



GOVT OF ASSAM  
ASSAM SKILL DEVELOPMENT MISSION  
5<sup>TH</sup> FLOOR, KATABARI, DPS ROAD, NH-37  
GARCHUK, GUWAHATI-781035

No. ASDM-94/2017/243

Dated Guwahati, the 16<sup>th</sup> of July, 2019

Applications are invited from job seekers published in the official website of ASDM [www.asdm.assam.gov.in](http://www.asdm.assam.gov.in) for engagement on contractual basis for following positions under Assam Skill Development Mission.

**Posts in ASDM, North East Skill Centre Unit**

Sl No	Name of the posts	Qualification	Experience	Consolidated Salary (Fixed)	No of Posts	Age limit
1	Counsellor	Any Graduate degree from recognised University, 1 year diploma in Computer Application	With minimum 3 years' experience in relevant field with proficiency in speaking English and Assamese.	33,000/-	01	23-40
2	Placement Coordinator	Any Graduate degree from recognised University, 1 year diploma in Computer Application	With minimum 3 years' experience in relevant field with proficiency in Computer Operation including typing, internet browsing etc. and speaking English and Assamese. Preference will be given to candidate with experience in placement.	33,000/-	01	23-40
3	Receptionist	Any Graduate degree from recognised University, 1 year diploma in Computer Application	With minimum 3 years' experience in relevant field with proficiency in speaking and typing English and Assamese, DTP	33,000/-	01	23-40
4	Administrative Assistant	Any Graduate degree from recognised University, 1 year diploma in Computer Application	With minimum 3 years' experience in relevant field with proficiency in typing English and Assamese, DTP	33,000/-	03	23-40
5	Laboratory Assistant (Food & Beverage Service)	Should be minimum Class XII passed, preference will be given to candidates having diploma/certificate in Food & Beverage Services	Experience of minimum 2 years in relevant field	15,000/-	01	23-40
6	Laboratory Assistant (Hospitality - Housekeeping)	Should be minimum Class XII passed, preference will be given to candidates having diploma/certificate in Housekeeping	Experience of minimum 2 years in relevant field	15,000/-	01	23-40
7	Laboratory Assistant (Beauty & Wellness)	Should be minimum Class XII passed, preference will be given to candidates having diploma/certificate in Beauty & Wellness	Experience of minimum 2 years in relevant field	15,000/-	01	23-40
8	Laboratory Assistant (Retail Services)	Should be minimum Class XII passed, preference will be given to candidates having diploma/certificate in Retail Operations	Experience of minimum 2 years in relevant field	15,000/-	01	23-40
9	Office Peon	Should be minimum Class VIII passed	With minimum 3 years' experience <b>(Walk in Interview on 1<sup>st</sup> Aug 2019)</b>	10,000/-	02	23-40

**Terms & Conditions:**

1. Job seekers (except for Office Peon) who are willing to apply may submit applications mentioning the **name of the post in the subject line** along with scanned copies of CV and supporting documents to [recruitmentnesc.asdm@gmail.com](mailto:recruitmentnesc.asdm@gmail.com) from 17/07/19.
2. Last date of submission of online application is 31/07/19 (till midnight).
3. Candidates willing to apply for more than one post shall have to submit **separate application** for each post mentioning the **name of the post in the subject line**.
4. Persons employed in Govt./Semi Govt. Organizations/ Autonomous Bodies must submit their applications through their employers. A copy of **No Objection Certificate (NOC) to be attached**.
5. The engagement will be on contractual basis. Based on performance and requirement of the mission, contract may further be extended.
6. Only short listed candidates will be called to appear for an interview and/or written test for which no TA/DA shall be paid.
7. Incomplete application shall be rejected without giving any information and only shortlisted candidates will be called for written test and/or interview.
8. Applications received via email will only be considered. **Office Peon candidates should come for Walk in Interview on 1<sup>st</sup> Aug 2019 at ASDM Office at Katabari, Garchuk Guwahati-781035.**

9. Degrees/Diplomas as referred above are those which have been awarded by a recognized university/institutions.
10. 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.
11. Any dispute with regard to the selection/recruitment process will be subject Courts/Tribunals having jurisdiction over Guwahati.
12. For any other updates, the candidates are advised to visit this website regularly.
13. Canvassing in any form/bringing in any influence political or otherwise will be treated as a disqualification for the post “**INTERIM ENQUIRY WILL NOT BE ENTERTAINED**”

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