

Walk-In-Interview

Interested candidates with requisite below mentioned qualification may come up to walk-in-interview for filling up the following posts at Assam State Space Application Centre, Bigyan Bhawan (3rd floor), G.S. Road, Guwahati - 781005, on contractual basis for a period of 11 (Eleven) months

The requisite qualification etc. are given below :

A) Name of post : Accounts Assistant (AA)

Essential Qualification : Graduate in Commerce with major in Accountancy from any UGC/AICTE recognised/approved university/institution

Desirable : PGDCA from any recognised University/Institution, knowledge in Tally ERP, GST, TDS, TCS Income Tax Return filing, EPF, C.P.F. etc.

B) Name of post : Junior Administrative Assistant (JAA)

Essential Qualification : Graduate in Arts/Science/Commerce from any UGC/AICTE recognised/approved university/institution

Desirable : PGDCA from any recognised University/Institution, Knowledge of MS Office, computer typing in English and Assamese language and net surfing.

Age : For both the posts at A and B above, the the candidate should not be less than 18 years and more than 38 years of age as on 01/01/2022.

Salary : Rs. 25,000.00 per month plus CPF as applicable.

Terms and Condition :

- The candidate must be an Indian citizen and permanent resident of Assam
- The candidate has to apply in Standard Form published in part IX of the Assam Gazette (Biodata sheet may also be enclosed along with the duly filled-in Standard form).
- The application should be submitted in favour of Director, Assam State Space Application Centre.
- No TA/DA will be admissible for journey in connection with the Interview.
- The undersigned reserves the right to reject or modify the advertisement and to cancel or postpone the interview without assigning any reason thereof.
- The interview will be held on 2nd April, 2022 at 11:00 a.m. onwards. Candidates shall have to submit Standard form of Application dully filled-in along with Xerox copies of certificates and other testimonials etc. (self certified) at the time of reporting for registration and have to produce the original for verification.
- Registration will be started at 10:00 a.m. and closed at 11:00 a.m. No Application shall be accepted beyond that period.
- Candidates having requisite qualification, experience and training will only be allowed for appearing in the interview.


Director

Assam State Space Application Centre
Bigyan Bhawan (3rd floor), G.S. Road,
Guwahati - 781005