

JUNIOR ASSISTANT

1	Name of the Post	Junior Assistant
2	Scale of pay	Pay Level-3 (As per 7th CPC) (Rs.21700 - 69100) (Group 'C')
3	No. of Posts	TWO {Reserved (SC): 01 and Unreserved: 01}
4	Essential Qualifications for direct recruits.	10+2 or Higher Secondary School, passing typing speed of 40 W.P.M. in English and Computer Competency.
	a) Educational & other Qualification	One year Certificate course in Computers.
	b) Experience	Desirable: One year experience in Commercial / Education Institution.
5	Age limit for direct recruitment	Not exceeding 42 years for General Category Relax able up to 5 years in the upper age limit for SC/ST, and departmental candidates and as specified for other categories by Government of Uttarakhand from time to time.
6	Appointing authority	Secretary/Principal.
7	Appellate authority	Chairman Executive Committee
8	Method of Selection	Written Test followed by Skill Test Written Test (80 MCQs) <ul style="list-style-type: none">• General English (30 MCQs)• General Knowledge (30 MCQs)• Service Aptitude (20 MCQs)• Drafting of one letter/notice/official noting (20 marks) Typing Skill Test: (only for shortlisted candidates) 10 minutes for Hindi Typing and 10 minutes for English Typing (on computer)