

## ADVERTISEMENT

In exercise of power conferred by Assam Land Records Sub- Ordinate Service Rules (Amendment) 2025, applications are hereby invited from intended candidates who have successfully completed 6 (six) months Recorders Certificate Class Course Training from the Assam Surveys and Settlement Training Centre, Dakhingaon (except Sixth Schedule areas) as a onetime measure in Online Application Form through the website <https://sebaonline.org> for the below mentioned posts under the Director of Land Records & Surveys etc., Assam in the Scale of Pay as indicated below and carrying usual allowance as admissible under Rules of the Government of Assam.

There will be reservation of posts as per existing Government Rules. The details of reservation of vacancies shall be published ahead of conduct of the examination.

A. Name of Post: **Land Records Assistant (LRA)**

B. Date of submission of Online Application Form: **From 11 A.M. of 15.03.2026 to 5 P.M. of 30.04.2026.**

C. No. of Posts: **552 (Five Hundred Fifty-two).**

D. Scale of Pay: **P.B.-2 (Rs. 14000 – Rs. 70000 + GP Rs. 6200).**

E. The vacancies mentioned above are tentative and final position of vacancies and reservation of posts shall be published in due course of time and before written examination.

F. **Eligibility Criteria and terms and conditions:**

- 1) Candidates must have passed HSLC or equivalent examination from any Central or State recognized Board.
- 2) Candidates must have passed Recorder Certificate Class Course Training from Assam Survey & Settlement Training Centre, Dakhingaon, Guwahati-40 as per Advertisement for RCCC Training Examination issued by the Office of the Director of Land Records, Assam (except Sixth Schedule districts/other State).
- 3) Candidates must have proficiency in use of Computers and Information Technology having minimum 30 words per minute computer typing speed in Assamese/Bengali.
- 4) Age: Candidates should not be less than 21 years of age and not more than 40 years of age as on 01.01.2025. Age relaxation for reserved category shall be applicable as per Government policy.
- 5) The age limit of the candidates will be calculated on the basis of the Class-X/ Class-XII Examination Admit Card/Pass Certificate/Mark sheet issued by recognized Central/State Board/Council where age/Date of Birth is clearly mentioned.
- 6) Candidates already in service should apply through proper channel.
- 7) Candidates must produce the following testimonials at the time of Skill Test/ Documents verification:
  - a) Hardcopy of Online Application Form.
  - b) Class-X/Class-XII Examination Admit Card/Pass Certificate/Mark sheet issued by a recognized Central/State Board/Council where age/DoB is clearly mentioned.
  - c) Certificates & Mark sheet of all examinations from HSLC or equivalent examination onwards.
  - d) Copy of RCCC passed certificate.
  - e) Caste Certificates seeking reservation as SC/ ST/ OBC/ MOBC/ OBC (T) from the competent Authority.
  - f) Physically Handicapped certificate issued by competent authority, if any.
  - g) Declaration Form-A (Application of Small Family norms).
  - h) Mobile No./WhatsApp No./Email address(mandatory).
  - i) Documentary support for any other claim(s) made.

Documents details submitted will be verified on a notified date.

G. **How to apply:**

A portal will be opened on 15.03.2026 at 11 A.M. to receive Online Application forms. Interested candidates are requested to visit <https://sebaonline.org>

**Steps for submission of Online Application Form are:**

- a) Log-in through the website <https://sebaonline.org>
- b) Read carefully the instructions on how to submit the Online Application Form.
- c) Submit Online Application and upload recent passport size colour photograph, signature, RCCC passed certificate of recommended size (as mentioned in Instructions). No other means/ mode of application will be accepted.
- d) Take print out of the Online Application form.

H. **Selection Process:**

1. Candidates whose applications are accepted as per criteria will be shortlisted and shall be notified in due course of time. The qualified candidates will be required to appear in the competitive written examination in Multiple Choice Questions (MCQ) pattern.
2. The candidates shortlisted on the basis of written examination shall have to appear for Skill Test (Computer Proficiency test). Candidates need to bring original documents for verification on the day of skill test to be notified later on.

3. **Syllabus for competitive examination:**

The examination structure broadly comprises of two components, carrying a total of 100 marks, as detailed below:

a) Written Examination (Paper-1): 80 Marks (Objective Type–MCQs)

The subject-wise distribution of marks for Written Examination (80Marks) is as follows:

- |                                   |          |
|-----------------------------------|----------|
| i. Mathematics (Class X Standard) | 10 Marks |
| ii. Conventional Survey           | 50 Marks |
| iii. Modern Survey                | 20 Marks |

The Written Examination will carry a **negative marking of 0.25 mark** for each incorrect answer. Further, only those candidates who clear the minimum qualification marks (category-wise) in the Written Examination will be called for the Skill Test.

b) Skill Test (Computer Proficiency): 20 Marks

The Skill Test (Paper-II) (20 Marks) shall be of practical nature and shall assess Assamese or Bengali Unicode typing, Basic computer operations, Document preparation and formatting, Data entry, file handling, and printing.

4. **Minimum Qualification Marks:**

| Category                           | Written Test | Skill Test |
|------------------------------------|--------------|------------|
| UR (40%)                           | 32           | 8          |
| OBC/MOBC/STP/STH/SC/PwD (PH) (30%) | 24           | 6          |

I. **Other Conditions:**

Those candidates who are already in Government service should produce NOC (No objection Certificate) from the respective HoDs (Heads of Departments) at the time of the Skill Test/ Document Verification. Canvassing in any form will lead to disqualification.

- i. The date of Skill Test will be notified on official website and in public domain.
- ii. Appointment shall be subject to fulfilment of Police Verification Report and Medical Fitness Certificate
- iii. No TA/DA will be admissible for the candidate.

J. The Director of Land Records & Surveys etc., Assam reserves the right to cancel/postpone/amend the whole or part of the process of recruitment at any time without assigning any reason thereof. However, communication in this regard will be placed in public domain.

**Sd/- Director of Land Records & Surveys etc.  
Assam**