

ASSAM LEGISLATIVE ASSEMBLY SECRETARIAT

No. LAE.32/2023/3492

Dated Dispur, the 15th June, 2023

ADVERTISEMENT

Applications are invited from the intended eligible candidates who are citizens of India as defined in the Article 5 & 8 of the Constitution of India to fill up the following newly created posts for the **Bodo Cell of Assam Legislative Assembly Secretariat** as shown against the following:-

SL NO.	NAME OF POSTS	SCALE OF PAY	Total NO. OF POST
1.	Deputy Secretary	30000-110000/- + GP-15700 P.M. in Pay Band - 4 and other admissible allowances.	1 (one)
2.	Under Secretary	30000-110000/- + GP-14500 P.M. in Pay Band - 4 and other admissible allowances.	1 (one)
3.	Interpreter	14000-70000/-+GP-5200 P.M. in Pay Band - 3 and other admissible allowances..	2(two)
4.	Senior Administrative Assistant	22000-97000/-+GP-9400 P.M. in Pay Band - 3 and other admissible allowances.	1 (one)
5.	Translator	14000-70000/-+GP-8700 P.M. in Pay Band - 3 and other admissible allowances.	2 (two)

❖ ELIGIBILITY CRITERIA:

1. DEPUTY SECRETARY:

- **Minimum Educational Qualification**

The Candidate must be MA in Bodo Language with minimum 50% marks.

Preference will be given to the candidates having Degree or Post Graduate Diploma in Translation Studies from recognized University.

- **Experience Essential:**

- a. Minimum ten years working experience in concern Language for Translation, editing and compose in Government offices/under Education department or Legislative Assembly.
- b. Minimum five Publications (Book/Magazine/Journal/Paper)
- c. Workshop/Training in Translation/Editing/compose.
- d. Computer/digital knowledge.
- e. Working experience in the field of concern Language and literature.

Contd..

2. UNDER SECRETARY:

- **Minimum Educational Qualification**

The candidate must be MA in Bodo with minimum 50% marks.

Preference will be given to the candidates having Degree or Post Graduate Diploma in Translation Studies from recognized University.

- **Experience Essential:**

- Minimum five years working experience in concern Language for Translation, editing and compose in Government offices/under Education department or Legislative Assembly.
- Minimum five Publications (Book/Magazine/Journal/Paper)
- Workshop/Training in Translation/Editing/compose.
- Computer/digital knowledge.
- Working experience in the field of concern Language and literature.

3. INTERPRETER (BODO LANGUAGE):

- **Minimum Educational Qualification:**

The candidate must be Graduate in any discipline and must have adequate knowledge in Bodo, Assamese and English language.

Preference will be given to the candidates having Diploma or Certificate courses in Translation Studies from recognized University.

- **Experience Essential:**

- Computer/digital knowledge.
- Minimum two-year translation, Interpretation or teaching experience in concern Language subject.
- Working experience in the field of concern Language, literature and parliamentary works.

4. SENIOR ADMINISTRATIVE ASSISTANT (BODO LANGUAGE):

- **Minimum Educational Qualification:**

The candidate must be Graduate in any discipline and must have adequate knowledge in Bodo, Assamese and English language.

- **Experience Essential:**

- Diploma in Computer Application.
- DTP experience in concern Language subject
- Working experience in the field of concern area and parliamentary works or administration working experience.

5. TRANSLATOR (BODO LANGUAGE):

- **Minimum Educational Qualification:**

The candidate must possess a Bachelor Degree in Arts with Bodo Language as a MIL subject up to degree level.

Preference will be given to the candidates having Diploma or Certificate courses in Translation Studies from recognized University.

- **Experience Essential:**

- Minimum two-year translation, editing or teaching experience in concern Language subject.
- Computer/digital knowledge.
- Working experience in the field of concern Language and literature.

❖ **AGE LIMIT:** In case of each post mentioned above, the candidate should not be less than 21 years and more than 38 (thirty-eight) years of age at the time of application irrespective of fresh or candidates applying through proper channel.

Relaxation: The upper age limit is relaxable-

- i. By 3 years for OBC/MOBC candidates, and
- ii. By 5 years for SC/ST (P) & (H) candidates for each post.

The age limit of the candidate will be calculated on the basis of the Matriculation/HSLC Admit card or Pass Certificate issued by a recognized Central/State Board/Council.

❖ **SELECTION PROCESS:**

- **For Post no. 1 & 2 :** Written or Viva voice.
- **For Post no. 3:** Eligible candidates will have to appear in Oration Test/Simultaneous Interpretation Test(s) as follows:

A. Oration Test: Candidates will be subjected to an Oration test which will be of 100 marks. During the Oration test, a candidate will be required to speak ex-tempore for 3 minutes in English, Assamese and 3 minutes in Bodo Language on any one of the 7 topics in English and 7 topics in language concerned given to her/him. The objective is to assess fluency; language content; style, pronunciation and accent; material content; and voice of the candidates. Only those candidates who qualify the Oration Test at the requisite standards will be allowed to appear in the Simultaneous Interpretation Test.

B. Simultaneous Interpretation Test: From Bodo Language to English and Assamese (5 Minutes) of 50 Marks and from English and Assamese to Bodo language (5 Minutes) of 50 Marks. The performance of the candidates will be assessed under five specific parameters, i.e. Coverage; Accuracy; Style and Diction; Continuity of Interpretation; and Voice, Pronunciation and Accent. All candidates will be required to secure minimum 50% marks in each component/parameter in Oration Test and Simultaneous Interpretation Test. From amongst the candidates who qualify Simultaneous Interpretation Test, selection will be made on the basis of the overall performance of the candidates in the Oration Test and Simultaneous Interpretation Test.

- **For Post no. 4:** Written and Computer Test in official and concern language will be of 200 marks.
- **For Post no. 5 :** Written and Translation Test (English to Bodo, Assamese to Bodo & Bodo to English, Bodo to Assamese) will be of 200 marks.

❖ **HOW TO APPLY-**

- (i) The Applications are to be submitted in the Standard Form(Assam Gazette, Part-IX). Candidates must fill up and submit all the columns of application form along with Bio-data properly in A4 sheet. Applications complete in all respects should be sent to:- **Secretary, Assam Legislative**

Assembly Secretariat, Dispur, Guwahati-6, Assam. Incomplete applications shall be summarily rejected.

- (ii) The last date for receipt of applications is **10th July, 2023**.
- (iii) Candidates should send their application in an envelope super scribing clearly the name of the position and language applied for on the cover of the envelope.
- (iv) Applications which are illegible, not conforming to the prescribed eligible and the instructions given in the Advertisement or received after the last date will be summarily rejected.
- (v) Candidates should affix self-attested identical recent passport size photographs on the application form.
- (vi) All particulars (except Residential Address) furnished by the applicant will be treated as final and no change will be allowed therein later on.
- (vii) The candidates are required to furnish self-attested copies of Marks sheets and certificate(s) of Master's Degree/Bachelor's Degree along-with Mark sheet(s) and certificate(s) of Xth/XIIth/ Graduation [Clearly indicating the Regional Language concerned as a compulsory/elective subject(s)] / Diploma concerned from a recognized University/Institution/Experience Certificate of translation or interpretation work in the regional language concerned, etc. in respect of educational qualification/Diploma in the regional language concerned / regional language concerned as mother tongue / experience in translation or interpretation work in the regional language concerned wherever applicable in the application.
- (viii) Only the Matriculation or equivalent examination certificate will be accepted as proof of date of birth.
- (ix) Candidate should be in sound bodily health.
- (x) Canvassing in any manner would lead to summary rejection of application and candidature at any stage.
- (xi) Applicants should clearly note that Recruitment Branch will in no case be responsible for non-receipt of their applications or any delay in receipt thereof on any account whatsoever. They should therefore, ensure that their applications reach the Recruitment Branch on any account whatsoever. They should therefore, ensure that their applications reach the Recruitment Branch on or before the last prescribed date.
- (xii) Candidates can put their applications in the box kept for the purpose at the Office of the **Secretary, Assam Legislative Assembly Secretariat, Dispur, Guwahati-6, Assam**. However, no acknowledgement will be issued for the same.
- (xiii) Assam Legislative Assembly Secretariat reserves the right to cancel the process of empanelment and engagement of various posts at any stage without any notice and without assigning any reason(s) thereof.

N.B: ⇒ *A candidate can apply for only one post.*

⇒ *No TA/DA is admissible for appearing in the Written Examination/Viva-Voce Test/ Translation Test/Oration Test/Interpretation Test/Computer Test.*


Secretary,

Assam Legislative Assembly.