

GOVT. OF ASSAM
OFFICE OF THE MEMBER SECRETARY, DWSC
CUM EXECUTIVE ENGINEER (PHE), DHUBRI DIVISION :: DHUBRI

No. PHEE/DBB/MS-DWSC/SBM-246/ 1300-1322

Dated- 26/3/2018

ADVERTISEMENT FOR ENGAGEMENT

Applications are invited from the intending candidates who are permanent resident of Assam in Standard Form of Application as published in Assam Gazette Part-IX for selection and engagement of 1 (One) no. of Accountant on contractual basis under SBM (G) at DWSC, Dhubri.

The last date for submission of application is on or before 7th April, 2018 (during office hours) in the drop box in Office of the Member Secretary, DWSC-cum- Executive Engineer (PHE), Dhubri Division, Dhubri.

Qualification and experience for Accountant at DWSC under Swachh Bharat Mission-Gramin:

- Graduate in commerce from a recognized institute
- Minimum 2 years of relevant post qualification experience in Office Administration / File Management/ Office Correspondence with Government projects.
- Experience of working with Tally software for at least 1 year
- Sound knowledge of Government Accounting Income Tax, VAT and other Taxation matters.
- Exceptional degree of integrity, judgment and tact in handling the most sensitive, divers and confidential material.
- Must be computer literate and should have knowledge of MS-Office, Internet, e-mail etc.
- Strong communication skills in English, Hindi and local language.

Remuneration:

Fixed remuneration of Rs.25000/- (Rupees Twenty Five Thousand Only) per month which is inclusive of all allowances and perks. However TA/DA for official tour will be reimbursed as per the rules of SBM-G.

Duration:

The engagement will be purely on contractual basis for a period of 12 (Twelve) months renewable for subsequent period upon satisfactory performance and appraisal and employee under no circumstances is entitled for absorption in any permanent post under the Mission or any other schemes in the department. No claim whatsoever in this regard shall be entertained.

How to apply:

- a) Dully filled in application should be submitted to the address given below along with self-attested copies of all documents pertaining to their qualification, age, experience and relevant testimonials, voter ID etc.
- b) One self-addressed stamped envelope affixing postage stamp of Rs.5/- is to be submitted along with the application by mentioning Mobile No. and E-mail of the applicant.
- c) Envelope containing the application must be addressed to the undersigned and submitted in the drop box at Office of the Member Secretary, DWSC-cum- Executive Engineer (PHE), Dhubri.
- d) 2 (two) copies of recent passport size photographs duly signed by the candidate should also be submitted with the application.
- e) Inability to produce above mentioned documents at the time of identification of documents will render the applicant ineligible for the selection process or even after selection and engagement in the post.

Selection Procedure:

- a) The selection procedure, date and time of interview will be communicated to all the eligible candidate through Post/Telephone/E-mail. However the date, time and venue of such examination will be displayed in the office notice board of the Member Secretary, DWSC-cum- Executive Engineer (PHE), Dhubri Division, Dhubri.
- b) No TA/DA will be provided to the candidates appearing in the interview.


Member Secretary, DWSC-cum-
Executive Engineer (PHE)
Dhubri Division :: Dhubri

