

**Government of Assam**  
**ASSAM STATE URBAN LIVELIHOODS MISSION SOCIETY**  
**DAY-NULM (ASSAM)**

Phone No.: 0361-2261436 E-mail: nulmassam@gmail.com Website: www.nulmassam.in

No.ASULMS(SMMU)/HR-02/56/2016 (Vol. II)/1234

Dated Guwahati 11/01/2018

**ADVERTISEMENT FOR INVITING APPLICATIONS FOR FILLING UP VACANT POSTS**

Applications are invited from eligible Indian citizens for contractual engagement at State Mission Management Unit (SMMU) and City Mission Management Unit (CMMU) under Deendayal Antyodaya Yojana-National Urban Livelihoods Mission (DAY-NULM) implemented by Assam State Urban Livelihoods Mission Society (ASULMS) for the following positions:

**A. State Mission Management Unit**

Sl. No.	Name of Post	No. of Vacancies	Age Limit	Qualification/ Eligibility	Monthly Remuneration (in Rs.)
1	<b>State Project Manager-Skills &amp; Livelihoods</b>	1	28 years to 45 years	<p><b><u>Academic Qualification:</u></b> 2 years full time Post Graduate Diploma in Business Management or Administration/ MBA/Masters in any other relevant discipline</p> <p><b><u>Work Experience:</u></b></p> <p>i. Minimum 5 years experience in implementation of skills training and placement programmes with considerable size and scale.</p> <p>ii. Previous work experience in Govt. sector (preferable).</p>	60,000/-
2	<b>Finance &amp; Accounts Officer</b>	1	28 years to 65 years	<p><b>1) a. <u>Academic Qualification:</u></b> Post Graduate in Commerce / M.Com. / MBA in Finance / Chartered Accountancy</p> <p><b>b. <u>Work Experience:</u></b> Minimum 5 years Experience in overseeing financial and accounting systems, compliance reviews, audits, financial control reporting, and/or risk management</p> <p style="text-align: center;"><b>OR</b></p> <p><b>2) Retired AFS Officer (up to the rank of F&amp;AO) under Govt. of Assam (preferable)</b></p>	60,000/-
3	<b>Project Assistant-Finance &amp; Accounts</b>	1	28 years to 45 years	<p><b><u>Academic Qualification:</u></b> Post Graduate in Commerce or M.Com. with specialisation in Accountancy and/ or Finance / MBA in Finance / Chartered Accountancy</p> <p><b><u>Work Experience:</u></b></p> <p>i. Minimum 2 years</p>	40,000/-

				<p>experience of working in financial and accounting systems, audits and financial reporting;</p> <p>ii. Experience of working in Govt. projects/ schemes / missions with Finance and Accounts job role (preferable); and</p> <p>iii. Previous work experience as Accountant / Accounts Executive / Junior Accounts Officer, etc.</p>	
4	<b>Project Executive-Skills &amp; Livelihoods</b>	1	24 years to 38 years	<p>1) Graduate in Arts, Science or Commerce/ BBA in Marketing and/or HR with minimum 3 years experience of working in skill development programmes</p> <p><b>OR</b></p> <p>2) PGDBA/PGDBM/ MBA in Marketing and / or HR with minimum 1 year experience of working in skill development programmes.</p> <p>Also, experience of working in Govt. projects/ schemes / missions will be preferable.</p>	30,000/-
5	<b>Multi – Tasking Official</b>	2	18 years to 35 years	<p><b>Academic Qualification:</b> Intermediate (12th) in any discipline with certificate / diploma course in Office Application / Computer Application</p> <p><b>Work Experience:</b> Minimum 1 year experience in stenography / DTP / office assistance, etc. (preferable)</p>	8,000/-

### **B. City Mission Management Unit**

Sl. No.	Name of Post	No. of Vacancies	Age Limit	Qualification/ Eligibility	Monthly Remuneration (in Rs.)
1	<b>City Project Manager-Social Development &amp; Infrastructure</b>	4	28-45 years	<p><b>Academic Qualification:</b></p> <p>1) 2 years Full Time Post Graduate Degree/ Diploma in Social Work</p> <p><b>OR</b></p> <p>2) 2 years Full Time Post Graduate Degree/ Diploma in Business Management/ Administration</p> <p><b>OR</b></p> <p>3) 2 years Full Time MSW / MBA</p> <p><b>Work Experience:</b></p> <p>i. Minimum 3 years of experience in social development work with poverty reduction</p>	45,000/-

				programmes of considerable size and scale.	
				ii. Previous work experience in Govt. sector (preferable).	

**General Terms & Conditions and Important Instructions:**

***Candidates are requested to read the terms & conditions and instructions mentioned under very carefully before applying:***

1. This engagement will be purely on temporary and contractual basis only.
2. Initially this engagement may be for a period of 11 months or as decided by State Mission Director; based on performance and requirement of the Mission, contract may further be extended.
3. Apart from the monthly remuneration, employees are also entitled to fixed monthly allowances as per HR policy manual of ASULMS.
4. Candidates who are willing to apply must submit their application in the **Application Format available in the website [www.nulmassam.in](http://www.nulmassam.in)**. The job description and job specification against the posts are available in the said website. **Application in any other format will be rejected.**
5. 1 (One) copy of self attested recent passport size photograph must be pasted in the job application form in the space provided and 2 (two) other such self attested passport size photographs must be stapled in the topmost part of the form in such a way that the staple pins are outside the face or body.
6. Candidates must submit photocopies of their self attested relevant testimonials such as **a) proof of age (admit card of Matriculation exam, etc.), b) proof of educational qualifications (Mark Sheets and Pass Certificates), c) work experience certificates, d) caste certificate (if any), and other relevant testimonials and documents (with self attestation)** along with the application form.
7. The shortlisted candidates may have to appear for a written test/computer test/group discussion/interview, etc. for which no TA/DA shall be paid by any office under ASULMS or DAY-NULM.
8. Incomplete applications shall be rejected without any information and only shortlisted candidates shall be called for selection procedure(s).
9. Mere fulfilment of minimum qualifications will not vest any right on a candidate for being called for the selection process.
10. To reduce the number of candidates for written examination for one or more category of post(s), screening of applications will be carried out based on the percentage of marks obtained in the H.S.L.C. (10<sup>th</sup>) and / or H.S. (12<sup>th</sup>).
11. Candidates will forward application properly sealed in an envelope to the address mentioned below. Application can be forwarded either through Ordinary Post/Registered/Speed Post or submitted by hand in the drop box. No application will be accepted by any staff or official of ASULMS by hand. Application by any other mode will not be accepted.
12. Candidates are requested to super scribe the words 'APPLICATION FOR THE POST OF \_\_\_\_\_' on top of the envelope containing i) application form, ii) Curriculum Vitae (CV) and iii) self attested relevant testimonials while sending the application form. A self addressed envelope of 9" x 4" size affixing postal stamp of Rs.5/- must be enclosed inside the sealed envelope.

**Address for forwarding applications:**

*Office of the State Mission Director, Assam State Urban Livelihoods Mission Society (DAY-NULM, Assam), Directorate of Municipal Administration, near APRO Office, Ganeshguri, Dispur, Guwahati- 781006*

13. Last date for receipt of application is 21 days from the 1<sup>st</sup> day of publication of the advertisement in newspapers i.e. 6<sup>th</sup> February 2018.
14. The crucial date for determining the age shall be the closing date for receipt of application.
15. Candidates working in any Central Govt./State Govt. departments, schemes, agencies, Missions, etc. must furnish "No Objection Certificate" from their employer/Office at the time of the selection test/interview or else their candidature will be cancelled.
16. Applications will also be treated as cancelled under the following conditions:
  - a. False or insufficient documents/testimonials in support of required eligibility or incomplete information in the application form. Candidates must ensure that no compulsory/mandatory field in the application form is left blank or wrongly filled application, not filled correctly is liable to be rejected and the onus of such rejection would be on the candidates;
  - b. Any other personal appearing in the test in place of applicant;
  - c. Two or more application filled for the same post by applicant;
  - d. Any other influence from outside or use of wrong procedure for acceptance of the application; and last but not the least
  - e. Any other non compliance to terms and conditions or non fulfilment of eligibility criteria, etc.
17. The recruitment process can be cancelled/suspended/terminated by the competent authority due to any administrative or other reason(s) and without stating any reason thereof.
18. Canvassing in any form shall disqualify the candidates. No enquiry or correspondence will be entertained.
19. The venue and date of selection test(s) will be intimated to the candidates, whose application and particulars are found correct, through acknowledgement/admit card.
20. Candidates not in receipt of acknowledgement/admit card should presume that their application were incomplete/not meeting the minimum requirements in terms of experience, age, qualification, etc. or not found eligible. No correspondence in this regard will be entertained. Further, Assam State Urban Livelihoods Mission Society will not be responsible for any postal delay.
21. Only candidates in possession of acknowledgement/admit card will be allowed to appear for the selection test(s).
22. Candidates are required to bring original documents/certificates at the time of selection test(s) for verification failing which they shall not be allowed to appear for the test(s). Candidates are also required to bring PAN card or any valid ID and/or address proof for the purpose of preventing impersonation at the time of selection test(s).
23. Any dispute related to the recruitment and selection process will be settled within the jurisdiction of Gauhati High Court.

Sd/-

State Mission Director,  
ASULMS (DAY-NULM, Assam),  
Assam, Guwahati-06

**Job Analysis for the posts of State Project Manager- Skills & Livelihoods, Finance & Accounts Officer, City Project Manager- Social Development & Infrastructure, Project Assistant-Finance & Accounts, Project Executive- Skills & Livelihoods and Multi-tasking Official**

**1. State Project Manager (Skills & Livelihoods)**

<b>Job Description</b>	
<b>Job Title:</b>	State Project Manager- Skills & Livelihoods
<b>Job Location</b>	State Mission Management Unit
<b>Level/Grade</b>	Senior Management (SM)
<b>Job Type</b>	Full Time Contractual
<b>Reporting to</b>	Additional Mission Director
<b>Job Duties &amp; Responsibilities</b>	i. Ensuring that state and Cities adhere to the Employment through Skills Training & Placement (EST&P) guidelines prescribed by DAY-NULM.
	ii. Preparing work plan for EST&P agenda across the state.
	iii. Responsible for EST&P targets of the State.
	iv. Identification and empanelment of Skill Training Providers (STPs), agencies for accreditation and certification.
	v. Monitoring the performance quality of the STPs and other agencies involved.
	vi. Providing need based technical assistance to the City Mission Management Units.
	vii. Ensuring linkages with industry associations, skill development mission, sector skill councils, line departments, resource institutes, and other relevant agencies.
	viii. Working closely with other State Project Managers at the state level for successful implementation of DAY-NULM.
	ix. Performing any other related tasks assigned by the State Mission Director, ASULMS.
<b>Job Specification</b>	
<b>Academic Qualification</b>	Minimum Qualification: 2 years full time Post Graduate Diploma in Business Management or Administration/ MBA/Masters in any other relevant discipline.
<b>Experience</b>	<ul style="list-style-type: none"> <li>i. Minimum 5 years experience in implementation of skills training and placement programmes with considerable size and scale.</li> <li>ii. Previous work experience in Govt. sector (preferable).</li> </ul>
<b>Skills &amp; Competence</b>	<ul style="list-style-type: none"> <li>i. Have practical knowledge of computer systems, including internet navigation and various Microsoft Office applications.</li> <li>ii. Have ability to handle large scale planning.</li> <li>iii. Have acknowledged capabilities in partnership management.</li> <li>iv. Have strong analytical, conceptual and strategic thinking skills.</li> <li>v. Possess excellent communications and negotiation skills.</li> <li>vi. Be able to work under pressure and attend to any ad hoc functions as may be required.</li> <li>vii. Be a team player.</li> <li>viii. Have sound leadership and management skills.</li> <li>ix. Be self driven and able to work within tight deadlines.</li> </ul>
<b>Other Requirements</b>	<ul style="list-style-type: none"> <li>i. Age – 28 years to 45 years</li> <li>ii. Languages known – Assamese (Proficiency to Read-Write-Speak), English (Proficiency to Read-Write-Speak) and Hindi (Proficiency to Read-Write-Speak).</li> </ul>

## 2. Finance & Accounts Officer (F&AO)

<b>Job Description</b>	
<b>Job Title:</b>	Finance & Accounts Officer
<b>Job Location</b>	State Mission Management Unit
<b>Level/Grade</b>	Senior Management (SM)
<b>Job Type</b>	Full Time Contractual
<b>Reporting to</b>	Additional Mission Director/ State Mission Director
<b>Job Duties &amp; Responsibilities</b>	<ul style="list-style-type: none"> <li>i. Exercise general supervision over the funds of ASULMS, and shall advise the SMD as regards the finances of ASULMS.</li> <li>ii. Hold and manage the funds, property and investments, including trust and endowed property, for furthering any of the objectives of ASULMS.</li> <li>iii. Ensure that the limit fixed by the applicable guidelines and notifications/orders for recurring and non-recurring expenditure for a year is not exceeded, and that all allocations are expended for the purposes for which they are granted or allotted.</li> <li>iv. Submit the Annual Action Plan and Budget of ASULMS to the SMD.</li> <li>v. Keep watch on the state of the cash and bank balances.</li> <li>vi. Have the accounts of the ASULMS audited regularly.</li> <li>vii. Inspect the accounts of MMUs periodically and ensure that the books of records are maintained properly.</li> <li>viii. Ensure that the accounts and finance related registers of ASULMS are maintained up-to-date and that the stocks of assets are properly maintained and recorded.</li> <li>ix. Ensure that all Financial Rules and Regulations are strictly adhered to in all MMUs.</li> <li>x. Propose to the SMD that explanation be called for unauthorized expenditure or other financial irregularities from any employee of ASULMS at State and City levels.</li> <li>i. Supervise the activities of the junior level Finance &amp; Accounts staff such as Project Assistant (F&amp;A), Accounts Manager/ Accountant, etc.</li> <li>xi. Exercise such other powers, perform such other duties, and discharge such other financial functions as are assigned to him/her by the SMD or are prescribed by the Governing Council/ Executive Committee at State level.</li> </ul>
<b>Job Specification</b>	
<b>Academic Qualification</b>	Minimum Qualification: Post Graduate in Commerce / M.Com. / MBA in Finance / Chartered Accountancy
<b>Experience</b>	<ul style="list-style-type: none"> <li>i. Minimum 5 years experience in overseeing financial and accounting systems, compliance reviews, audits, financial control reporting, and risk management.</li> <li>ii. Experience in Govt. sector (preferable).</li> </ul>
<b>Alternative Preferred Eligibility (Experience)</b>	<ul style="list-style-type: none"> <li>i. Retired AFS Officer (up to the rank of F&amp;AO) under Govt. of Assam.</li> </ul>
<b>Skills &amp; Competence</b>	<ul style="list-style-type: none"> <li>x. Have practical knowledge of computer systems, including internet navigation and various Microsoft Office applications.</li> <li>xi. Well versed in GFR, AFR, FRBM Act and other Govt. rules and procedures.</li> <li>xii. Possess excellent communications and negotiation skills.</li> <li>xiii. Be able to work under pressure and attend to any ad hoc functions as may be required.</li> <li>xiv. Be a team player.</li> <li>xv. Be a strategic thinker.</li> <li>xvi. Have sound leadership and management skills.</li> <li>xvii. Be self driven and able to work within tight deadlines.</li> </ul>

<b>Other Requirements</b>	iii. Age – 28 years to 65 years. iv. Languages known – Assamese (Proficiency to Read-Write-Speak), English (Proficiency to Read-Write-Speak) and Hindi (Proficiency to Speak).
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### 3. City Project Manager (Social Development & Infrastructure)

<b>Job Description</b>	
<b>Job Title:</b>	City Project Manager – Social Development & Infrastructure
<b>Job Location</b>	City Mission Management Unit
<b>Level/Grade</b>	Middle Management (MM)
<b>Job Type</b>	Full Time Contractual
<b>Reporting to</b>	City Project Officer at CMMU level / State Project Manager – SM&ID and State Project Manager – S&SI State level
<b>Job Duties &amp; Responsibilities</b>	i. Ensure that the CMMU adheres to the guidelines prescribed by DAY-NULM. ii. Develop work plan for implementation of SM&ID component for the city. iii. Responsible for the SM&ID, SUSV & SUH targets of the city with respect to community mobilisation, SHGs, Federations, Revolving Fund, CLCs, Vendor Development Plan, Vendor Markets Development and Shelters for Urban Homeless, etc. iv. Ensure the SHGs, ALF and CLF structures are established in the city. v. Responsible for providing need based Technical Assistance to Support Staff and COs. vi. Arranging for appropriate linkages with relevant agencies/departments and integrate social mobilisation agenda in implementing of DAY-NULM. vii. Establish liaison with government departments for convergence. viii. Review and monitor the implementation process and progress of SM&ID, SUH and SUSV components. ix. Report generation and documentation of good practices under SM&ID, SUH and SUSV components at City level. x. Ensure reporting of the SM&ID, SUH and SUSV components. xi. Work closely with other Managers at the city level for successful implementation of DAY-NULM. xii. Perform any other related tasks assigned by the City Project Officer of respective CMMU and SPMs at SMMU.
<b>Job Specification</b>	
<b>Academic Qualification</b>	Minimum Qualification: 1) 2 years Full Time Post Graduate Degree/ Diploma in Social Work <b>OR</b> 2) 2 years Full Time Post Graduate Degree/ Diploma in Business Management/ Administration <b>OR</b> 3) 2 years Full Time MSW / MBA.
<b>Experience</b>	i. Minimum 3 years of experience in social development work with poverty reduction programmes of considerable size and scale. ii. Previous work experience in Govt. sector (preferable).
<b>Skills &amp; Competence</b>	i. Have practical knowledge of computer systems, including internet navigation and various Microsoft Office applications. ii. Have strong analytical skills. iii. Possess excellent communications and negotiation skills. iv. Be able to work under pressure and attend to any ad hoc functions as may be required. v. Be a team player. vi. Be a strategic thinker. vii. Have sound leadership and management skills. viii. Be self driven and able to work within tight deadlines.

<b>Other Requirements</b>	<ul style="list-style-type: none"> <li>i. Age – 28 years to 45 years</li> <li>ii. Languages known – Assamese (Proficiency to Read-Write-Speak), English (Proficiency to Read-Write-Speak) and Hindi (Proficiency to Speak).</li> </ul>
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#### 4. Project Assistant (Finance & Accounts)

<b>Job Description</b>	
<b>Job Title:</b>	Project Assistant (Finance & Accounts)
<b>Job Location</b>	State Mission Management Unit
<b>Level/Grade</b>	Junior Management (JM)
<b>Job Type</b>	Full Time Contractual
<b>Reporting to</b>	Finance & Accounts Officer
<b>Job Duties &amp; Responsibilities</b>	i. Assist F&AO in discharge of his/her financial responsibilities.
	ii. Prepare Annual Budget for implementation of Mission.
	iii. Identify and assess fund requirements under various components and sub-components.
	iv. Ensure timely release of funds to MMUs as per Annual Action Plan and Budget.
	v. Ensure timely submission of Accounts and Utilisation Certificates by MMUs.
	vi. Timely reconciliation of accounts and submission of financial progress reports as prescribed under Financial Rules.
	vii. Monitoring and maintenance of stock and fixed assets registers.
	viii. Help in developing a detailed project plan to track financial progress.
	ix. To coordinate in preparing the Annual budget.
	x. Supervise the Accounts Manager and other subordinates in all accounts related matter of the Mission.
	xi. Responsible for any other tasks as assigned by Supervisors/Reporting Authority.
<b>Job Specification</b>	
<b>Academic Qualification</b>	Minimum Qualification: Post Graduate in Commerce or M.Com. with specialisation in Accountancy and/ or Finance / MBA in Finance / Chartered Accountancy
<b>Experience</b>	<ul style="list-style-type: none"> <li>i. Minimum 2 years experience of working in financial and accounting systems, audits and financial reporting.</li> <li>ii. Experience of working in Govt. projects/ schemes / missions with Finance and Accounts job role (preferable).</li> <li>iii. Previous work experience as Accountant / Accounts Executive / Junior Accounts Officer.</li> </ul>
<b>Skills &amp; Competence</b>	<ul style="list-style-type: none"> <li>i. Well versed in latest Accounting software/ ERP such as Tally version 9.</li> <li>ii. Have practical knowledge of computer systems, including internet navigation and various Microsoft Office applications.</li> <li>iii. Knowledge of GFR, AFR, FRBM Act and other Govt. rules and procedures.</li> <li>iv. Possess good communications and negotiation skills.</li> <li>v. Be able to work under pressure and attend to any ad hoc functions as may be required.</li> <li>vi. Be a team player.</li> <li>vii. Have sound management skills.</li> <li>viii. Be self driven and able to work within tight deadlines.</li> </ul>
<b>Other Requirements</b>	<ul style="list-style-type: none"> <li>i. Age – 28 years to 45 years</li> <li>ii. Languages known – Assamese (Proficiency to Read-Write-Speak), English (Proficiency to Read-Write-Speak) and Hindi (Proficiency to Speak).</li> </ul>



## 5. Project Executive (Skills & Livelihoods)

<b>Job Description</b>	
<b>Job Title:</b>	Project Executive (Skills & Livelihoods)
<b>Job Location</b>	State Mission Management Unit
<b>Level/Grade</b>	Junior Management (JM)
<b>Job Type</b>	Full Time Contractual
<b>Reporting to</b>	SPM- Skills & Livelihoods
<b>Job Duties &amp; Responsibilities</b>	i. Assist SPM in discharge of his/her responsibilities.
	ii. Assist in preparing Annual Action Plan and Budget for implementation of EST&P component.
	iv. Liaise with Supervisors on progress of EST&P component.
	v. Coordinate in organising meetings of the Mission/Society.
	vi. Coordinate with CMMUs at various levels of Mission implementation.
	vi. Liaison with CMMUs for training center inspection / audit and approval process.
	vii. Help in developing a detailed plan and coordination in the process of certification, placement and post placement tracking of beneficiaries.
	viii. Supervising the overall implementation of EST&P component in CMMUs on behalf of SMMU.
	ix. Ensure timely updating of EST&P component in online MIS of DAY-NULM.
	x. Generating progress reports of EST&P component on monthly and quarterly basis.
	xi. Responsible for any other tasks as assigned by Supervisors/Reporting Authority.
<b>Job Specification</b>	
<b>Academic Qualification</b>	Minimum Qualification: Graduate in Arts, Science or Commerce/ BBA in Marketing and/or HR
<b>Experience</b>	<ul style="list-style-type: none"> <li>i. Minimum 3 years experience in case of Graduate/ BBA in Marketing and/or HR and minimum 1 years experience in case of PGDBA/PGDBM/MBA in Marketing and / or HR of working in skill development programmes.</li> <li>ii. Experience of working in Govt. projects/ schemes / missions (preferable).</li> </ul>
<b>Skills &amp; Competence</b>	<ul style="list-style-type: none"> <li>i. Have practical knowledge of computer systems, including internet navigation and various Microsoft Office applications.</li> <li>ii. Excellent knowledge of skill development policies and skills framework of Govt.</li> <li>iii. Possess good communications and negotiation skills.</li> <li>iv. Be able to work under pressure and attend to any ad hoc functions as may be required.</li> <li>v. Be a team player.</li> <li>vi. Have sound management skills.</li> <li>vii. Be self driven and able to work within tight deadlines.</li> </ul>
<b>Other Requirements</b>	<ul style="list-style-type: none"> <li>i. Age Limit – 24 years to 38 years</li> <li>ii. Languages known – Assamese (Proficiency to Read-Speak), English (Proficiency to Read-Write-Speak) and Hindi (Proficiency to Speak).</li> </ul>

## 6. Multi – Tasking Official

<b>Job Description</b>	
<b>Job Title:</b>	Multi – Tasking Official
<b>Job Location</b>	State Mission Management Unit
<b>Level/Grade</b>	Support Staff (SS)
<b>Job Type</b>	Full Time Contractual
<b>Reporting to</b>	SPMs
<b>Job Duties &amp;</b>	<ul style="list-style-type: none"> <li>i. Drafting of letters and note sheets under the direction and supervision of</li> </ul>

<b>Responsibilities</b>	Supervisors / Reporting Authority.
	ii. Physical maintenance of records of the office.
	iii. Photocopying and sending of fax, etc.
	iv. Assisting in routine works like Diary, Dispatch, etc. including work on Computer.
	v. Issue and receipt of official letters, memos, orders, etc.
	vi. Creating new office files under the supervision of SPMs.
	vii. Maintaining the office stock and fixed assets register.
	viii. Maintaining the registers and reports in files.
	ix. Responsible for any other tasks as assigned by Supervisors/Reporting Authority.
<b>Job Specification</b>	
<b>Academic Qualification</b>	Minimum Qualification: Intermediate (12th) in any discipline with certificate / diploma course in Office Application / Computer Application.
<b>Experience</b>	i. Minimum 1 year experience in stenography / DTP / office assistance (preferable).
<b>Skills &amp; Competence</b>	i. Have practical knowledge of computer systems, including internet navigation and various Microsoft Office applications.
	ii. Typing skills in English, Assamese and/or Hindi.
	iii. Be able to work under pressure and attend to any ad hoc functions as may be required.
	iv. Be self driven and able to work within tight deadlines.
<b>Other Requirements</b>	i. Age Limit – 18 years to 35 years
	ii. Languages known – Assamese (Proficiency to Read-Write-Speak), English (Proficiency to Read-Write) and Hindi (Proficiency to Read-Write).

#### Classification of Posts

Level / Grade	Job Title / Designation
Top Management (TM)	SMD / AMD
Senior Management (SM)	SPM / F&AO
Middle Management (MM)	CPM
Junior Management (JM)	Project Assistant / Project Executive
Support Staff (SS)	MIS Executive / Accounts Manager / Accountant / Computer Operator / Multi – Tasking Official
Field Staff (FS)	Community Organiser
Grade IV (GIV)	Office Assistant / Cleaner