

ASSAM FINANCIAL CORPORATION
VITTIYA BHAVAN, MD. SHAH ROAD,
PALTANBAZAR, GUWAHATI-781008
Web: www.afconline.gov.in, Email: afcghy@gmail.com

NOTIFICATION

Notification No.AFC/HO/ESTT/TR/509/03

dated 28/03/2022

Sub:-Contractual Appointment to the post of Staff Officer (Legal) as Business Executive

Assam Financial Corporation(AFC),incorporated under the State Financial Corporations Act of 1951, is playing a major role in the development and industrialization of Assam and North Eastern states .Established on 19th April, 1954 AFC has 11 Branch Offices in different district Head Quarters with its Head Office at Vittiya Bhavan, Md. Shah Road, Paltan Bazar, Guwahati-781008.

Assam Financial Corporation invites applications for filling up of 1(one) contractual post of Staff Officer(Legal) as Business Executives from eligible candidates as detailed below:

1) Qualifications& Experience:

Sl No	Position	Post	Minimum Educational Qualifications	Experience
1	Staff Officer (Legal)	1 (Un-reserved)	Bachelor/Post Graduate Degree in Law preferably with first Class/Division from HSLC onwards. Proficiency in M S Office is required.	Minimum of 3 years Bar experience in practicing Business and Allied Civil Laws in High Court/District Court/Debt Recovery Tribunal is essential. Experience as a Law Officer in Commercial Bank/Financial Institutions will be preferred.

NB:

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

2) Age:

Maximum age **30 years** as on 01-01-2022.Usual relaxation for reserved categories will be applicable as per existing rules of Govt. of Assam.

3) Knowledge of Languages:

Speaking, writing and reading knowledge of English and Assamese 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 envelope 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 is Rs 500.00 (inclusive of GST) payable to "Assam Financial Corporation" at Bank of Baroda, A.T. Road Branch, Paltanbazar, Guwahati (**A/c No. 0909020000275, 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 30,000.00 per month (Fixed).

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 any time by the competent authority without assigning any reason thereof. The cancellation, if any, will be published in the News Paper/Website of the Corporation.
- (iv) Candidates will have to produce original certificates as and when required.
- (v) All other usual conditions of appointment shall apply.

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 STAFF OFFICER (LEGAL) AS BUSINESS EXECUTIVE
(CONTRACTUAL)**

Notification No.AFC/HO/ESTT/TR/509/ 03 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		
5	Nationality		
6	Religion		
7	Caste		
8	Whether SC/ST/OBC (Caste Certificate to be enclosed)		Yes/No. Caste:
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)		

	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