

**THE ASSAM STATE TEXTBOOK PRODUCTION
AND PUBLICATION CORPORATION LIMITED**

(A Govt. of Assam Undertaking)
G.N.B. Road, Panbazar, Guwahati-781001

No. ATC/G/8/2023/4401

Date: 07-09-2023

RECRUITMENT NOTICE

Applications are invited from Indian Citizens for filling the following vacant posts in Assam State Textbook Production and Corporation Limited (a Govt. undertaking), Guwahati.

Sl. No	Post	Essential Qualification	Nos. of Post	Reservation	Pay Scale	Experience	Age
1.	Junior Asstt. Manager Commercial	a. Graduate in Commerce stream from a recognized University. b. Minimum 1 year Diploma in Computer Application with operational knowledge of office automation. c. Diploma in Inventory Management.	2	1 post reserved for SC; 1 post unreserved	PB-14000-49000/- GP-6200/-	Minimum 3 years experience in- a. Store Keeping b. Book Keeping From a reputed ware house/ godown.	As per Govt. Norms.
2.	Junior Asstt. Manager Establishment	a. Graduate in any discipline. b. MBA with specialization in Human Resource from reputed University/Institutions. c. Minimum 1 year Diploma in Computer Application with operational knowledge of office automation.	1	Unreserved	PB-14000-49000/- GP-6200/-	Minimum 3 years experience of working in reputed public/private sector organization at entry level Managerial capacity.	As per Govt. Norms.
3.	Asstt. Manager Commercial	a. Commerce Graduate. b. Minimum one year Diploma in Computer Application from reputed institution with operational knowledge of office automation. c. Diploma in Inventory Management.	1	Unreserved	PB-14000-49000/- GP-8000/-	Minimum 5 years experience in- a. Store keeping b. Book keeping c. Inventory Management from a reputed ware house/ godown	As per Govt. Norms.

General Conditions:

Interested applicants may submit their online application along with Photo, Signature and legible, coloured scanned copies of marksheets/certificates etc. in support of their educational qualifications and experiences by logging onto <https://textbookcorporation.assam.gov.in> from 11.00 AM of 14-09-2023 to 4.00 PM of 21-09-2023.

- For any information regarding recruitment process, candidate should continuously check the website i.e. <https://textbookcorporation.assam.gov.in> for all updates.
- Age relaxation may be given as per State Govt. Rules. Reservation exists as per State Govt. directives.
- The candidate should be less than 21 years and not above 40 years as on 01-09-2023. The upper age limit is relaxable as under:
 - 5 years for **ST(P), ST(H), SC** candidates.
 - 3 years for **OBC/MOBC** candidates as per Govt. Notification No. ABP.6/2016/9, Dated: 25/04/2018
- Incomplete online application will be rejected summarily. No application will be entrained after the last date fixed for receipt of online application.
- No TA/DA will be paid for the interview.
- 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 shortlisted for interview.

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7. Candidature of any candidate will be cancelled if he/she is found to adopt unfair means, involve in canvassing in any form or unruly behavior violating any part of the recruitment process and instructions given by Assam State Textbook Production and Publication Corporation Ltd.
8. Assam State Textbook Production and Publication Corporation Ltd. reserves the right to cancel the entire recruitment process without given any notice.

SELECTION PROCEDURE:

1. The online applications received will be shortlisted through verification of submitted records and comparing qualifications and experiences as prescribed in the advertisement.
2. Thereafter, the shortlisted candidates will be selected mainly through the two layers of selection procedures. First one will be on the basis of the percentage of marks obtained by the candidates in their respective exams and second one will be based on the performance in the interview.
3. The shortlisted candidates will be notified mentioning date, time and venue, through the aforementioned website i.e. <https://textbookcorporation.assam.gov.in> and will be called for document verification and interview for the respective posts. Applicants failing to produce original documents or supporting documents as per this advertisement during document verification shall be rejected. Candidature of applicants failing to appear for document verification process as per notified schedule shall be rejected. The authenticity of the supporting documents shall be duly verified, when called for document verification. If the applicants are found to have made false submissions in the online format, made incomplete and improper submissions in the online applications format shall be summarily rejected at any stage of recruitment.
4. After successful verification of documents, interview will be conducted through a duly constituted Panel/Board.
5. After the interview is conducted, final panel of Merit list of selected candidates shall be prepared and accordingly the final list of selected candidates will be uploaded in the official website <https://textbookcorporation.assam.gov.in> of Assam State Textbook Production and Corporation Limited, Assam and also will be intimated to the selected candidates accordingly.
6. **Authority in the Assam State Textbook Production and Corporation Limited, 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 if 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 applicant/candidate shall be final.**

Sd/-

Managing Director
ASTPPC Ltd.