

Assam Small Industries Development Corporation Limited
Registered Office: M.R.D. Road, Bamunimaidan, Guwahati-781021
Ph-0361-2550264, E-mail:asidcassam@gmail.com

Ref: No. SIDC/HO/E/Recruitment/2013-14/933

Date:27.02.2014

Situation Vacant

Applications are invited from the eligible candidates who are citizen of India as defined under articles 5 to 9 of the Constitution of India and who fulfill the required eligibility norms for appointment on purely temporary basis in the following vacancies of post. Application supported by attested copies of certificate in respect of educational qualification, age, caste etc. will be received in the standard form (Assam Gazette Part-IX) at the office of the undersigned.

1. Junior Assistant : Nos of Vacancies 8 Nos.

Eligibility norms

- i) Qualification : For Jr. Asstt. (General): minimum H.S.S.L.C. or equivalent examination passed from Govt. recognized school/ college.
For Jr. Asstt. (Accounts): minimum H.S.S.L.C. or equivalent examination in Commerce passed from Govt. recognized school/ college.
For Jr. Asstt. (AAP): minimum H.S.S.L.C. or equivalent examination in Science passed from Govt. recognized school or college with certificate/diploma in Tally.
- ii) Other qualification : Diploma/ Certificate course in computer application Microsoft Office etc. of minimum 6 month course.
- iii) Age : Minimum 18 years and maximum 38 years as on 01.01.2014 with relaxation of 5 years in the upper age limit for reserve categories.
- Reservation : UR- 4 posts
SC- 1 Post
ST(P)-1 post
ST(H)-1 Post
OBC/MOBC-1 Post
- Scale of pay : Rs. 3010-6075/- (RoP-98) pm, plus other allowances as admissible as per rules of the Corporation.

The candidates will have to appear in written test and Computer proficiency test both in English & Assamese. The candidates found successful in above test will have to appear in Viva-Voce (interview).

2. **Sales Assistant** : **Nos of Vacancies 2 Nos.**
(For Ayurvedic Products)

Eligibility norms

- i) **Qualification** : Minimum H.S.S.L.C. or equivalent examination passed from Govt. recognized school/ college.
Diploma in Sales & Marketing will be given preference.
- ii) **Other qualification** : Diploma/ Certificate course in computer application.
- iii) **Age** : Minimum 18 years and maximum 38 years as on 01.01.2014 with relaxation of 5 years in the upper age limit for reserve categories.

Reservation : 1 (one) reserved for OBC/MOBC.
1 (one) Unreserved

Scale of pay : Rs. 3010-6075/- (RoP-98) pm, plus other allowances as admissible as per rules of the Corporation.

Candidates will have to appear in the written test to be followed by Oral Test.

3. **Manager Accounts** : **No of Vacancies 1 No.**

Eligibility norms

- i) **Qualification** : Chartered Accountant or M.Com with M.B.A in Finance. Minimum 5 years experience in state or Central PSU in Managerial Cadre will be given preference.

ii) **Nature of works / Responsibility**: All Accounts matters of the Corporation including preparation and finalization of annual accounts. He will be responsible for filing all legal documents / returns etc., providing datas to the Govt. and any other organization as and when required.

iii) **Age** : Maximum 45 years as on 01.01.2014.

Scale of pay : Rs. 8100-13025/- (RoP-98) pm, plus other allowances as admissible as per rules of the Corporation.

4. Manager Technical : No of Vacancies 1 No.
Eligibility norms

i) Qualification : B.E. (Civil) Minimum 5 years working experience in the similar works in any Govt./ PSU etc.

ii) Nature of works / Responsibility: All Civil Construction, Electrical Works, repair and Maintenance of building and other infrastructure of the Corporation. Allotment of land/ shed, recovery of rents and other related matters etc.

iii) Age : Maximum 45 years as on 01.01.2014.

Scale of pay : Rs. 8100-13025/- (RoP-98) pm, plus other allowances as admissible as per rules of the Corporation.

How to apply:

The candidates may submit the application in the Standard Form published in the Assam Gazette along with relevant documents as proof of eligibility, addressed to the Managing Director, Assam Small Industries Development Corporation Ltd., M.R.D. Road, Bamunimaidan, Guwahati-21. The envelope containing the application should be subscribed at the top of the envelop carrying the application form.

- i) Post applied for.....
ii) Category : General /SC/ST(P)/ST(H)/OBC/MOBC

Along with application form two copies of recent passport size photographs one of which should be pasted on the application. The name of the post should be clearly mentioned on the envelope. Incomplete applications not accompanied with all necessary enclosures and not in proper form will be rejected. A self address stamped (Rs.5/-) envelope must be enclosed with the application.

Candidates already in Govt. service/Semi Govt. Service/ PSU may apply through proper channel.

Canvassing in any form will be summarily rejected.

Last date of submission of application:

Application must reach this office on or before 21.03.2014 after which no application will be received under any condition.

No TA/DA will be admissible for appearing in the written test, computer proficiency test and interview to be called for .


Manager, Administration
ASIDC Ltd.