



GOVERNMENT OF ASSAM
PROJECT MANAGEMENT UNIT
ASSAM PROJECT ON FOREST AND BIODIVERSITY CONSERVATION SOCIETY
ARANYA BHAWAN, NEAR SHANKARDEV KALAKHETRA
PANJABARI, GUWAHATI-37.

Letter No. APFBC/PMU/Contractual Staff/Phase-II

Date: 05/07/2019

NOTICE FOR CONTRACTUAL ENGAGEMENT

Project Management Unit (PMU) APFBC Society invites online application from eligible candidates for the following posts on purely contractual basis. The selected candidate will be engaged initially for a period of six months. It may be extended further on the basis of performance evaluation.

Sl No.	Position	Number of Post	Age as on 01/01/2019	Essential qualification	Desirable qualification	Tentative remuneration
1	Engineer (Building)	1	Maximum 45 years	Civil Engineering Graduate or equivalent, with 10 years experience in scrutinizing building estimates.	Experience of working with Externally Aided Projects (building works in particular)	Rs. 45,000/-
2	Civil Engineer	1	Maximum 45 years	Diploma in Civil Engineering with 10 years experience in managing Civil Construction works.	Experience of working with Externally Aided Projects (building works in particular)	Rs. 35,000/-
3	Legal Advisor	1	Maximum 35 years	L.L.M with 2 years of experience in handling legal matters.	Proficiency in legal matters, particularly Contract Law, litigation arising out of procurement activity & contract management, Arbitrations matters, legal scrutiny of agreements, contractor's claims etc., preparing para-wise comments & affidavits with respect to pending litigation, a minimum experience of 2 years with Externally Aided Projects.	Rs. 40,000/-
4	Computer Programmer	1	Minimum of 21 years and maximum 43 years	B.Tech/ BE in Computer Science/ MSc.(IT)/MSc.(Computer Science)/ MCA having good knowledge in programming (PHP my sql./HTML/Java Script) with 4 years working experience .	Preference will be given to the candidates having working experience of 4 years with Externally Aided Project.	Rs. 25,000/-
5	GIS Operator	1	Minimum of 21 years and maximum 43 years	Master Degree in Environmental Science/Geo- informatics & Remote Sensing/ Geography. Having good knowledge in Software skill, ARC GIS, ARDAS, Imagine, AutoCAD, Global mapper etc with 3 years working experience.	Minimum 3 years work experience in forestry sector. Preference will be given to the candidates having working experience with Externally Aided Project.	Rs. 30,000/-
6	Finance Advisor	1	Maximum 43 years	MBA (Finance) or MCA from recognized university/institute. 1(One) year Diploma in Computer and Tally. Having a minimum experience of 10 years.	Candidates with experience in Externally Aided Project (EAP) will be preferable	Rs. 60,000/-
7	Senior Accountant	1	Maximum 35 years	M. Com/ MBA (Finance/ Accounts) from recognized University/Institute. 1 (One) year Diploma in Computer and Tally. Having a minimum experience of 2 years.	Well versed with Tally Software.	Rs. 30,000/-

General Instructions:

1. Eligible candidate may submit his/her CV/Resume (in PDF version) to the Project Director, PMU, APFBC Society latest by 04.00 P.M. on 12.07.2019 at the e-mail ID: proj.director2019@gmail.com
2. Candidates must clearly mention their contact details - landline number with STD code / fax number /mobile number/ e-mail ID.
3. Application delivered physically either in person or by post or by any other means will not be accepted.
4. Application submitted after closing hour and/or after closing date, not bearing signature of the applicant and not having his/her contact details will be rejected.
5. Shortlisted candidates will be required to appear for proficiency test/interview for which they should come fully prepared.
6. The date, time and venue of the proficiency test/ interview of shortlisted candidates will be uploaded in our website i.e., www.apfbc.nic.in
7. Candidates called for proficiency test/ interview will be required to bring with them original copy of the application, two self attested copies of required EducationalCertificate, Experience Certificate etc, and three copies of recent passport size photograph. The originals of the Degree, Diploma, Certificate etc. will be returned after verification
8. No travelling allowance or any other allowance will be paid to the candidates called for proficiency test.

Sd/-

Project Director, APFBC