

**ASSAM STATE HOUSING BOARD**  
**RGB ROAD, GUWAHATI-5**

Memo No: ASHB/G/Esstt/04/2018/28

Date: 30.7.2018

**ADVERTISEMENT**

Applications are invited from intending eligible Indian citizens as defined in Article 5 to 8 of the Constitution of India for recruitment to the following posts in Assam State Housing Board.

**Vacancy position, Reservation, Qualification & Scale of pay**

| Sl No | Name of the Post                      | Nos. of Vacancy | Reservation (including backlog)         | Minimum requisite Qualification  | Scale of Pay(Pre-revised)  |
|-------|---------------------------------------|-----------------|---|--|--|
| 1     | Junior Assistant (Head Quarter Level) | 7               | UR-1<br>OBC-3<br>SC-1<br>STP-1<br>STH-1 | a) Bachelor Degree in Arts/Science/Commerce from a recognized University.<br><br>b) Must possess Diploma in Computer Application minimum for six months from a recognized Institute.   | Pay Band (2)<br>Rs. 5,200-<br>20,200/- +<br>Grade Pay Rs.<br>2400/- p.m. |
| 2.    | Junior Assistant (District Level)     | 10              | UR-3<br>OBC-5<br>STP-2                  | a) Bachelor Degree in Arts/Science/Commerce from a recognized University.<br><br>b) Must possess Diploma in Computer Application for minimum six months from a recognized Institute.   | Pay Band (2)<br>Rs. 5,200-<br>20,200/- +<br>Grade Pay Rs.<br>2200/- p.m. |
| 3.    | Accounts Assistant                    | 5               | UR-1<br>OBC-3<br>STP-1                  | a) Bachelor Degree in Commerce from a recognized university<br><br>b) Must possess Diploma in Computer Application for minimum six month from a recognized institute<br><br>c) Knowledge in Accounts keeping with Tally latest version is also required. | Pay Band (2)<br>Rs. 5,200-<br>20,200/- +<br>Grade Pay Rs.<br>2400/- p.m. |

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|    |                                 |   |                                |   |  |
|----|---------------------------------|---|--------------------------------|---|--|
| 4. | Junior Engineer<br>(Civil)      | 9 | UR-3<br>OBC-3<br>STP-2<br>SC-1 | Diploma in Civil Engineering from an institution recognized by the Central/State Government. Preference will be given to candidates having experience of 3 years.   | Pay Band (2)<br>Rs. 5,200-<br>20,200/- +<br>Grade Pay Rs.<br>3300/- p.m. |
| 5. | Junior Engineer<br>(Electrical) | 1 | UR-1                           | Diploma in Electrical Engineering from an institution recognized by the Central/State Government. Preference will be given to candidates having experience of 3 years.  | Pay Band (2)<br>Rs. 5,200-<br>20,200/- +<br>Grade Pay Rs.<br>3300/- p.m. |
| 6. | Assistant Engineer<br>(Civil)   | 3 | UR-1<br>SC-1<br>STP-1          | Bachelor Degree in Civil Engineering from an institution recognized by the Central/State Government. Preference will be given to candidates having experience of 3 years with AutoCAD knowledge.                        | Pay Band (4)<br>Rs. 12000-<br>40,000/- +<br>Grade Pay Rs.<br>5400/- p.m. |
| 7. | Sectional Assistant             | 6 | UR-1<br>OBC-3<br>SC-1<br>STP-1 | a) Minimum educational qualification is HSSLC or equivalent from a recognized Board.<br><br>b) Must possess 3 month Diploma in General Works Supervisor from a Govt. Recognized Housing Development Institute and NCVT. | Pay Band (2)<br>Rs. 5,200-<br>20,200/- +<br>Grade Pay Rs.<br>2200/- p.m. |
| 8. | Mandal                          | 1 | UR-1                           | Minimum H.S.L.C. examination or equivalent examination with 6(Six) months Recorders' Course Class Certificate from the Assam Survey and Settlement Training Centre, Dakhingaon, Guwahati.                               | Pay Band (2)<br>Rs. 5,200-<br>20,200/- +<br>Grade Pay Rs.<br>2200/- p.m. |

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1. Applicants are requested to apply online by logging into <https://ashb.assam.gov.in/> and click on “Apply Online for the post of Junior Assistant (H.Q)/ Junior Assistant (District)/Accounts Assistant/Junior Engineer(Civil)/ Junior Engineer(Electrical)/Assistant Engineer(Civil), Sectional Assistant, Mandal”.

2. Online Portal for applying online for different posts will be available from 03/08/2018 onwards and shall close at 3 PM on 23/08/2018. Applicant may take a print of the final submission of Application form even after the closing date till the date of the examination.

3. Applicant must carefully choose the Post he/she applying for, which cannot be changed later on.

4. Before he/she proceed to apply, he/she must ensure that he/she has read and understood the eligibility criteria cited in the Advertisement & the instructions carefully for the post he/she are applying for. In case, he/she fail to produce any relevant certificate/marksheet/affidavit or any other document relevant for the particular post, during the time of document verification or at any stage; his/her candidature for the relevant post will stand rejected at any stage whatsoever.

5. Applicant will get a unique registration ID and password while registering/applying for the first time. E-mail will also be sent to the registered E-mail ID of the applicant comprising of Unique registration ID and password. Applicant should keep the record of the Unique registration ID and password for all future reference.

5. Uploading of E-Admit Card, rejection list, accepted list will be informed subsequently via website and local newspapers. Applicants are advised to keep track of the website and newspaper for any updates.

#### **GENERAL TERMS AND CONDITIONS TO APPLY:**

1. Applicants must not be less than 18 years and more than 44 years of age on 01.01.2018. However, the upper age limit relaxation in case of SC, ST & other applicants as per Govt. OM No.ABP 06/2016/04 dated 3<sup>rd</sup> March 2016 and prevailing Govt. norms.
2. There shall be usual reservation for SC/ST/STH/OBC/MOBC Applicants including Women and PWDs (Person with disabilities) as per Govt. rules.
3. Application fees payable by prospective candidates are as follows:
  - i. Rupees 350.00 for General and OBC candidates.
  - ii. Rupees 200.00 for SC, ST (P) and ST (H) candidates.
  - iii. No application fees in respect of BPL and PH candidates.
4. Schedule and other details of written test/Computer Proficiency Test shall be uploaded in <https://ashb.assam.gov.in/>



5. Registered applicants need to login via Registration ID and date of birth for uploading of scanned color copy of their recent passport size photograph and specimen signature at the time of online application, uploading of relevant documents in accordance with the post
6. Subsequently, after uploading photo, signature, documents and payment has to be made by the Applicant by online payment/challan mode.
7. No application either by Post or in Person shall be entertained by the office of the undersigned.
8. Incomplete/defective applications shall be summarily rejected to which rejection list with cause will be uploaded on the website.
9. Applicants are required to take a printout of the final submission of the Online Application Form after paying requisite fees and preserve the hard copy of the system generated online Application form for submission during the time of document verification.
10. Department shall not be responsible for non submission of online Application due to problem in the network or any other reason.
11. Canvassing directly or indirectly shall disqualify the applicant.

**12. Selection Process & Stages:**

- a) After the written examination, Applicants will be merit wise short listed based on a ratio 1:4 and will be called for Computer Proficiency Test for the Posts mentioned at advertisement form serial 1,2,3.
- b) **Written Test & Computer Proficiency Test:** Details of the written test & computer proficiency test will be uploaded in the website and will also be published in the News Paper.

**13. Document Verification:**

- a) The applicant must produce the Original of all the documents and submit self attested copies of all the testimonials along with 3(three) copies of self-attested recent passport size photograph in due course of time which will be notified later in the Website.
- b) No T.A./D.A. shall be paid by the Department for attending Written test/Computer Proficiency Test/Document verification.

*Victor P  
01/08/17*

**Commissioner  
Assam State Housing Board  
R.G. Baruah Road, Guwahati-5**

*Q*