

## ADVERTISEMENT

### Vacancy in The Assam State Textbook Production and Publication Corporation Ltd.

(A Govt. of Assam Undertaking)

Panbazar, Guwahati-781001

Memo No. ATC/G/28/2021/5764 date:26-02-2021

This is for information to all concerned that Online applications are invited from 15<sup>th</sup> March, 2021 onwards for eligible candidates for filling up the following (a) regular and (b) contractual vacancies. Applications must be submitted online through the Corporation's official website: <https://textbookcorporation.assam.gov.in>

<b>(a) Regular vacancies:</b>					
Sl. No	Name of Post	No. of Post	Educational qualification	Experience	Scale of Pay
1	Deputy Academic Officer (Arts)	1	M.A. from a recognized University in any one of the humanitarian subjects like Assamese, Political Science, History, Geography, etc. with Diploma in Computer Application.	Minimum 5 years experience in the field of preparation/development of manuscript/ news items/journal books/magazine etc. Working experience in reputed printing house/ news papers/academic institution will be preferred.	PB 22,000 – 87,000 Grade Pay 9,100/-
2	Deputy Academic Officer (Science)	1	M.Sc. from a recognized University in any one of the Science subjects like Physics, Chemistry, Mathematics, etc. with Diploma in Computer Application.	Minimum 5 years experience in the field of preparation/development of manuscript/ news items/journal books/magazine etc. Working experience in reputed printing house/ news papers/academic institution will be preferred.	PB 22,000 – 87,000 Grade Pay 9,100/-
3	Deputy Academic Officer (Bodo) (Reserved for ST-P)	1	M.A. from a recognized University in Bodo language as MIL in degree level with Diploma in Computer Application.	Minimum 5 years experience in the field of preparation/development of manuscript/ news items/journal books/magazine etc. Working experience in reputed printing house/ news papers/academic institution will be preferred.	PB 22,000 – 87,000 Grade Pay 9,100/-
4	Accountant	1	Graduate in Commerce from a recognized University.	Minimum 5 years experience in Finance & Accounts out of which minimum experience of 1 year in reputed Public Sector Enterprise or Autonomous Body. Working knowledge in respect of statutory provisions under Provident Fund, GST, Income Tax etc. is essential. Must have knowledge of Tally ERP & MS Office. Candidate with sound knowledge in compilation & consolidation of Accounts as per Companies Act, 2013 will be preferred.	PB 22,000 – 87,000 Grade Pay 9,100/-
5	Accounts Assistant (Reserved for OBC)	1	Graduate in Commerce from a recognized University.	Minimum 3years experience in Finance &Accounts out of which minimum experience of 1 year in reputed Public Sector Enterprise or Autonomous Body. Must have working knowledge in maintenance of Cash Book & Ledger with Tally ERP & MS Office.	PB 14,000 – 49,000 Grade Pay 8,000/-
6	Area Manager Commercial (Reserved for SC)	1	1. Graduate in Commerce stream. 2. Diploma in Inventory Management. 3. Diploma in Computer Application	Minimum 5years experience in working in Large Warehouse/Godown, at least in the capacity of Supervisor.	PB 14,000 – 49,000 Grade Pay 8,000/-
7	Lower Division Assistant (1 post reserved for ST-P)	2	Graduate with 1 year Diploma in Computer Application	Minimum 5 years experience in the field of Data Entry/DTP works in known reputed Govt./Semi Govt./Private Institute. Good knowledge in English/Assamese/ Hindi language will be practice & typing, Graphic design, CRC preparation.	PB 14,000 – 49,000 Grade Pay- 6,200/-
<b>(b) Contractual vacancies:</b>					
1	Area Manager Commercial	1	1. Graduate in Commerce stream. 2. Diploma in Inventory Management. 3. Diploma in Computer Application	Minimum 5years experience in working in Large Warehouse/Godown, at least in the capacity of Supervisor.	Fixed pay : 22,000/-
2	Computer Assistant	1	Graduate with 1 year Diploma in Computer Application	Minimum 5 years experience in the field of Data Entry/DTP works in known reputed Govt./Semi Govt./Private Institute. Good knowledge in English/Assamese/ Hindi language will be practice & typing, Graphic design, CRC preparation.	Fixed pay: 20,000/-
3	Grade IV	1	Class VIII passed	Minimum 3 years working experience in Govt./Semi Govt./Private Institute as Peon/Chowkidar etc.	Fixed pay: 12,000/-

For further details applicants are requested to visit the Corporations official website : <https://textbookcorporation.assam.gov.in> from 15<sup>th</sup> March, 2021 onwards till 30-03-2021 on 11.59.59 PM.

  
**Managing Director**  
**ASTPPC Ltd.**

## Terms and Conditions

1. For any information regarding recruitment/examination process, candidate shall continuously check the website i.e. <https://textbookcorporation.assam.gov.in/> for all updates.
2. Recruitment process shall consists of receiving Online Applications, Written Test and viva as and when applicable which shall be notified in this website in due course.
3. Candidature of any candidate will be cancelled if s/he is found to adopt unfair means, involve in canvassing in any form or unruly behavior violating any part of the examination/recruitment process and instructions given by Assam State Textbook Production And Publication Corporation Ltd.
4. All candidates should maintain courtesy, discipline during the entire process of recruitment.
5. Assam State Textbook Production And Publication Corporation Ltd. reserves the right to cancel the entire recruitment process without giving any notice.
6. Backend validation/verification of all documents and testimonials shall be done by Assam State Textbook Production and Publication Corporation Ltd. and shall reserve the right to reject the application on the basis of scrutiny.
7. The candidate should not be less than 18 years and not above 40 years as on 01-01-2021  
The upper age limit is relaxable as under :
  - i) **5** years for **ST(P), ST(H), SC** candidates.
  - ii) **3** years for **OBC/MOBC** candidates as per Govt. Notification No. ABP.6/2016/9, Dated : 25/04/2018
  - iii) **10** years for **PwD** candidates irrespective of SC/ST/OBC and UR as per Govt. notification No.ABP.144/95/121 dated 28/10/2015
8. Incomplete application will be rejected summarily. No application will be entertained after the last date fixed for receipt of application.
9. Candidate presently employed in Govt. Department/PSU/autonomous Organization etc. will have to submit NOC from the present employer at the time of interview, if short listed for interview. (Apply through proper channel).
10. Please read the terms & conditions before submitting online application.