



OFFICE OF THE PRINCIPAL  
MANGALDAI COLLEGE, MANGALDAI

DIST- DARRANG, PO- MANGALDAI, PIN-784125  
Phone:9435137000(M), email: principalmangaldaicollege@gmail.com

Memo No:MC/2024/

Date: 09-07-2024

From

Dr. Kamala Kanta Borah, M.Sc, Ph.D  
Principal,  
Mangaldai College, Mangaldai.



## Selection Criteria for Grade III (Junior Assistant)

The selection of Candidates for Grade III Junior Assistant posts will be based on the following three (03) criteria:

1. There will be a written Examination of one paper of one and half hour duration for 60 marks.
2. Computer Skill Test of 20 Marks
3. Academic Career for 20 marks, from HSLC to Graduation.

No interview or Viva voce marks will be there, and all other Govt. guidelines will be adhered to the process of selection.

Syllabus for Written Exam:

1. General English: 15
2. General knowledge: 12
3. General Arithmetic: 13
4. Letter Drafting & Knowledge of Work & Duties Assigned: 20

Computer Test:

1. Computer Applications in Office Management &
2. Typing Skill in Assamese & English.

Academic Career:

1. 1<sup>st</sup> Division in H.S.L.C : 5 marks, 2nd division : 4 marks , 3<sup>rd</sup> division : 3 marks
2. 1<sup>st</sup> Division in H.S.S.L.C : 5 marks, 2nd division : 4 marks , 3<sup>rd</sup> division : 3 marks
3. 1<sup>st</sup> Class in Graduation/ Degree : 10 marks, 2<sup>nd</sup> class : 7marks, Pass in Simple : 5 marks

Signature

(Dr. Kamala Kanta Borah)  
Principal,  
Mangaldai College

**Mangaldai College**  
**Mangaldai**

