



**OFFICE OF THE CITY MISSION MANAGEMENT UNIT
ASSAM STATE URBAN LIVELIHOODS MISSION SOCIETY (DAY-NULM)
NORTH GUWAHATI MUNICIPAL BOARD, KAMRUP::ASSAM**

Email: northguwahati.cmmu@gmail.com

No: CMMU/NGMB/ HR/10/2023-24/ 69

Dated: 04/01/2024

ADVERTISEMENT

In pursuance of State Mission Director, ASULMS (DAY-NULM) and letter no ASULMS(SMMU)/HR-40/58/2016/8837 dated 31st Oct, 2023 , applications are invited from eligible Indian citizen for contractual engagement under Deendayal Antyodaya Yojana-National Urban Livelihood Mission (DAY-NULM) implemented by Assam State Urban Livelihoods Mission Society (ASULMS) for the following position at North Guwahati Municipal Board/City Mission Management Unit, North Guwahati and Rangia Municipal Board against the vacant posts.

Sl.No.	Name of the Post	Place of Posting	Vacancy	Age-limit	Qualification/Eligibility	Monthly Remuneration
1	Accountant	North Guwahati	1	23-35 Yrs	Academic Qualification Graduate in Commerce having experience and knowledge in computer application/office application and Tally latest version. <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).	Rs.20000/- (Twenty Thousand)
2	Computer Operator	North Guwahati	1	23-35 Yrs	Academic Qualification Graduate in any discipline having knowledge and experience in documentation, reporting, data analysis, and online monitoring activities in social/community development projects. DCA/BCA and working knowledge of data management software will be desirable. <u>Work Experience</u> 1. Minimum 2 years experience and knowledge in documentation, reporting, data analysis. 2. Experience of online monitoring activities in social/community	Rs.20000/- (Twenty Thousand)



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					development projects. 3. Previous work experience in Govt.sector(preferable).	
3	Community Organiser	Rangia	1	23-35 yrs	<u>Academic Qualification</u> Intermediate (10+2) in any discipline. Have practical knowledge of computer systems, including internet navigation and various Microsoft Office applications. <u>Work Experience</u> 1. Minimum 2 years of experience in working with community on social development. 2. Previous work experience in Govt.sector(preferable).	Rs.12000/- (Twelve Thousand)

Important Instructions:

1. This engagement will be purely temporary on contractual basis and NULM Mission related work only.
2. Initially this engagement will be up to 31st March 2024.
3. Candidates willing to apply must submit self attested testimonials in the standard format of application according to Assam Gazette (Part IX) **including their mobile number and email id for correspondence purpose.**
4. Recent Passport size colour photograph must be pasted in the prescribed application form.
5. The shortlisted candidates will have to appear for a computer proficiency test and personal interview on the day of the interview which will be intimated via email correspondence. No TA/DA shall be paid.
6. Incomplete application shall be rejected without any information and only shortlisted candidates will be called for interview.
7. Mere fulfillment of the minimum qualification will not vest any right on a candidate for being called for interview.
8. Candidates are requested to mention the words (in CAPITAL): "APPLICATION FOR THE POST OF..." as per the post applied for on top of the envelope containing the application form and other self attested relevant testimonials while sending the application form.
9. Candidates working in any Central Govt/State Govt, departments, schemes, agencies, mission 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.
10. The applications should be addressed **To, The City Project Officer, City Mission Management Unit, North Guwahati Municipal Board, ASULMS, DAY-NULM**, and can be submitted in the drop box kept at the Ground Floor (Near Help Desk) of the Office of the District Commissioner, Integrated DC Office, Kamrup, Amingaon 781031 **from 06.01.2024 to 20.01.2024.**



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11. Date of interview will be intimated through email and Kamrup district website <https://kamrup.assam.gov.in/>
 12. Candidates are required to bring original documents/certificates, at the time of interview for verification.
 13. Candidates must submit photocopies of their self attested relevant testimonials such as a) proof of age(admit card of matriculation exam/birth certificate), b)proof of educational qualification (mark sheets and pass certificates), c) work experience certificate, d) computer proficiency certificate from any recognized institute, e) and other relevant testimonials and documents (with self attestation) along with the application form.

Sd/-
Chairman District Level Selection Committee
ASULMS, DAY NULM
Kamrup

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