

## ADVERTISEMENT

Applications are invited in prescribed format available in the website <http://sbmurbanassam.in> for contractual engagement of **State Project Coordinator, Information Education Communication (IEC) Expert, Solid Waste Management (SWM) Expert, Accounts Manager, City Project Officer and Office Assistant.**

Sl. No	Name of the Post	Posting/ Location	No. of Vacancy	Age Limit	Qualification/Eligibility	Monthly Remuneration (In Rs.)
1	Project Coordinator	State Mission Directorate , Guwahati	1	40 to 55 years	<p>Graduate, Preferably Post Graduate in any discipline.</p> <p><b>Experience Required:-</b></p> <p>I) Minimum 10 years of experience in handling government projects relating to social sector like health, education, Urban Governance etc.</p> <p>II) Candidate should be in a position not less than State Project Manager or equivalent for a continuous period not less than 1 (one) year.</p> <p>III) Good Administrative &amp; Communication Skills with working knowledge of MS Office (particularly MS-Word, MS-Excel and MS-PowerPoint and Management Information System (MIS).</p>	80,000/-
2	IEC Expert	State Mission Directorate , Guwahati	1	27-40 years	<p>Master degree (of minimum 2 years duration) in Social Works/ Journalism/Mass-Communication.</p> <ul style="list-style-type: none"> <li>• Minimum 50% marks in both Graduation and Post-Graduation is required.</li> </ul> <p><b>Experience Required:-</b></p> <p>I) Minimum 3 years of working experience in Government/Semi Govt. /Autonomous organizations/Private Company of repute/Publicity House/NGOs having Pan India visibility in the field of awareness activities.</p> <p>II) Working knowledge of MS Office with ability to prepare MS-Excel sheets and MS-PowerPoint presentations, good operating skills in e-mail, Web Surfing, social media sites is mandatory.</p> <p>III) Candidates should have good writing and communication skill in both Assamese and English language.</p> <p>IV) Preference will be given to candidates having experience of working in reputed print or electronic media.</p>	35,000/-
3	SWM Expert	State Mission Directorate , Guwahati	1	27-40 years	<p>Master Degree (of minimum 2 years duration) in Environmental Studies/Environmental Engineering.</p> <ul style="list-style-type: none"> <li>• Minimum 50% marks in both Graduation and Post-Graduation is required.</li> </ul> <p><b>Experience Required:-</b></p> <p>I) Minimum 3 years of working experience in Government/Semi Govt. /Autonomous organizations/NGOs having Pan India visibility/Private Company of repute in the field of Solid Waste Management.</p> <p>II) Working knowledge of MS Office with ability to prepare MS-Excel sheets and MS-PowerPoint presentations, excellent operating skills in e-mail, Web Surfing, social media sites are mandatory.</p> <p>III) Preference will be given to candidates having experience in monitoring &amp; handling of Solid Waste Management projects, conducting capacity building programmes related to Solid Waste Management.</p>	35,000/-

4	City Project Officer	Urban Local Bodies	34	25-40 years	<p>Bachelor of Engineering in Civil/ Electronics &amp; Communication/Computer Science/IT, Masters in Social Work/ Environment from recognized universities.</p> <ul style="list-style-type: none"> <li>Minimum 50% marks in both Graduation and Post-Graduation is required.</li> </ul> <p><b>Experience Required:-</b></p> <p>I) Minimum 3 years of working experience in the field of project management, database management, MIS, GIS etc. in Government/Semi Govt. / autonomous organizations/private company of repute/ NGOs having Pan India visibility.</p> <p>II) Working knowledge of MS Office with ability to prepare MS-Excel sheets and MS-PowerPoint presentations, excellent operating skills in e-mail, Web Surfing, social media sites are mandatory.</p>	35,000/-
5	Office Assistant	State Mission Directorate , Guwahati	1	25-40 years	<p>Graduation from any recognized university</p> <p><b>Experience Required:</b></p> <p>I) Minimum 3 years of working experience in Government/Semi Govt. /Autonomous organizations/Private Company of repute in the field of project management and/or additional experience of working with Urban development projects /Programmes.</p> <p>II) Working knowledge of MS Office with ability to prepare MS-Excel sheets and MS-PowerPoint presentations, good operating skills in e-mail, Web Surfing, social media sites are mandatory.</p>	25,000/-
6	Accounts Manager	State Mission Directorate , Guwahati	1	25-40 years	<p>Post Graduate in Commerce from any recognized university.</p> <ul style="list-style-type: none"> <li>Minimum 50% marks in both Graduation and Post-Graduation is required.</li> </ul> <p><b>Experience Required:</b></p> <p>I) Minimum 3 years of working experience in Government/Semi Govt. /Autonomous organizations/Private Company of repute in the field of Accounting.</p> <p>II) Good knowledge in Tally latest version, Income Tax Rules and GST.</p> <p>III) Working knowledge of MS Office with ability to prepare MS-Excel sheets and MS-PowerPoint presentations, good operating skills in e-mail, Web Surfing, Social media sites are mandatory.</p>	35,000/-

### **General Terms & Conditions and important instructions**

1. This engagement will be purely on temporary and contractual basis and Swachh Bharat Mission (U) related only.
2. This engagement will be till the end of the mission.
3. Candidates must submit their application in the Prescribed Form available in the website.
4. Education degrees from recognized Universities/Institutes shall only be considered.
5. Two copies of recent self-attested passport size photographs must be pasted in the job application form.
6. Candidates required to submit the following documents:-
  - i) Prescribed Application form,
  - ii) Age Proof (Birth Certificate or Class 10 admit card) , (self-attested)
  - iii) Pass Certificate of Degree & Post Graduation,(self-attested)
  - iv) Mark sheets of Degree & Post Graduation, (self-attested)
  - v) Experience certificate. (self-attested)
  - vi) University CGPA calculation norms (only for CGPA Marking System).
7. Incomplete applications shall be rejected without any information and only shortlisted candidates shall be called for further scrutiny.
8. Mere fulfillment of minimum qualifications will not vest any right on a candidate for being called for further scrutiny.
9. Shortlisted candidates for all the posts shall have to appear for interview cum Computer test for which no TA/DA shall be paid.
10. Candidates will have to super scribe the name of the Post applied at the top of the Envelope containing the application form and relevant testimonials.
11. Age limit will be considered as on 1<sup>st</sup> December, 2018.
12. Final discretion rest with the authority regarding place of posting.
13. The undersigned reserves the right to reject the candidature of any candidate at any time or could cancel the whole recruitment process.
14. **Application should be submitted on or before 31<sup>st</sup> December, 2018 up-to 3:00 pm at the Office of the State Mission Director, Swachh Bharat Mission (Urban), Directorate of Municipal Administration, Ganeshguri, Dispur, Guwahati- 781006.**

Sd/-  
State Mission Director,  
Swachh Bharat Mission (Urban),  
Assam, Guwahati-6

Annexure I

**Evaluation Procedure for**  
**IEC Expert, SWM Expert, Accounts Manager and City Project Officer.**

Sl.No	Background/Examination	Maximum Marks	Remarks
1	Graduation	100	% of marks scored in Graduate or equivalent will be considered.
2	Post-Graduation	100	% of marks scored in Post Graduate or equivalent will be considered.
3	Relevant Job Experience	100	Score = Number of years*20
4	Screening Test	100	
	<b>Total</b>	<b>400</b>	

**Note:**

1. Candidates having Bachelor degree in Engineering disciplines, the same percentage of marks secured in degree will also be considered as post-graduation marks.
2. Candidates having experience of 5 years or more shall be given 100 marks.

Annexure II

**Evaluation Procedure for Office Assistant.**

Sl.No	Background/Examination	Maximum Marks	Remarks
1	Graduation	100	% of marks scored in Graduate or equivalent will be considered.
2	Relevant Job Experience	100	Score = Number of years*20
3	Screening Test	100	
	<b>Total</b>	<b>300</b>	

**Note: Candidates having experience of 5 years or more shall be given 100 marks.**