



GOVERNMENT OF ASSAM
OFFICE OF THE PRINCIPAL::::ASSAM ENGINEERING COLLEGE
JALUKBARI, GUWAHATI, PIN- 781 013, ASSAM, INDIA

Project: TEQIP-III

Phone and Fax: 0361-2570550

Email: principal@aec.ac.in, co-teqip@aec.ac.in

No: AEC / TEQIP-III / 2017-18 / Advertisement / 0001,

Dated. 12/12/2017

ADVERTISEMENT

Applications are invited in prescribed format along with self attested copies of all academic certificates, experience certificates (if any) etc. For the following posts under TEQIP-III

SL. No.	Designation	Salary in INR (consolidated)	Qualification, Responsibility & Experience
1	MIS / Accounts Manager (1 nos)	20,000/-	Essential Minimum Qualifications: <ol style="list-style-type: none"> 1. Bachelor's degree in commerce from a recognized university or institute. 2. Candidate must be proficient in keeping books of accounts for using double-entry book keeping principles. 3. Candidate must be proficient in Microsoft Word, Excel, Power-point, Tally. 4. Proficient in usage of internet. Desirable Qualifications: <ul style="list-style-type: none"> • 3 (three) years experience in accounting. Tally software. Knowledge of GST. Responsibility: <ul style="list-style-type: none"> • Responsible for keeping Standard books of accounts (cash and bank books, journals, ledgers, etc.) and looking after MIS.
2	MIS Data Entry Operator (1 nos)	15,000/-	Essential Minimum Qualifications: <ol style="list-style-type: none"> 1. Bachelor's degree in any discipline from a recognized university or institute. 2. Candidate must be proficient in E-mail communication, Microsoft Word, Excel, and Power-point. Desirable Qualifications: <ul style="list-style-type: none"> • 3 years experience in similar positions. Responsibility: <ul style="list-style-type: none"> • Responsible for keeping MIS updated and other tasks as assigned
3	Office Assistant Multitasking	10,000/-	Essential Minimum Qualifications: <ol style="list-style-type: none"> 1. Diploma / Bachelor's degree in any discipline from a recognized university or institute. 2. Candidate must be proficient in Microsoft Word, Excel, Power-point. Desirable Qualifications: <ul style="list-style-type: none"> • Experience in similar positions. Responsibility: <ul style="list-style-type: none"> • Multitasking.



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The eligible candidates shall send their filled in applications signed and scanned by e-mail to the e-mail id mentioned below on or before 2nd January, 2018.

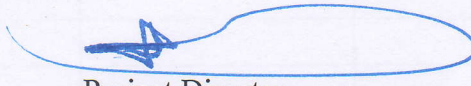
co-teqip@aec.ac.in

The applications of the eligible candidates can also be submitted to the following address on or before 2nd January, 2018 in all working days between 10.00AM to 2.00 PM.

**The Coordinator,
TEQIP-III Office,
2nd Floor, Canteen Building
Assam Engineering College,
Jalukbari, Guwahati, Assam-781013
INDIA**

GENERAL INSTRUCTIONS:

- Only Indian Nationals are eligible to apply for the above positions.
- Separate applications should be used for applying for multiple posts.
- The short listed candidates will be called for an interview after scrutinizing the applications and will be informed through email or phone.
- Tenure: Selected candidate will be appointed initially for a period of one year and may be extended up to the completion of TEQIP-III project based on satisfactory performance. The appointment will be purely temporary in nature and up to the completion of the project.
- Candidates appearing for the interview will do so at their own expense.
- Candidates called for interview will have to bring all their original documents in support of Educational Qualifications, Experience, Computer proficiency etc for verification.
- Candidates may have to sit for computer proficiency tests as well as accounting tests depending on the positions applied for.
- The place of interview will be Assam Engineering College.
- Mere submission of application(s) does not entitle the candidate to be called for interview.
- The salary mentioned above is inclusive of all allowances.


Project Director,
TEQIP-III,
Assam Engineering College
Jalukbari – 781 013

APPLICATION FORM FOR CONTRACT RECRUITMENT UNDER TEQIP -III

(All the columns are to be compulsorily filled in neatly in capital letters or should be type –written using only A-4 size paper in the prescribed format)

AFFIX RECENT
PASSPORT
SIZEE PHOTO

1. Advertisement No. : No: AEC / TEQIP-III / 2017-18 / Advertisement / 0001, Dated. 12/12/2017
2. Name of the post applied for :
3. Name of the Applicant :
4. Postal Address for Communication :
5. Permanent Address :
6. a) Mobile/Telephone No.:
- b) E-mail :
7. Father's / Husband Name :
8. Date of Birth: (as per SSC/SSLC/HSLC) :/...../.....(dd/mm/yyyy).
9. 7. Gender : Male/ Female /Others
10. 8. Nationality :
11. Have you ever been convicted by a court of law or is there any criminal case / disciplinary action / vigilance enquiry pending against you? If yes, specify:
12. Education/ Professional/Technical Qualifications (Attach self attested copies of certificates / mark sheets etc.)

Full Name of the Examination Passed	Board/ Institute University	Duration of Degree	Year of passing	Division with % Marks

13. Details of relevant working experience (if any) in reverse chronological order. (Attach self attested copies of certificates)

Full Name of the Organization / Department/Institute	Post held Regular / Temporary/ Permanent/ Contract	Period of each Employment in Years/ Months	Nature of work performed	Reasons for leaving

Candidates Declaration:

I _____ hereby declare that the statement made in this application are true, complete and correct to the best of my knowledge and belief and in the event of the information being found false or incorrect or any ineligibility being detected before or after the selection, my candidature is liable to be cancelled and action may initiated against me.

.....
(Name of the applicant)

.....
(Signature)

.....
(Place)

.....
(Date)