



BOARD OF SECONDARY

EDUCATION::ASSAM

GUWAHATI-781021

[www.sebaonline.org](http://www.sebaonline.org)

e-mail:boardassam@gmail.com

**ADVERTISEMENT FOR THE FOLLOWING POSTS LYING VACANT IN THE  
BOARD OF SECONDARY EDUCATION, ASSAM, BAMUNIMAIDAM,  
GUWAHATI.**

(1)

- A. **Name of Post: Deputy Secretary IT & Administration.**
- B. **Educational Qualification:** M.Tech./ME in Computer Science/ Information Technology **OR** B.Tech./BE in Computer Science/ Information Technology along with MBA **OR** M.Sc. in Computer Science along with MBA. All these qualifications have to be acquired from a recognized and approved university or institution of UGC/AICTE.
- i. The candidates having Master Degree and MBA will be awarded 10 extra marks.
- C. **Experience :** Candidates must have at least 7 years work experiences in Administration and Teaching of which 2 years shall be teaching experience not below the 12<sup>th</sup> standard or equivalent thereof. "Experience of working as Head of a Higher Secondary School/Senior Secondary School/Degree College/Engineering College/Government officers of 1<sup>st</sup> or 2<sup>nd</sup> class, Head of Private/Government reputed software Computer Training/Development Institute shall be considered as Administrative experience and Teaching experience also. The teaching experience may be relaxed in case of candidates working in the Administrative Deptt./Branch of a University/Council/Board."
- D. **Preference :** Preferences will be given to those candidates having experience with Management and Administration and B.Ed. qualification.
- E. **Age :** The candidate shall not be less than 30 years and not more than 44 years.
- F. **Scale of Pay :** Rs. 30,000/-,10,000/- + G.P. Rs. 13,900 with other allowances & benefits as per rules of the Board.

(2)

- A. **Name of Post : Deputy Controller of Examinations.**
- B. **Educational Qualification :** Good Academic record with at least 60% marks in Master Degree in the discipline of Arts/Science from a recognized and approved university of UGC.
- C. **Experience :** The candidate must having at least 7 years of experiences in administration and teaching, out of which at least 5 years shall be teaching experiences not below the 12<sup>th</sup> standard. "Experience of working as the Principal /Vice Principal of Higher Secondary School/Senior Secondary School/Degree College/HOD of a college shall be considered as the administrative experience. The teaching/administrative experience may be relaxed in case of candidates working as

Deputy Controller of Examinations/Asstt. Controller of Examinations working in Examination Department/Branch of a University/Council/Board.”

- D. **Preference** : Preference will be given to the B.Ed. degree holder and persons with IT background.
- E. **Age** : The candidate should not be less than 30 years and maximum 50 years.
- F. **Scale of Pay** : Rs. 30000/-1,10000/- + G.P. Rs. 13,900 with other allowances & benefits as per rules of the Board.

(3)

- A. **Name of Post** : Asstt. Academic Officer (Bodo)
- B. **Educational Qualification** : Master degree in (Bodo) with minimum 45% of marks from a reputed university with B.ED./M.Ed.
- C. **Experience** : The candidate must have at least 7 years experience of which at least 3 (three) years teaching experience in Government or Provincialised Secondary or Higher Secondary schools.
- D. **Preference** : Preference will be given to Ph.D. degree holder or research works by evidence of published papers in well known journal, proficiency in operating computer will be desirable.
- E. **Age** : The candidate should not be less than 30 years and not more than 44 years.
- F. **Scale of Pay** : Rs. 30,000/-1,10,000/- + G.P. Rs. 13,300 with other allowances & benefits as per rules of the Board.

The details of advertisement with prescribed application forms are available at SEBA's official website [www.sebaonline.org](http://www.sebaonline.org). Interested candidates may download the prescribed form and apply for the above mentioned posts with a Bank Draft of Rs.500/-(rupees five hundred) for GENERAL category and Rs.200/-(rupees two hundred) for candidates belonging to SC/ST/OBC/MOBC category from any Nationalised Bank in favour of the **Secretary, Board of Secondary Education, Assam, Bamunimaidam, Guwahati-781021** within 05/11/2018 up to 5PM with attested copies of all Pass Certificates/Mark sheets from HSLC onwards and experience certificates to the undersigned. On the basis of Academic marks, short listed candidates will have to appear in the written test followed by personal interview. Marking pattern for viva-voce test will be notified before the interview. Applications received after due date will not be entertained.



Secretary,  
Board of Secondary Education, Assam  
Bamunimaidam, Guwahati-21