



GOVT OF ASSAM  
ASSAM SKILL DEVELOPMENT MISSION  
KATABARI, DPS ROAD, NH-37  
GORCHUK: GUWAHATI-781035

No.ASDM-30/2017/pt. I/707

Dated Guwahati the 09<sup>th</sup> January, 2023

**Notice**

A walk-in interview will be conducted on dated. **5<sup>th</sup> February, 2023** in Assam Skill Development Mission on purely contractual basis for following Posts-

- 1. Assistant Project Manager (Audit) - (Post-01)**
- 2. Accountant cum Cashier - (Post-01)**

For detailed advertisement, candidates may please visit our website: [www.asdm.assam.gov.in](http://www.asdm.assam.gov.in). Candidates should attend the interview along with Testimonials (Original & self-attested Xerox copies along with Curriculum Vitae (02 Sets) from 10.00 AM onwards at Assam Skill Development Mission, 5<sup>th</sup> Floor, Katabari, NH-37, Garchuk, Guwahati-35, Assam.

(Ankur Jain, IPS)  
**Mission Director**  
**Assam Skill Development Mission**

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**ASSAM SKILL DEVELOPMENT MISSION**  
**KATABARI, DPS ROAD, NH-37**  
**GARCHUK: GUWAHATI-781035**

ASDM-30/2017/Pt-I/706-B

Dated: 09/01/2023

**Vacancy Notification**

A walk-in interview will be conducted on dated 05/02/2023 in Assam Skill Development Mission purely on contractual basis for following vacant posts.

Name of the Post	Required Qualification & Experience	Terms of Reference	Salary (Fixed pay) (in Rs.)	Nos of post
<b>Assistant Project Manager (Audit)</b>	Graduate degree in Commerce / MBA Finance from recognized university with minimum 5 years experience in relevant field	<ul style="list-style-type: none"> <li>a. To maintain properly store accounts, Procurement, General Administration.</li> <li>b. Day to Day works of the budget &amp; accounts sanctions in the office of the Mission Director.</li> <li>c. Preparing the annual budget ensuring timely flow of funds and liasoning with the Finance Department and SEED department.</li> <li>d. To examine personal claims of the employee and give necessary advice.</li> <li>e. To look into the realization of the Mission dues and loans.</li> <li>f. Conducting regular and periodical checking of accounts of the Mission (annually or six monthly) and submit report of irregularities observed by Audit for taking remedial measures.</li> <li>g. For persuasion of proper compliance of audit submission of action taken report.</li> <li>h. Annual Audit Observation of Chartered Accounts as per provision of act to the Governing Council of the Mission and also with action taken report for onward transmission to State &amp; Central Governments.</li> <li>i. To compile AG's inspection report, CAG's draft report with preparation of replies with action taken notes.</li> <li>j. To pursue and finalize the adjustment of outstanding advances paid to individuals, institutions and other subordinate authorizes.</li> <li>k. To conduct/arrange for special audit of Accounts.</li> <li>l. Assisting external and internal audit team in audit related matters.</li> <li>m. Any other duties assigned by MD/AMD/PM F&amp;A and other official of ASDM from time to time</li> </ul>	<b>49,000/-</b>	01 post
<b>Accountant cum Cashier</b>	Graduate degree in Commerce from recognized university with minimum 4 years experience in relevant field	<ul style="list-style-type: none"> <li>a. Maintaining proper books of accounts and consolidating accounts.</li> <li>b. Handle all the cash transaction of the project.</li> <li>c. Update cash book on daily basis.</li> <li>d. Prepare bank reconciliation statement on monthly basis.</li> <li>e. Prepare receipts vouchers and payment vouchers.</li> <li>f. Process all official payments.</li> <li>g. Stamp al invoice bill after payment.</li> <li>h. Keep all books of accounts up to date; like; cheque issue register, bill vouchers, cash book, ledger, advance register, stock book, fixed assets register, bill register, salary register, fund received register, fund released resister etc.</li> <li>i. Compilation of accounts in state level.</li> <li>j. Ensure timely and up-to-date keep of accounts regularly.</li> <li>k. Incorporating internal controls in accounting system at various levels.</li> <li>l. Preparing stock statement and updating Fixed Assets Register after proper physical verification at periodic intervals.</li> <li>m. Monthly analysis of advances and ensure its proper accounting.</li> <li>n. Monthly analysis of statutory payments-deductions and remittances such as sales tax, income tax, EPF etc. to ensure that legal and statutory deductions and remittances are made in time.</li> <li>o. Assisting external and internal audit team in audit related matters.</li> <li>p. Any other duties assigned by MD/AMD/PM F&amp;A and other official of ASDM from time to time</li> </ul>	<b>28,000/-</b>	01 post

**Terms & Conditions: -**

- Candidate should attend the interview on dated 05/02/2023 along with updated resume (2 copies) and testimonial (**original testimonials along with a self-attested set of Xerox copies**) from 10:00 AM to 12:30 PM at ASDM, 5<sup>th</sup> Floor, Katabari, DPS Road, NH-37, Garchuk, Guwahati-35.

- Only shortlisted candidates will be allowed for interview.

**Note: -**

- MD, ASDM reserves the right to modify the Terms of Reference without intimation at any stage before or after the recruitment cycle is completed.
- Candidates currently in employment in any Government Project/EAP/any other employer are required to submit a No Objection certificate (NOC) from the employer.
- Canvassing in any form will lead to disqualification.
- No TA/DA will be provided by ASDM to attend this interview.

  
 (Ankur Jain, IPS)  
**Mission Director**  
**Assam Skill Development Mission**