

ADVERTISEMENT No. SBM(U)229/2021/19 dated 27/12/2021

Online applications are invited from eligible candidates for engagement on contractual basis in the following positions under Swachh Bharat Mission- Urban, Assam.

The undersigned reserves the right to reject any application without assigning any reason thereof. Merely having the requisite qualification & experience will not render the applicant eligible for short listing.

Sl	Name of Post	Posting/ Location	No. of Vacancies	Age Limit	Qualification/ Eligibility	Monthly Remuneration (in Rs.)
1	Project Coordinator	State Mission Directorate	1	25 -40 years	Post Graduate degree (Minimum 2 years course duration) in any discipline from recognized university • Minimum 55% marks in both Graduation and Post Graduation. Experience required: 1) Minimum 3 years experience in Government / Semi Govt. / Autonomous organizations / Private Company of repute. 2) Good Administrative & Communication Skills with working knowledge of MS Office (Particularly MS Word, MS Excel, MS PowerPoint) and MIS.	35,000/-
2	IEC Expert	State Mission Directorate	1	25 -40 years	Post Graduate degree (Minimum 2 years course duration) in Mass Communications/ Public Relations/ Journalism from recognized University. • Minimum 55% marks in both Graduation and Post Graduation. Experience required: 1) Minimum 3 years experience in Government / Semi Govt. / Autonomous organizations / Private Company of repute. 2) Development of IEC strategy. Knowledge and experience of Government systems and procedures will be preferred. 3) Working Knowledge of MS Office with ability to prepare MS Excel Sheets and MS Power Point presentation, good operating skills in email, Photoshop, web surfing and social Media Site handling is mandatory. 4) Preference will be given to candidates having experience of working in Govt. Mission/ reputed print/electronic media.	35,000/-

Candidates without the above qualification need not apply. The date of interview / selection test for the aforementioned posts will be published in the website <https://sbmurbanassam.in> in due course of time along with the list of provisionally shortlisted candidates. All applicants are advised to visit the website accordingly. No separate individual call letter for interview/ selection test will be sent. No TA/DA will be paid for attending the interview/ selection test. Online applications will be accepted till **11/01/2022 up to 05:00PM**.

Application Requirement:

- I. An application with all details needs to be uploaded at <https://forms.gle/zFeabwiTZM6e5Kh2A> by **11th January, 2022**. All relevant documents need to be uploaded at the appropriate fields in the Application Form. Any illegible document will be summarily rejected and such applications will not be considered. As such, applicants must ensure that all documents are clearly scanned before uploading.

Those, who have CGPA in mark sheets, must mention equivalent percentage. An authentic document/reference related to this must be produced during physical verification.

Selection Criteria:

- II. Applicants not producing any of the documents specified in Clause I (Application Requirement) will not be eligible for consideration. The declarations made by the applicants will be accepted as true. If, at any point of time, it is found that any information provided by any applicant is not correct, then appropriate action will be taken by the Mission Directorate, Swachh Bharat Mission-Urban, Assam as per procedure. The recommended candidates should produce original documents at the Mission Directorate, Swachh Bharat Mission-Urban, Assam when asked for.
- III. Incomplete applications shall be rejected without any information and only shortlisted candidates shall be called for written test and/or interview.
- IV. Only full time job experience in relevant fields will be taken into consideration.
- V. Candidate must be a permanent resident of Assam (Copy of domicile certificate is to be submitted along with Online Application form).
- VI. The applicants should fill separate form for each position. Only 1 (one) application per post will be accepted from a candidate.

Last date for submission of Online Application: 11th January, 2022.

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

Evaluation Procedure of IEC Expert & Project Coordinator

S. 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 X 20
5	Interview	50	
	Total	350	

Note:

1. Candidates having experience of 5 years or more will be given 100 Marks.

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