



GOVERNMENT OF ASSAM
PROJECTMANAGEMENTUNIT
ASSAMPROJECTONFORESTANDBIODIVERSITYCONSERVATIONSOCIETY
ARANYABHAWAN,NEARSHANKARDEVKALAKHETRA
PANJABARI,GUWAHATI-37

No.APFBC/PMU/Phase-II/Recruitment/2024/345/Part-I/67

Dated Guwahati the 17th December 2024

NOTICE FOR CONTRACTUAL ENGAGEMENT

The Project Management Unit (PMU) of the APFBC Society invites fresh online applications from eligible candidates for the positions of **i) 02 (Two) of Computer Data Operator & ii) 01 (One) Support Staff** on a purely contractual basis. The selected candidates will be engaged initially till 31st December 2025 or co-terminus with the project, which ever is earlier. It may be extended further on the basis of performance evaluation, and the project requirements.

Sl No.	Position	Number of Post	Age as on 01/01/2024	Essential qualification	Desirable qualification	Tentative remuneration
1	Computer Data Operator	02	Minimum of 21 years and maximum 43 years	Graduation in any discipline. One year Diploma in Computer Application from recognized institute. Preference will be given to Work Experience with EAP	Well versed with Office software. Preference shall be given to candidates having Working experience with Externally Aided Project	Rs.25,000/- to 40,000/-
2	Support Staff	01	Minimum of 21 years and maximum 43 years	Minimum VIII Standard. Should have fluency in the local language (Assamese).	Preference shall be given to the candidates having working experience	Rs.17,000/- to 27,000/-

General Instructions:

- Eligible candidates may send a scanned copy of the **signed** and duly **filled prescribed format (in PDF file format only)**, which will be available on the official website of APFBC Society, to the Project Director, PMU, APFBC Society latest by **05.00P.M. on 02nd January 2025** at the e-mail ID: pd.pmu.apfbc@nic.in
- Candidates must clearly mention their contact details-land line number with STD code/fax number/mobile number/e-mail-ID.
- Application delivered physically either in person or by post or by any other means will not be accepted.
- Application submitted after closing hour and/or after closing date, not bearing passport photograph, signature of the applicant and not having his/her contact details will be rejected.
- Shortlisted candidates will be required to appear for proficiency test/interview for which they should come fully prepared.
- The date, time and venue of the proficiency test/interview of shortlisted candidates will be informed via E-Mail.
- Candidates called for proficiency test/interview will be required to bring with them original signed copy of the application, two self-attested copies of required Educational Certificate, Experience Certificate etc., and three copies of recent passport size photograph. The originals of the Degree, Diploma Certificate etc. will be returned after verification.
- No travelling allowance or any other allowance will be paid to the candidates called for proficiency test.
- As the Assam Forest Department is committed to promote gender equality in all its activities, female candidates are encouraged to apply for the same.
- Detailed may be seen at website www.apfbc.nic.in.

Sd/-
Project Director
PMU, APFBC Society