

ASSAM FINANCIAL CORPORATION

VITTIYA BHAVAN, MD. SHAH ROAD,
PALTANBAZAR, GUWAHATI-781008

Website: www.afconline.gov.in, Email: afcghy@gmail.com

NOTIFICATION

Notification No.AFC/HO/ESTT/TR/528/02 dated 28/03/2022

Sub: Contractual Appointment for the post of Junior Assistant and Messenger.

Assam Financial Corporation (AFC) invites applications for filling up of 7(Seven) posts of Junior Assistant and 3 (Three) posts of Messenger purely on contractual basis from eligible candidates as detailed below:

1) Qualifications & Experience:

Sl No	Position	Post	Minimum Educational Qualifications	Experience
1	Junior Assistant	7 (Un-reserved)	B.Sc./B.A./B.Com from reputed educational institution with Proficiency in Computer operation.	Minimum 2(two) years of experience will be preferred.
2	Messenger	3 (Un-reserved)	Class XII Passed	---

NB:

- (i) All the Educational Qualifications shall be FULL TIME COURSES, only from Institutions accredited by AICTE/recognised by UGC / Council etc. wherever applicable.

2) Age:

Maximum age **30 years** as on 01-01-2022. Relaxation of age for ST/SC/OBC categories will be applicable as per existing rules of Govt. of Assam.

3) Knowledge of Languages:

knowledge of English and Assamese language is essential.

4) Application Form:

Only physical application will be considered. The applicants should apply in the format given as **Annexure`A'**. The application should be submitted to **"The Managing Director, Assam Financial Corporation, Head Office, Vittiya Bhavan, Md. Shah Road, Paltanbazar, Guwahati-781008, Assam"** superscribing the name of the post and notification number on the envelop clearly. The application should be complete in all aspects. Incomplete/ineligible/Defective applications will be summarily rejected without any notice to the applicant.

5) Application Fee(Non-refundable):

The application fee inclusive of GST is Rs 200.00 for Junior Assistant and Rs.100.00 for Messenger payable to 'Assam Financial Corporation' at Bank of Baroda, A.T. Road Branch, Paltanbazar, Guwahati (**A/c No.09090200000275, IFSC Code: BARBOATROAD**). Proof of payment should be submitted along with the application form.

6) Last date of receipt of application:

The last date of receipt of application will be **30/04/2022 up to 5 PM.** Applications received after the last **date and specified time will be summarily rejected without any notice to the applicant.** The Corporation reserves the right to reject any application without assigning any reason thereof. **The Corporation will not be responsible for non receipt/late receipt of any application form due to postal delay or delay for any other reasons.**

7) Selection procedure:

Selection procedure will be intimated in due course.

8) Remuneration:

Consolidated pay of Rs 20,000.00 per month (Fixed) for Junior Assistant and Rs 12,000.00 per month (Fixed) for Messenger.

9) Place of work.

The applicant should be willing to work at any of the Branch Offices or Head Office of the Corporation as decided by the Management of AFC.

10) General Conditions

- (i) The applications should be submitted strictly in the prescribed format.

- (ii) The written declaration made by the candidate in the prescribed application form has to be in English in the candidate's own handwriting only.
- (iii) The notification can be withdrawn at any time by the competent authority without assigning any reason thereof. The cancellation, if any, will be intimated through News Paper/Web site of the Corporation.
- (iv) Candidates will have to produce original certificates as and when required.
- (v) All other general terms and conditions of appointment will be applicable :

Date:28/03/2022
Place:Guwahati

Sd/-
Managing Director

Annexure – A

ASSAM FINANCIAL CORPORATION
VITTIYA BHAVAN, MD. SHAH ROAD
PALTANBAZAR, GUWAHATI-781008, ASSAM

Latest self-
attested photo of
candidate

APPLICATION FOR THE POST OF JUNIOR ASSISTANT (CONTRACTUAL)

Notification No.AFC/HO/ESTT/TR/528/02 dated 28/03/2022.

1	Name(In BLOCK letters)	
2	Father's Name	
3	Age & Date of birth (Age Proof to be attached)	Age as on 01-01-2022 : Date of Birth:
4	Sex (Male /Female)	
5	Nationality	
6	Religion	
8	Whether SC/ST/OBC (Caste Certificate to be enclosed)	Yes/No. Caste: : Community:
9	Marital status (Married / Single.)	
10	Contact Number	Landline: Mobile No.
11	Email ID(should be legible) NB: All future correspondence, if any will be made through email ID only)	
12	Permanent Address	

13	Address for Communication	
14	Total post qualification experience(in number of years) (Minimum 2 years)	Total experience in years:_____ years
15	Academic Qualifications(HSLC onwards)	(self-attested copies to be enclosed)

	Qualification	Name of Institution	Class/Div.	% of Marks obtained
A				
B				
C				
D				

16 In Case of Experience

Sl No	Date From	Date To	Period	Designation	Organisation worked for & Nature of Works
A					
B					
C					
D					
	Total Experience in number of years				
17	Any other information (Please attach separate sheets if required)				

Self-attested copies of academic qualifications, experience and proof for age etc. are to be enclosed along with the application. The application should be complete in all aspects. Incomplete/ Ineligible/Illegible/ Defective applications will be summarily rejected without any notice to the applicant.

DECLARATION

1. I hereby declare that all information furnished in the application form are true, complete and correct to the best of my knowledge and belief. I also agree that my candidature/appointment shall be cancelled at any stage/time if it is found that the information furnished are wrong.

2. I agree to receive all correspondence through e-mail ID given in my application.

Place:

Date:

Signature of the candidate

Annexure – A

ASSAM FINANCIAL CORPORATION
VITTIYA BHAVAN, MD. SHAH ROAD
PALTANBAZAR, GUWAHATI-781008, ASSAM

Latest self-
attested photo of
candidate

**APPLICATION FOR THE POST OF MESSENGER
(CONTRACTUAL)**

Notification No.AFC/HO/ESTT/TR/528/02 dated 28/03/2022

1	Name (In BLOCK letters)	
2	Father's Name	
3	Age & Date of birth (Age Proof to be attached)	Age as on 01-01-2022 _____ Date of Birth: _____
4	Sex(Male / Female)	
5	Nationality	
6	Religion	
7	Whether SC/ST/OBC (Caste Certificate to be enclosed)	Yes/No. Caste: Community :
8	Marital status (Married / Single.)	
9	Contact Number	Landline: Mobile No.
10	Email ID(should be legible) NB: All future correspondence, if any will be made through email ID only)	
11	Permanent Address	

12	Address for Communication			
13	Academic Qualifications(HSLC onwards)		(self-attested copies to be enclosed)	
	Qualification	Name of Institution	Class/Div.	% of Marks obtained
A				
B				
C				
D				

Self-attested copies of academic qualifications, experience and proof for age etc. are to be enclosed along with the application. The application should be complete in all aspects. Incomplete/ Ineligible/Illegible/ Defective applications will be summarily rejected without any notice to the applicant.

DECLARATION

1. I hereby declare that all information furnished in the application form are true, complete and correct to the best of my knowledge and belief. I also agree that my candidature/appointment shall be cancelled at any stage/time if it is found that the information furnished are wrong.

2. I agree to receive all correspondence through e-mail ID given in my application.

Place:

Date:

Signature of the candidate