



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: 15/06/2019

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	Accountant	1	Maximum 35 years	B. Com with 5 years of experience.	Well versed with Tally Software.	Rs. 25,000/-
2	PA to PD	1	Minimum of 21 years and maximum 43 years	Graduation in any discipline with good command over written and Spoken English. Diploma in Computer Application from recognized institute and minimum typing speed of 30 WPM in English.	Experience as PA cum Pitman Shorthand and good command and experience of office software tools, word processor, Spreadsheet, Power Point Presentation, Graphics, Data base, internet and email, web site- updating and search Preference will be given to the candidates having working experience with Externally Aided Project	Rs. 30,000/-
3	Computer Data Operator	10	Minimum of 21 years and maximum 43 years	Graduation in any discipline. One year Diploma in Computer Application from recognized institute. Minimum 2 years work experience with EAP	Well versed with Office software. Preference shall be given to candidates having working experience with Externally Aided Project.	Rs. 20,000/-
4	Support Staff	5	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. 14,000/-
5	Driver	8	Minimum of 21 years and maximum 43 years	Minimum IX Standard Should have driving license for heavy/light vehicles & it should not be less than 05 Year old under Valid Driving License Rule.	Having good Knowledge about vehicle mechanism. Preference shall be given to person, who has earlier experience of driving govt. vehicle.	Rs. 15,000/-

General Instructions:

1. Eligible candidate may submit his/her CV/Resume (in PDF version) to the Project Director, PMU, APFBC Society latest by 4.00 P.M. on 22.06.2019 at the e-mail ID: pd.pmu.apfbc@nic.in
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 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
8. No travelling allowance or any other allowance will be paid to the candidates called for proficiency test.

-Sd/-

(K. S. P. V. Pavan Kumar, IFS)
Addl. PCCF (P& D) & Project Director, APFBC
O/o the PCCF &HoFF, Assam
Panjabari, Guwahati