



GOVERNMENT OF ASSAM
PROJECT MANAGEMENT UNIT
ASSAM PROJECT ON FOREST AND BIODIVERSITY CONSERVATION SOCIETY
ASSAM FOREST SCHOOL CAMPUS
JALUKBARI, GUWAHATI-781014

E-mail: pd.pmu.apfbc@nic.in

Letter No. APFBC/Advertisement/2014/

Dated : 27.11.2015

NOTICE FOR CONTRACTUAL ENGAGEMENT

Project Management Unit (PMU) APFBC Society invites online application from eligible candidates for the following posts on purely contractual basis. The selected candidate will be engaged initially for a period of six months, extendable further on the basis of performance evaluation.

Sl. No.	Position	Number of Post	Age	Essential Qualification	Desirable qualification	Consolidated monthly remuneration
1	Office Superintendent	1	More than 60 years but not more than 65 years as on 01.10.2015	1. Graduate in any discipline, 2. Good command over written English. 3. Minimum 3 years service experience as Registrar/Office Superintendent in Directorate office in a state Govt. Department, PSU, Autonomous Body under state Govt.	2 years experience in office Administration, good knowledge of Accounting and Financial rules/guidelines of the State Government	Rs.25000/- (fixed)
2	PA to PD	1	Minimum of 21 years and maximum 35 years as on 1.10.2015	Graduate in any discipline with good command over written and spoken English. Diploma in Computer Application from recognized institute and minimum typing speed of 30 wpm in English, and 60 wpm in English Stenography.	Experience as PA cum Stenographer and good command and experience of office software tools Word Processor, Spreadsheet, Power Point Presentation Graphics, Data base, internet and email, web site - updating and search.	Rs.17,000/- (fixed)
3	Computer Data Operator	1	Minimum of 21 years and maximum 35 years as	1. Graduate in any discipline 2. One year Diploma	Well versed with Office software. Working	Rs.15000/- (fixed)

			on 1.10.2015	in Computer Application from recognized institution. 3. Minimum typing speed of 30 wpm in English. 4. Minimum two years work experience in State/Central Govt. Department, Private, PSU, Autonomous Body under State Government, Reputed Corporate House	experience with project (Govt/Private)	
4	GIS Operator	1	Minimum of 21 years as on 1.10.2015	Master Degree in Environmental science/Geo-informatics Geography, Software skill: ARC GIS, ARDAS, ENVI etc	Minimum 1 year work experience in forestry sector	Rs.25,000/- (fixed)
5	Livelihood Support Officer. (Social)	1	Minimum of 24 years as on 1.10.2015	Master Degree in Social science with post qualification experience of minimum 4 years. Experience in livelihood related programmes including formation and functioning of self help groups, trainings, financial literacy and market linkages with considerable size and scale.	Working experience in Government Programmes.	Rs.25,000/- (fixed)

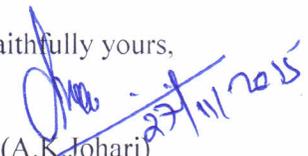
General Instructions:

1. Eligible candidate may submit his /her application in **the prescribed Form (PDF version)** to the Project Director, PMU, APFBC Society **latest by 4.00 P.M. on 03.12.2015** at the e-mail ID pd.pmu.apfbc@nic.in
2. Candidates must clearly mention their contact details – landline number with STD code / fax number /mobile number/ e-mail ID in the space provided in the Application Form.
3. **Application Form delivered physically either in person or by post or by any other means will not be accepted.**
4. **Application not submitted in the prescribed Form, submitted after closing hour and/or after closing date, not bearing signature of the applicant and not having his/her contact details will be rejected.**
5. Shortlisted candidates will be required to appear for proficiency test/interview for which they should come fully prepared.



6. Shortlisted candidates will be communicated date, time and venue of the proficiency test/ interview at least 2 days in advance through any of the contact details furnished by them in their respective Bio-data/Resume Form.
7. Candidates called for proficiency test/ interview will be required to bring with them original copy of the application, two self attested copies of the Degree/ Diploma, Certificate, Experience Certificate etc, and three copies of recent passport size photograph. The originals of the Degree, Diploma, Certificate etc. will be returned after verification
8. No travelling allowance or any other allowance will be paid to the candidates called for proficiency test.

Faithfully yours,


(A.K. Johari)

Addl P.C.C.F. (P & D)

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Project Director, PMU APFBC Society