



OFFICE OF THE CITY MISSION MANAGEMENT UNIT
ASSAM STATE URBAN LIVELIHOODS MISSION SOCIETY, BISWANATH CHARIALI

No. ASULMS/CMMU/BNC/HR=02/REC/2023-24/02/151

Date: 29TH January, 2024.

ADVERTISEMENT

Applications are invited in the prescribed form of application/Standard Form of application(Assam Gazette Part-IX) from eligible Indian Citizens willing to work in Mission Mood for Contractual engagement at City Mission Management Unit (CMMU), Assam State Urban Livelihoods Mission Society, (DAY-NULM), Biswanath Chariali for One (1) post of Computer Operator and One(1) post of Accountant.

Only short listed candidates will be called for interview for which no TA/DA will be paid. The undersigned reserves the right to reject any or all applications without assigning any reason thereof.

Sl No.	Name of the Post	Place of Posting	No. of Vacancy	Age Limit	Qualification/ Eligibility	Monthly Remuneration (in Rs.)
1.	Computer Operator	CMMU, ASULMS (DAY-NULM), Biswanath Chariali.	01	23-35 Years.	<u>Academic Qualification:</u> (1) Graduate in any discipline from any recognized University. (2) Minimum one year computer diploma from any recognized institute/Board/ University. <u>Work Experience:</u> Minimum two years of experience in online data entry, data analysis, documentation, reporting, online monitoring activities in social/community development project. Previous work experience in Govt Sector (preferable)	20,000/- (Twenty Thousand) with Allowances as per HR norms.
2.	Accountant	CMMU, ASULMS (DAY-NULM), Biswanath Chariali.	01	23-35 Years.	<u>Academic Qualification:</u> (1) Graduate in Commerce having experience and knowledge in Computer applications, Tally latest version, ERP software etc. (2) Minimum two year experiences in handling of accounting, inventory, tax management, payroll etc. <u>Work Experience:</u> (1) Minimum 2 years experience in the job role of Accounts Assistant/Accountant/Junior Accountant. (2) Previous work experience in Govt. sector (preferable)	20,000/- (Twenty Thousand) with Allowances as per HR norms.

General Instructions:

1. This engagement will be purely temporary on contractual basis and DAY NULM mission related only.
2. Initially this engagement will be for 11 months. Based on performance and requirement of the mission. The contract may further be extended.
3. Candidates willing to apply must submit their application in the Prescribed format along with CV/BIO-DATA not exceeding 3 pages.
4. The prescribed format for job application may be downloaded from www.biswanath.gov.in or from the office of the undersigned.
5. Three (3) copies of Passport size colour photograph must be pasted in the job application format.
6. Candidates should provide their relevant testimonials with the job application.
7. The shortlisted candidates may have to appear for a written test and/ or interview for which no TA/DA shall be paid.
8. Incomplete application shall be rejected without any information and only shortlisted candidates will be called for written test and/ or interview.
9. Mere fulfillment of the minimum qualification will not vest any right on candidates for being called for written test/Computer test.
10. Screening will be done in case of excess application accordingly on the basis of education weightage. The candidates will have to superscribe the name of the post applied for at the top of the sealed envelope containing the application form and relevant experience.
11. Application received after the closing date, unsigned, without proper document and prescribed format will be summarily rejected.
12. A self addressed envelope of 9"x 4" size affixing postal stamp of Rs. 5/- must be enclosed with the application.
13. The application should be submitted on or before **14/02/2023, 5.00p.m.** Application can be forwarded either through Ordinary/Registered/Speed Post or submitted by hand in the **Drop Box** addressing to The City Project Officer, City Mission Management Unit, ASULMS(DAY-NULM), Biswanath Chariali Municipal Board, Room No.34, 2nd Floor, Near Post Office, Biswanath Chariali, Assam, PIN-784176.
14. Canvassing in any form will disqualify the candidates.

Sd/-

Chairperson

District Level Selection Committee

City Mission Management Unit

ASULMS (DAY-NULM), Biswanath Chariali.

e-mail: biswanathchariali.nulm@gmail.com

Memo No. ASULMS/CMMU/BNC/HR=02/REC/2023-24/02/151-A

Date: 29/01/2024

Copy for kind information to:-

1. The State Mission Director, ASULMS(DAY-NULM), Dispur, Guwahati-06, Assam.
2. The District Commissioner, Biswanath cum Chairperson, DLEC, CMMU, ASULMS (DAY-NULM), Biswanath Chariali, Assam.
3. The Chairman, Biswanath Chariali Municipal Board.
4. The DIPRO, Biswanath, Biswanath Chariali, Assam. He is requested to publish the above notice in at least two local dailies (one English and Assamese for one day).
5. The District Informatics Officer, NIC, Biswanath, Biswanath Chariali, Assam. He is requested to take steps for uploading the above **Notice** with the **Application Format** at the website of Biswanath District Administration at the earliest.
6. Notice Board.
7. Office File.

Sd/-

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