

OFFICE OF THE MANAGING DIRECTOR
ASSAM MEDICAL SERVICES CORPORATION LIMITED
Central Drug Ware House Campus, Patherquerry, Narengi, Guwahati, Assam-781026
Email id: md-amscl@assam.gov.in

**ADVERTISEMENT FOR THE POSITION OF ADMINISTRATIVE CUM COMPUTER ASSISTANT
UNDER AMSCL, ASSAM**

Online applications are invited from the candidates willing to work in mission mode for engagement on contractual basis in the below mentioned position. Candidates have to apply online in the AMSCL, Assam website hosted at <https://amscl.assam.gov.in>.

The undersigned reserves the right to reject any or all application without assigning any reasons thereof.

Details of the Positions:

Sl.No	Name of the Post	Number of Vacancies
1	Administrative cum Computer Assistant	1

Category wise Reservation:

Sl.No.	Designation	Number of Vacancy	Vertical Reservation	Horizontal Reservation		
			Reservation for Unreserved	Reservation for PwD	Reservation for Ex-Servicemen	Reservation for women
1	Administrative cum Computer Assistant	1	1	Nil	Nil	Nil

Remuneration: Rs. 21,500/- per month.

Eligibility Criteria:

- Age :** The candidate should be upto 45 years as on 1st January'2025 (Relaxation in Maximum Age: SC/ST candidates – 5 years , OBC/MOBC candidates – 3 years , PwD candidates – 10 years)
- Requisite Qualification and Experience:**

Sl.No	Name of the Position	Requisite Qualification and Experience
1	Administrative cum Computer Assistant	<ul style="list-style-type: none"> ➤ Graduate in any discipline along with minimum One Year Diploma in Computer Application is must. ➤ Minimum 2 years' experience is a must. ➤ High proficiency in written and oral English and Assamese with excellent computer typing skills mandatory, along with knowledge of preparing drafts for letters, memos, notifications, circulars etc. as per office procedure manual in Govt. organization. ➤ Competency in Word, Excel & Power point is Mandatory. ➤ Knowledge of e-Office / e-File System / government record keeping and maintenance is desirable.

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Online application will be received till **15th June, 2025**. Candidates without the above qualification need not apply. The number of vacancy may vary at the time of recruitment. The schedule of interview / selection test for the respective position will be published in the website <https://amscl.assam.gov.in> in due course of time along with the list of provisionally shortlisted candidates.

All applicants are advised to visit the website accordingly. No separate individual call letter for interview/ selection test will be sent. No TA/DA will be paid for attending the interview/ selection test.

-SD/-

Managing Director, AMSCL, Assam.