

Advertisement

Applications are invited from Indian Citizens for walk-in-interview at Assam Building and Other Construction Workers Welfare Board on a Contractual Basis initially for a maximum of eleven months for the below-mentioned position:

Name of the Post and Number of Positions	Minimum Qualification and Experience	Remuneration	Age Limit
Project Manager - Human Resources & Admin Officer (1 nos)	Post-graduate degree in Human Resources/MBA (HR) from a recognized university; Minimum 7 years of experience in the relevant field of HR and Administration. Preference will be given in case of having experience in Govt./PSU/Govt. Agencies.	Rs. 63000 Per Month (inclusive of all)	45 years as on 31st March, 2023
Project Manager-IT (1 nos)	B.E./B. Tech/M.E./M. Tech in IT/Computer science /Electronics & Communication or MCA from a recognized University with minimum 7years of experience out of which minimum 4 years of experience in IT Project Management and 3 years in Software Development Preference will be given in case of having Government Software Project Management experience	Rs. 63000 Per Month (inclusive of all)	45 years as on 31st March, 2023
Accounts Officer (1 nos)	B. Com (Accountancy Major) full-time from a Recognized University with 5 years of Experience in Government Accounting and Financial Management. Preference will be given in case of having CA inter, over and above the mentioned qualification. Candidates must have experience in the Government Sector including corporations, boards etc. having excellent computer proficiency, Tally etc.	Rs. 31000 Per Month (inclusive of all)	40 years as on 31st March, 2023
Account Assistant/ Office Assistant (4 nos)	B.com full-time from a recognized University with 3 years of Experience with sound knowledge of accounting, drafting and reporting and having computer knowledge with a minimum diploma in the basic computer applications	Rs. 19965 Per Month (inclusive of all)	28 years as on 31st March, 2023

The last date of receipts of application is 10th January, 2024

Applications must be submitted in the prescribed format along with the following documents (self-attested) through email (email id: abocwwb@gmail.com):

- Proof of educational qualification, experience as detailed above, two passport-size photograph age proof, mobile number and email ID of the applicant and self-addressed stamped envelope.

Detailed ToR of each of the mentioned roles and the prescribed application format may be downloaded from the link <https://labourcommissioner.assam.gov.in/node/95240>

- Applications received after the last date and time of receipt shall be automatically rejected.
- Only short-listed candidates will be called for Interview for which separate communication will be made. Preference shall be given to candidates having experience In Govt. Sector for sl no:1 to 3.
- The undersigned reserves the right to reject any of all applications without assigning any reasons thereof.

**Sd/- Labour Commissioner,
Assam-cum-Member Secretary
Assam Building & Other Construction
Workers Welfare Board,
Dr. B. K. Kakati Road, Guwahati-07**