



**OFFICE OF THE MISSION DIRECTOR::RASHTRIYA UCHCHATAR SHIKSHA ABHIYAN
KAHILIPARA::GUWAHATI-781019**

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No. ARUSA/PAN/64/2020/47/

Date: 02/01/2020

RUSA, Assam is looking for energetic person, who have the dedication to work in a Mission Mode situation for a post at the State Mission Office of Rashtriya Uchcharat Shiksha Abhiyan (RUSA) Assam. A walk-in interview in the Rashtriya Uchcharat Shiksha Abhiyan, Assam (RUSA) is to be conducted for the post of PA to MD on contractual basis for 11 months.

The details of the post are as given below:

Name of the Post	No. of post	Age limit	Qualification	Remuneration
PA to MD	1 (One)	Below 45 years	<ol style="list-style-type: none">1. Graduate in any stream with 55% marks.2. Diploma in Computer Application with MS Office, Assamese and English computer typing and DTP.3. Diploma in Modern Office Management with the knowledge of Stenography for English.4. Forty (40) words per minute in computer typing.5. At least one year experience in works of Govt. /Semi Govt. Deptts. or reputed Private Organisation.5. Knowledge of administration, personal and office maintenance.	Rs.25,000/- per month

Place of Interview: Office of the Mission Director, RUSA, Assam, Kahilipara, Guwahati:781019.

Note:

1. Candidates to report by 9.00 A.M. on stipulated date as given below. Candidates arriving late than stipulated time and date will not be considered.
2. Each candidate should apply in separate application form for the post of PA to MD. The application form is given herewith.
3. Along with the application form the candidate has to submit curriculum vitae with the self-attested copies from HSLC onwards of his/her educational qualifications, certificates and other documents on the date of interview.
4. The candidate must have proficiency in computer application (minimum 3 months certificate).
5. Original documents will have to be produced by candidates during the time of registration/interview.
6. Proof of identity like pan card/driving licence/voter card/aadhar card are to be furnished with self-attestation.
7. Proof of age must be furnished.
8. Preference will be given to the candidate having working experience at mission mode.
9. Applicant should be a permanent resident of the State.
10. No TA/DA is admissible to the candidates for appearing in the interview.

The date of holding the interview for the post is given below:

Name of the Post	Date of Walk-in-Interview
PA to MD	11/01/2021 (Monday)

Dr. Deepak Majumdar, IAS
Secretary to the Govt. of Assam,
Higher Education Department
& Mission Director,
RUSA, Assam