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GOVERNMENT OF ASSAM
OFFICE OF THE MISSION DIRECTOR : : JAL JEEVAN MISSION, ASSAM
HENGRABRI, GUWAHATI – 781036

No. JJMA-43/HRD/2021/ 14467

Date- 05.12.2022.

Recruitment Advertisement

Jal Jeevan Mission, Assam invites application for Walk-in-Interview on 12-12-2022 from 10:30 AM onwards in the Office Chamber of the Chief Engineer (PHE), Water, Hengrabari, Guwahati-36, Assam to fill up the position of Sr. Executive-F & A at SMMU, JJM, Assam. The reporting time at the venue for the interview is 10:00 AM. For further details, please visit the website of Jal Jeevan Mission, Assam, URL: <https://jjmassam.in/index.php/main/pg/Recruitment>.

(Er. Diganita Kr. Baruah)
CE (PHE), Water (i/c) cum Additional Mission Director (T)
Jal Jeevan Mission, Assam



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OFFICE OF THE MISSION DIRECTOR : : JAL JEEVAN MISSION, ASSAM
HENGRABRI, GUWAHATI – 781036

No. JJMA-43/HRD/2021/ 14474

Date- 05.12.2022.

ADVERTISEMENT
(For Sr. Executive-F & A)

The O/o the Mission Director, Jal Jeevan Mission, Assam, PHED Building, Hengrabari, Guwahati-36 invites application for Walk-in-Interview to fill up the following position on contractual basis:

Name of Post	Nos. of Post	Remuneration in Rs. Per month	Required Qualification & Age	Experience	Date & Time of Walk-in-Interview	Venue
Sr. Executive-F & A	1 (one)	Rs. 40,000.00 (Rupees Forty Thousand) only.	i. M. Com in Finance/Accounts or MBA in Finance/Accounts from recognized University/Institution. ii. Must have knowledge of PFMS.	At least Two years' experience in relevant field.	12/12/2022 Time: 10: 30 AM	O/o Mission Director, Jal Jeevan Mission, PHED Building, Hengrabari, Guwahati-36, Assam

For further details, please visit the website of Jal Jeevan Mission, Assam. URL: <https://jjmassam.in/index.php/main/pg/Recruitment>

(Er. ~~Diganta~~ Kr. Baruah)
Chief Engineer (PHE), Water i/c
Cum Additional Mission Director (T)
Jal Jeevan Mission, Assam

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Terms of References (ToR)
Sr. Executive-F & A
Jal Jeevan Mission, Assam

A) Essential Qualification:

1. M. Com in Finance/Accounts or MBA in Finance/Accounts from recognised University/Institution.
2. At Least 2 years' experience in Relevant Field.
3. Minimum 21 years and maximum 40 years as on 01-12-2022.
4. Must have knowledge of PFMS.

B) Desirable Qualifications/Skills:

- a. Relevant knowledge in areas of community driven rural/urban development projects (Water supply, Roads, Buildings, Sanitation and other relevant areas)
- b. Willing to work in complex, multi stakeholder and fast-moving environment.
- c. Willing to work under pressure, respecting strict deadlines and multi-tasking.
- d. Knowledge of Assamese, English, Hindi & other local language(s).
- e. Good social, analytical, communication, inter-personal and planning skills.
- f. Self-motivated and possessing ability to work independently as well as in teams.

C) Job Description:

1. Transaction/Payment through PFMS.
2. Monthly Remuneration processing through PFMS.
3. Analyse physical and financial progress and prepare status report.
4. Prepare and maintenance of Financial Reports.
5. Maintenance of Taxation like Income Tax, GST, Professional Tax etc.
6. Maintenance of expenditure, Bills/vouchers etc.
7. Any other tasks assigned by MD, JJM, Assam or by his representative.


D) Duration of Contract:

The contract period of the Sr. Executive-F & A is initially for a period of **11 months**. Further extension will be based on the performance appraisal of the concerned person and project requirement.

E) Remuneration:

The proposed remuneration will be Rs.40, 000/- (Rupees Forty Thousand) per month (Inclusive of all incentives & perks).

- Engagement will be purely on temporary basis and no way will be made permanent.
- Interested candidate may appear for the interview along with all original documents
- No TA/DA will be admissible to the candidate for appearing the interview


(Shri Kaitash Karthik N, IAS)
Mission Director
Jal Jeevan Mission, Assam