OFFICE OF THE MANAGING DIRECTOR
ADARSHA VIDYALAYA SANGATHAN, ASSAM

(An Autonomous Body under the Department of School Education, Government of Assam)
Kahilipara, Guwahati, Assam, Pin-781019 :: email: info.adarshavidyalaya@gmail.com

No. AVS/RSO/2022/01/208 Dated: 18th November, 2026

ADVERTISEMENT FOR THE POST OF JR. ADMINISTRATIVE ASSISTANT

The Adarsha Vidyalaya Sangathan, Assam intends to hold a Interview for selection of candidate who is the permanent resident of Assam for the post of Jr. Administrative Assistant in Adarsha Vidyalaya Sangathan, Assam on **11th December, 2026** at **10.30 A,M** onwards at the **State Office, Adarsha Vidyalaya Sangathan, Assam, Kahilipara, Guwahati-781019**. The engagement is purely on contractual basis for a period of 11 (Eleven) months and extension of the service shall be based on satisfactory annual performance.

- The candidates shall have to **mail only the duly filled-up prescribed Application Format** to **recruitment.avs.assam@gmail.com.**
- The Age of the applicant should not be less than **26 years** and not more than **40 years** as on **1st January 2026.**
- The in-service applicants need to apply through proper channel.
- **Last date of submission of Application Form through email is 06/12/2026.**
- **Applications will be received through email only. No Online Application shall be entertained after 06/12/2026, 11.59 PM.**
- **Merit List of eligible candidates shall be published in the official website of Adarsha Vidyalaya Sangathan Assam on 07/12/2026 at 5.00 PM.**
- **Details of Advertisement, Application Format along with Selection Criteria shall be available in the official website: https://avs.assam.gov.in.**

Qualification & Experience details:

Post Category	Required minimum Qualification	Desirable Experience	No. of position	Pay Structure
Junior Administrative Assistant	• Graduate (Arts/Science/Commerce) from a recognized University with minimum of 55% of marks or equivalent grade. • Computer Certificate/ Diploma of minimum 6 (Six) months duration with good knowledge of English DTP.	• Minimum 1 year of relevant post qualification experience in office management, proper drafting, file management etc. in Government or any reputed organization. • Preference shall be given to applicants; ➢ Working in similar capacity in Government projects/ PSU/Externally aided projects. ➢ Having knowledge of Government accounting, taxations, etc.	`01	Fixed **Rs.20,000/-** per month with 3% of annual increment in case of continuance

N.B: All required qualification and desirable experience of the applicants must be supported with relevant self-attested certificates/ documents which will be checked during document verification.

SELECTION PROCEDURE:

1. The candidates shall have to **mail only the duly filled-up prescribed Application Forms as per format below** to **recruitment.avs.assam@gmail.com**

2. After receipt of application forms through email, a **Document Verification** shall be conducted. **Merit List of eligible candidates will be published in the official website of Adarsha Vidyalaya Sangathan Assam on 07/12/2026 at 5.00 PM.**

3. **In the date of Document verification i.e 11/12/2026, Writing Skill, Computer Literacy Test and Interview shall be conducted for eligible candidates.**

4. If the numbers of applicants are found larger, then **1:10 applicants** shall be called for 'Document Verification & Interview' purely based on merit.

5. Interview shall be conducted by a duly formed 'Selection Committee' comprising with subject experts.

6. Incomplete and improper applications shall summarily be rejected.

7. Candidates shall have to bring **all original academic marks-sheets, pass certificates, age proof, permanent resident proof, experience certificates for attending Interview.**

8. **A copy of one set of self attested all academic marks-sheets, pass certificates, age proof, permanent resident proof, experience certificates etc. along with prescribed Application Format** as attached herewith, shall have to be submitted before attending Interview.

9. No TA/DA will be provided to the candidates for appearing in the Document Verification, Writing Skill & Computer Literacy Test and Interview.

Authority in the Adarsha Vidyalaya Sangathan, Assam reserves the right to cancel the candidature of any candidate as and when any ineligibility condition is detected. If any information declared by the candidate is found to be false at any stage, the candidate will be penalized as per prevailing laws/ rules. The decision of the authority as to the eligibility or otherwise regarding candidate shall be final.

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Managing Director
Adarsha Vidyalaya Sangathan, Assam
Kahilipara, Guwahati-19

CANDIDATE INFORMATION FORM FOR PERSONAL INTERVIEW

POST APPLIED FOR: Junior Administrative Assistant

FOR OFFICE USE ONLY

- Roll No./ Registration No:_____
- Document Verification Status (Verified/Rejected):_____
- Signature of Verifying Official:_____

1. PERSONAL DETAILS

(to be filled in BLOCK LETTERS):

Full Name of the Candidate: _____

Father's/ Husband's Name: _____

Mother's Name: _____

Date of Birth (DD-MM-YYYY): _____/ _____/ _____
(As per HSLC Admit Card/ Certificate)

Age (as on 01-01-2026): _____Years _____Months _____Days

Gender: ☐ Male | ☐ Female | ☐ Others

Category: ☐ UR | ☐ OBC/MOBC | ☐ SC | ☐ ST(P) | ☐ ST(H)

Permanent Address:

Village/Ward/Street: _____

Post Office: _____| Police Station: _____

District: _____| State: **Assam** |Pin Code: _____

Address for Communication:

Same as Permanent Address?: ☐ Yes | ☐ No *(if No, fill below)*

Address: _____

Contact Number (Mandatory): _____ **WhatsApp No:** _____

Email ID (In Block Letters): _____

Are you a Permanent Resident of Assam? ☐ Yes | ☐ No (Attach PRC/ Employment Exchange Card)

2. ACADEMIC QUALIFICATIONS *(from HSLC onwards)*

Name of Exam Passed	Stream/ Subject	Board / Council / University	Year of Passing	Total Marks Obtained	Maximum Marks	Percentage (%) or CGPA
HSLC/ Class 10						
HSSLC/ Class12						
Graduation						
Post-Graduation (if available)						
Other Qualifications (if available)						

3. TECHNICAL & PROFESSIONALQUALIFICATIONS *(Computer Proficiency)*

Degree/Diploma in Computer Application:

- Name of Institute & Course: _____
- Duration:_____ Months
- Year of Passing: _____
- Others (Specify): _____

4. WORK EXPERIENCE

Total Length of Post-Qualification Experience:_____Years _____Months

Name of Organization/ Institution	Designation/ Post Held	Nature of Work/Duties	Period From (DD-MM-YY)	Period To (DD-MM-YY)

5. DECLARATION

I hereby declare that all the information and particulars furnished above are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false, incorrect or missing at any stage before or after the interview, I understand that my candidature for the post of Junior Administrative Assistant is liable to be rejected or cancelled, and my services can be terminated without any notice.

Place: _____

Date: _____/ _____/2026

Full Signature of the Candidate: _____

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