



GOVT OF ASSAM
ASSAM SKILL DEVELOPMENT MISSION
NAYANTARA BUILDING (5TH FLOOR)
SIXMILE :: GUWAHATI-781022

No. ASDM-30/2017/29

Dated Guwahati, the 6th May, 2017

Applications are invited from job seekers published in the official website of ASDM www.egm.assam.gov.in for engagement on contractual basis for following positions under Assam Skill Development Mission.

Posts in ASDM, State Project Unit

Sl No	Name of the posts	Qualification	Experience	Salary (Fixed)	No of Vacancies	Age limit
1	Skill Project Manager- Human Resource & Administration	Post Graduate degree in Human Resource/ MBA (HR) from recognized university	with minimum 7 years experience in relevant field	75,000/-	01	32-45
2	Skill Project Manager- Social Mobilization & Capacity Building	Post Graduate degree in Sociology/ Anthropology/ MSW/ Psychology from recognized university	with minimum 7 years experience in relevant field	75,000/-	01	32-45
3	Asst. Skill Project Manager- Social Mobilization & Capacity Building	Graduate degree in Sociology/ Anthropology/ BSW/ Psychology from recognized university	with minimum 5 years experience in relevant field	49,000/-	01	30-40
4	Skill Project Manager – Industries	B.E./ B.Tch in Civil with MBA from recognized university	with minimum 7 years experience in relevant field	75,000/-	01	32-45
5	Skill Project Manager - Services & Tourism	Post Graduate degree in Hospitality Management/ Tourism Management from recognized university	with minimum 7 years experience in relevant field	75,000/-	01	32-45
6	Legal Advisor	LLB from recognized university	With minimum 5 years experience in relevant field having registration in bar council association	63,000/-	01	32-45
7	Project Manager- Finance & Accounts	Post Graduate degree in Commerce / MBA Finance from recognized university	with minimum 7 years experience in relevant field	75,000/-	01	32-45
8	Project Assistant	Any Graduate degree from recognised university, minimum 06 month diploma in computer application	with minimum 3 years experience in relevant field with proficiency in typing English and Assamese, DTP application	25,000/-	06	23-40
9	PS to MD	Any Graduate degree from recognised university, shorthand, , minimum 06 month diploma in computer application	with minimum 3 years experience in relevant field with proficiency in communication, and drafting skills, candidate having experience in EPBX, Fax and other computer application will be given preference	25,000/-	01	23-40

Posts in Multi Skill Education Centre (Centre of Excellence)

Sl No	Name of the posts	Qualification	Experience	Salary (Fixed)	No of Vacancies	Age limit
1	Chief Project Manager-Multi Skill Education Center	Post Graduate degree in Human Resource/ MBA (HR)/Marketing from recognized university	with minimum 7 years experience in relevant field	75,000/-	01	32-45
2	Asst. Project Manager- Multi Skill Education Center	Graduate with MBA (HR)/Marketing from recognized university	with minimum 5 years experience in relevant field	49,000/-	01	30-40
3	Asst. Project Manager- Finance & Accounts	Graduate degree in Commerce / MBA Finance from recognized university	with minimum 5 years experience in relevant field	49,000/-	01	30-40
4	Asst. Project Manager– MIS	Graduate degree in Computer Application/Computer Science/Information Technology from recognized University	with minimum 5 years experience in relevant field	49,000/-	01	30-40
5	Project Assistant	Any Graduate degree from recognised university, minimum 06 month diploma in computer application	with minimum 3 years experience in relevant field with proficiency in typing English and Assamese, DTP application	25,000/-	01	23-40

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Terms & Conditions :

1. Job seekers who are willing to apply may submit applications along with CV and supporting documents to missiondirector.asdm@gmail.com from 10/05/2017.
2. Last date of submission of online application is 19/05/2017 (till midnight)
3. Candidates willing to apply for more than one post shall have to submit separate application for each post.
4. Persons employed in Govt./Semi Govt. Organizations/ Autonomous Bodies must submit their applications through their employers.
5. The engagement will be on contractual basis. Based on performance and requirement of the mission, contract may further be extended.
6. In addition to the fixed salary as mentioned above, selected candidate after joining will be entitled to get admissible allowances, benefits as per rules of the Assam Skill Development Mission. However, the benefits are subject to change, depending upon circumstances.
7. The short listed candidates have to appear for an interview and/or written test for which no TA/DA shall be paid.
8. Incomplete application shall be rejected without giving any information and only shortlisted candidates will be called for written test and/or interview.
9. Application submitted other than the online mode will not be considered.
10. Degrees as referred above are those which have been awarded by a recognized university/institutions.
11. The Mission also reserved the right of rejecting any or all the applications without assigning any reasons thereof. Decision of the Mission will be final and binding in this regards.
12. Any dispute with regard to the selection/recruitment process will be subject Courts/Tribunals having jurisdiction over Guwahati.
13. For any other updates, the candidates are advised to visit this website regularly.
14. Canvassing in any form/bringing in any influence political or otherwise will be treated as a disqualification for the post “**INTEIRIM ENQUIRY WILL NOT BE ENTERTAINED**”

Sd/-
(Anand Prakash Tiwari, IPS)
Mission Director
Assam Skill Development Mission
Assam, Guwahati