates for the candidates from Rural areas/ certified copy of Electoral Roll to prove as residential status. The candidates belonging to ST/SC/OBC must furnish photocopy of Caste Certificate issued from competent authority. The candidates must sign all the photo copies document furnished by him/her as certified to be true copy.
- F. **EXAMINATION/INTERVIEW** : The applicants for Grade-III (Jr.A.A.) and Stenographer-III whose applications are found in order will have to appear for a written test followed by viva-voice for the successful candidates of written test. For Grade-IV post, the applicants whose applications are found in order will have to appear for a viva-voice test. No TA/DA will be admissible for the purpose.
- G. **RESERVATION** : The reservation will be as per sixth sheduled norms.
- H. The completed application form dully filled up by the candidates with testimonials should be submitted to **"The Secretatry, Secretariat Administrative Department (SAD), BTC Secretariat, BodofaNwgwr, Kokrajhar, BTC, Assam, Pin-783370"**.
- I. The last date of receiving application is fixed on 25<sup>th</sup> April, 2023. The envelope containing completed application along with testimonials and one self addressed envelope (Size 23 cm x 10cm) affixing postal stamp of Rs.5/- must be super scribed the name of the post applied for on the top of the envelope.
- J. Incomplete application in terms of advertisement and the application received after the closing date will be summarily rejected.
- K. Canvassing in any form either to the Chairman or Member of the Selection Committee to be constituted shall be treated as disqualification of the candidate.
- L. The BTC authority reserves the right to cancel/withdraw any interview if situation so warrants.
- M. Candidates are required to enclose self addressed envelope affixing Postal Stamp of Rs.10/- along with application.
- N. Candidates are requested to visit the website [www.bodoland.gov.in](http://www.bodoland.gov.in) for any updating.

Sd/-

Secretary,  
SAD, BTC, Kokrajhar