

(25)

GOVERNMENT OF ASSAM
ASSAM CLIMATE CHANGE MANAGEMENT SOCIETY
ARANYA BHAWAN
OFFICE OF THE PCCF & HoFF, ASSAM
PANJABARI, GUWAHATI-37i
Email: accmsociety@gmail.com

No.: ACCMS/2020/Recruitment/665

Date: 05.02.2022

Notice

Applications are invited from eligible Indian citizens for limited contractual engagement of an **Office Assistant** in the O/o the Assam Climate Change Management Society (ACCMS) as per the details below:

Name of the Position	No. of Position	Upper Age Limit (years)	Essential Qualification	Remuneration
Office Assistant	1	45	1. Candidate should have passed min. 10 th standard (S.S.C./Matriculation) from recognised board. 2. Candidate should have min. five years of post-qualification working experience, of which at least 2 years of experience should be as Peon or Office Attendant. 3. Candidate should have fluency in local language (Assamese). 4. Candidate should have valid driving license (2-wheeler/LMV) and experience of driving.	Rs. 15,000/- per month

- Interested candidates are requested to submit application as per the prescribed format (**Annexure-I**) along with self-attested photocopies of all the relevant documents to the following address: **The Chief Executive Officer**

Assam Climate Change Management Society (ACCMS)
Aranya Bhawan, 3rd Floor
O/o the PCCF & HoFF, Assam
Panjabari, Guwahati-781037

- Last date of receipt of application: **05/03/2022**

Note: Applications *not submitted* in the prescribed format will be summarily rejected.


05/02/2022
CEO-ACCMS

Annexure-I

APPLICATION FORM

Paste your
recent self-
attested
passport sized
photograph

1.	NAME OF THE POST APPLIED FOR	:	
2.	Full Name (Capital letters)	:	
3.	Father's Name	:	
4.	Mother's Name	:	
5.	Husband's Name/Wife Name (if applicable)	:	
6.	Nationality	:	
7.	(a) Address for communication	:	
	(b) Permanent Address	:	
	(c) ©E-mail ID	:	
	(d) Mobile phone No.	:	
	(e) Telephone No.	:	
8.	Date of Birth (DD/MM/YYYY)	:	
9.	Age as on 1 st January, 2021	:	
10.	Type & validity of the driving license up to	:	

11. Details of Educational Qualifications

Exam Passed	Board/ University	Subject(s) Studied	Duration of Study	Year of Passing	% of Marks/ CGPA

12. Details of Experience (Candidates are advised to fill-up this column carefully and in terms of conditions stipulated in the advertisement to avoid rejection) Additional sheet may be added, if required.

Name of the organization	Post held	Duration of Service		Nature of appointment (whether regular/ contractual/ adhoc/part-time)	Remarks
		From	To		

13.	<p>Any other relevant information which you would like to mention in support of your suitability for the post applied for:</p>
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14.	DECLARATION i. I hereby declare that I fulfill the eligibility conditions as per the advertisement and that all the statements made in this application are true, complete and correct to the best of my knowledge and belief. ii. I understand that in the event of any information being found false or incorrect at any stage or not satisfying the eligibility conditions according to the requirement mentioned in the advertisement, my candidature/ appointment is liable to be rejected /cancelled/ terminated.
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Place:

Date:

Signature of the Applicant