



ASSAM STATE SCHOOL EDUCATION BOARD

Bamunimaidam, Guwahati-21

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No. ASSEB/D-I/EST/REC/96/2024/32

Date: 21st July, 2025

NOTIFICATION

In regard to the advertisement for the Contractual Posts of Junior Administrative Assistant/ Junior Administrative Assistant cum Program Assistant/ Junior Administrative Assistant cum Accounts Assistant vide No. ASSEB/D-I/EST/REC/96/2024/24 dated 13th June, 2025, it is hereby informed to all the concerned applicants that,

1. **Common Recruitment Test 2025 (CRT 2025)** will be conducted tentatively in the month of October 2025. Exact date of the examination will be announced in due course of time.
 - a. **CRT 2025** will consist of one question paper only having 100 objective type multiple choice questions. Along with the question paper each candidate will be provided the personalized OMR answer sheet for marking the answers of the questions.
 - b. Each question will have 4 (four) options for the answer. Out of the four options, only one option will be the correct answer. Candidate has to choose the correct option out of the 4 available options. Candidate has to mark correct answer option on the personalized OMR only.
 - c. If a candidate marks more than one options for a particular question, then it will be treated as a wrong answer even if one of the given answers happens to be correct.
 - d. **Marks pattern:** Each question will have 1 (one) mark only. For each successful answer, only 1 (one) mark will be awarded. There will be deduction of 0.25 marks for every wrong answer.
 - e. **Test Duration:** The duration of the test will be 2 hour 30 minutes only.
 - f. **Syllabus:** The question paper will consist of questions from the below sections
 - i. General Mathematics
 - ii. General English and Comprehension
 - iii. General Studies and Current Affairs
 - iv. Logical Reasoning and Mental Ability
 - v. About Assam and its people.
 - g. **Medium of Question Paper:** The question paper will be in English language only.
 - h. **Venue:** The venue of the CRT 2025 will be in the Guwahati city only.
 - i. **Admit card:** Link for downloading the Admit Card for the CRT 2025 will be provided prior to 15 days of scheduled date of test. Candidate has to bring a copy of the downloaded Admit Card for appearing the test along with a valid Govt. identity

proof document such as Driving License, AADHAAR card, Voter ID etc. Other instructions related to the CRT 2025 will be given in the Admit card.

2. Based on the marks secured in the CRT 2025 shortlisted candidates will be called for further selection process which will include,
 - a. **Skill Test and Document Verification:** One skill test will be conducted for the shortlisted candidates. It will carry 20 marks.
 - i. Essay/ Passage/ Letter writing test. Maximum marks for this test will be 10 marks. Duration of the test will be 30 minutes. All the shortlisted candidates will have to appear this skill test.
 - ii. Computer skill test – related to MS Word, MS Excel, MS PowerPoint, Email. Maximum marks for the test will be 10 marks. Duration of the test will be 30 minutes. All the shortlisted candidates for the posts Junior Administrative Assistant and Junior Administrative Assistant cum Program Assistant will have to appear this skill test.
 - iii. Tally skill test. Maximum marks for this test will be 10 marks. Duration of the test will be 30 minutes. This test will be only for the candidates, shortlisted for the post Junior Administrative Assistant cum Accounts Assistant.
 - b. **Document verification:** On the day of Skill Test all the shortlisted candidates have to bring the original documents related to their Academic and Experience, which will be verified on the spot.
3. Based on the Academic marks (scored as per the advertisement), marks scored in the CRT 2025 and marks scored in Skill Test, final merit list will be prepared and appointments will be offered accordingly. If any candidate rejects the offer, then the next one in the merit list will be given the offer letter.



Secretary,
Assam State School Education Board
Guwahati - 21

