OFFICE OF THE INDUSTRIAL TRIBUNAL:GUWAHATI:: ASSAM

CORRIGENDUM

Dated Guwahati the 26th May, 2025

This notice is issued in reference to the Advertisement published by this office vide **Memo No. IT.7/2025/109-112 Dated 8th April, 2025**, regarding recruitment of **LDA CUM TYPIST**. The Mode of selection is modified in the following manner:

Mode of Selection:

1. **Eligible candidates will have to appear in**

(i) Written Test (on General Knowledge)/Skill Test (Both English & Assamese typing)
(ii) Viva-Voce

Inform the concerned.

Presiding Officer
Industrial Tribunal, Guwahati
Presiding Officer
Industrial Tribunal, Guwahati
Assam

Memo No.IT.7/2025/158-160 **Dated Guwahati the 26th May /2025**

Copy to:

1) The System Officer, Kamrup (M) Judiciary requesting him to uploading in the official website.
2) Notice Board, Office of the Industrial Tribunal, Guwahati, Assam
3) Notice Board, Office of the Labour Court, Guwahati, Assam
4) Office File.

Presiding Officer
Industrial Tribunal, Guwahati
Presiding Officer
Industrial Tribunal, Guwahati
Assam

OFFICE OF THE INDUSTRIAL TRIBUNAL: GUWAHATI: ASSAM

NO.IT.7/2025/ 123-126 **Dated Guwahati the 25th April, 2025**

NOTICE- EXTENSION OF SUBMISSION OF APPLICATION FORM

This is for information of all concerned that, in reference to the Advertisement vide No.IT.7/2025/109-112, Dated Guwahati the 8th April, 2025, the last date for submission of offline application form for filling up 1 (one) LDA cum Typist (JAA) post in the establishment of Industrial Tribunal, Guwahati, Assam is hereby extended. **The last date for receipt of applications is 05.05.2025 upto 4 PM.**

Presiding Officer
Industrial Tribunal, Assam

Presiding Officer
Industrial Tribunal, Guwahati
Assam

Memo No.IT.7/2025/ **Dated Guwahati the 25th April, 2025**

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Presiding Officer
Industrial Tribunal, Assam

Presiding Officer
Industrial Tribunal, Guwahati
Assam

OFFICE OF THE INDUSTRIAL TRIBUNAL:GUWAHATI:: ASSAM

ADVERTISEMENT

NO.IT.7/2025/109-112 **Dated Guwahati the 8th April, 2025**

Applications are invited from intending eligible candidates who are citizens of India as defined in Article 5 and 6 of the Constitution of India, in the prescribed Standard Form under Assam Gazette of part - IX for filling up of vacant post (highlighted here under in the table) in the establishment of Industrial Tribunal, Guwahati with pay structure plus other allowances as admissible under the rules.

The qualification, eligibility criteria and reservation are set forth in the table against the posts after taking into due consideration the relevant rules of Government as amended from time to time.

POSTS ADVERTISED

Sl. No.	Name of the Post	No. of Posts	Category	Requisite Qualification & Experience	Scale of pay
1.	**LDA cum Typist / Now renamed as Junior Administrative Assistant. (JAA)**	01 (one)	UR	1. Must be a Graduate in any Discipline with at least 55% marks obtained in the final examination. 2. Must be a complete degree of PGDCA (1year) or equivalent degree with the knowledge of English & Assamese Computer Type writing. 3. Must have knowledge in official language of Assam. 4. Must have minimum 1 (one) year experience in the relevant field.	Pay band-2 Rs.14000/- to Rs.70000/- + Grade Pay Rs. 6200/-

TERMS & CONDITIONS FOR APPLICATION:

1. The candidate must be an Indian Citizen as defined in Article 5 to 8 of the Constitution of India.
2. The age of the candidate must not be less than 21 years of age and more than 40 years of age as on 01.01.2025. The upper age limit relaxation is 5 years for SC/ST candidates; 3 years for OBC/MOBC candidates.
3. Preference will be given to the candidates having working experience in any district Court/Tribunal of Assam.
4. The candidate who has no relevant qualification & experience need not apply.

Mode of Selection:

1. Eligible candidates will have to appear in
   (i) Skill Test (Both English & Assamese Typing) – 50 Marks
   (ii) Viva-voce - 50 marks.
   Candidate securing highest mark in total out of 100 marks will be selected.

HOW TO APPLY:

1. The eligible candidates must submit their applications in the Standard Form published in Assam Gazette Part-IX only in offline mode.
2. The application must be accompanied with the following document:
   a) 2 (two) copies of recent passport size coloured photographs with signature.
   b) Self-attested copies of all testimonials in support of his/her AGE, CASTE & relevant EDUCATIONAL QUALIFICATION, EXPERIENCE etc.

Contd.....2/-

08.04.25
Presiding Officer
Industrial Tribunal, Guwahati
Assam

c) Valid Employment Exchange Registration Certificate.
d) Certificate of Post Graduate Diploma in Computer Application or equivalent degree.
e) At least one year Experience Certificate in the relevant field.

3. Applicants will have to produce all the testimonials in original, in the event of being selected for interview failing which his/her candidature will be rejected.
4. The applicants are to send the duly filled applications addressed to "The Presiding Officer, Industrial Tribunal, Guwahati, Hengrabari, Kamrup (M), Assam-781036". Also the applicants are to super scribe the post applied for on the top of the envelope without fail. For e.g. "APPLICATION FOR THE POST OF LDA CUM TYPIST IN THE OFFICE OF THE INDUSTRIAL TRIBUNAL, GUWAHATI'. The applicants are to submit their applications in the drop box on placed at the Office of Industrial Tribunal, Guwahati.
5. Applicant must mandatorily provide their contact number/whatsapp number(without fail) and e-mail ID (if available) in their application.
6. Last date for receipt of **applications is 24.04.2025 upto 4 PM.Applications received after last date shall not be accepted and will be summarily rejected**. The office of the undersigned shall not be responsible for any postal delay.
7. Applicants who are already in government service must apply through proper channel.
8. The list of eligible candidates will be uploaded on the office website as given in the advertisement along with date of skill test & viva-voce.
9. No separate call letter shall be issued from this office.
10. All the applicants are advice to visit the official website frequently.
11. If any applicant is found to have suppressed his educational qualifications or given wrong information, at the time of applying or later on, his/her candidature shall stand rejected with immediate effect and shall also be liable to Criminal Prosecution as per law.
12. No T.A. /D.A. will be admissible for appearing in skill test / interview etc as the case may be.
13. Canvassing directly or indirectly will disqualify the candidature.
14. Incomplete applications without necessary particulars, signature, photographs, testimonials etc., shall be summarily rejected.
15. The undersigned reserves the right to cancel, modify or alter the advertisement or other terms and conditions of the advertisement.

Presiding Officer
Industrial Tribunal, Guwahati

Memo No.IT.7/2025/ 109-112 **Dated Guwahati the 8th April, 2025**

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