

TEZPUR UNIVERSITY, NAPAAM - 784 028, ASSAM

Hiring/Engagement of District level Financial Management Specialist under the Mission Directorate, Swachh Bharat Mission-Gramin, Assam

The Mission Directorate, SBM-G, Assam intends to engage **District level Financial Management Specialist 1 (one) each in the Districts of** Sonitpur, Biswanath, Dhemaji, Lakhimpur, Dibrugarh, Tinsukia, Sivsagar, Charaideo, Jorhat, Majuli, Golaghat to support the mission in managing the accounts related matter(s) at DWSC level. The selection of candidates will be done through partnership with Tezpur University with Eligibility Criteria duration of appointment, terms of payment etc. as per the provisions of the Mission Directorate, SBM (G), Assam. However, Tezpur University has no role in issuance of appointment letter and other employment related matters.

1. Eligibility Criteria:

The applicant must be below 30 years as on 01.01.2019

Full time regular M.Com. (Finance/Accounting) from recognized University/Institute with more than 60% or equivalent mark/grade. Other specializations need not apply. Computer knowledge in MS-Office and Tally ERP-9.0 is a must. Post qualification experience in financial management functions will be given preference.

2. Duration of assignment:

The candidate selected for the assignment is expected to commence work within fifteen days after the announcement of result. The staff for this assignment will be selected based on contract / co-terminus with the support of Govt of Assam/Govt. of India. However, the continuation will be subject to review. The assignment will initially for 11 months from the date of joining and will be renewed based in performance & availability of fund.

3. Terms of Payment and Job:

Consolidated monthly remuneration will be Rs. 25,000/- and communication charge Rs.1000/-. In addition, Per-diem involving overnight halt and while being away from the duty station on the official work as per approved norms of the Mission as well as TA as per the rule of the Mission will be paid as and when the employee is on tour. No other perks & allowances admissible like Gratuity, LTC and Leave encashment etc. The employee shall be responsible for arranging his/her own residential accommodation, medical expenses and insurance. The employee shall not claim absorption in any Government Establishment.

4. Application Requirement:

An application as per the format with all details needs to be sent to sbmtu2019@gmail.com and following documents should be attached:

- a) Self attested scanned Copies of Academic transcript (Post Graduation,/ Graduation as the case may be)
- b) Self attested scanned Copies of Training Certificates (Computer / Tally/PFMS etc as the case may be).
- c) Copies of work experience certificates
- d) Copies of Medical Fitness Certificate from competent authority not below the rank of a Government Medical Officer

5. Last date of Submission: 06 December 2019

6. Selection Criteria:

Applicants failing to produce any of the documents specified in Clause 4 above (Application Requirement) will not be eligible for the Written Test. Candidates will be tested on their domain knowledge by written test. Candidates will be shortlisted based on their performance in the written test and such candidates will be required to appear for Viva Voce and may be required to make presentations. They should produce all relevant documents in original at the time of viva voce.

CANDIDATES WILL BE COMMUNICATED THROUGH E MAIL ONLY.

Registrar, Tezpur University

Scroll down for Application Form



Application for Hiring/Engagement of District level Financial Management Specialist under the Mission Directorate, Swachh Bharat Mission-Gramin, Assam

1. Name of the Applicant:

2. (a) Mother's Name:

(b) Father's Name:

3. Complete Address:

(a) Correspondence Address:

(b) Permanent Address:

4. E mail id:

5. Mobile No.

6. Academic Qualification:

Exam	Board/Univ	Year of Passing	Percentage of Marks/Grade	Major Subjects, if any
HSLC				
HSSLC				
B Com				
M Com				

7. Other Qualification e.g. Computer Training, Training in Tally etc.

Qualification	Details	Year of Passing	Certifying Authority

8. Level of Knowledge (Please tick)

	Nil	Average	Good	Excellent
MS Office				
Tally ERP 9.0				
Government Accounting				
PFMS				
GFR				

9. Post Qualification Experience

Organization	Designation	Period	Job Description

10. A) Language Command

	English	Hindi	Assamese
Read			
Speak			
Write			

B) Command in any other language:

I hereby declare that the information given above me are true to the best of my knowledge and belief.

Place:

Date:

Full Signature of the Candidate

