

ADVERTISEMENT No. SBM(U)229/2021/42

Online applications are invited from eligible candidates for engagement on contractual basis in the following positions under Swachh Bharat Mission- Urban, Assam.

Table: A

| Sl | Name of Post | Posting/ Location | No. of Vacancies | Age Limit | Qualification/ Eligibility | Monthly Remuneration (in Rs.) |
|----|------------------|---------------------------|------------------|--------------|---|-------------------------------|
| 1 | Accounts Manager | State Mission Directorate | 1 | 25 -40 years | Post Graduate in Commerce/MBA in Finance from a recognized University or its equivalent. • Minimum 50% marks in both Graduation and Post Graduation. Experience required: 1) Minimum 3 years' experience in Government / Semi Govt. / Autonomous organizations / Govt. Mission/reputed Private Ltd Company with minimum 10 years of existence. 2) Good Administrative & Communication Skills with working knowledge of MS Office (Particularly MS Word, MS Excel, MS PowerPoint). 3) Preference will be given to candidates having Knowledge of Tally (latest version) and Public Financial Management System (PFMS) software | 35,000/- |

Candidates without the above qualification need not apply. The date of interview for the aforementioned posts will be published in the official website <https://sbmurbanassam.in> in due course of time along with the list of provisionally shortlisted candidates. All applicants are advised to visit the website accordingly. No separate individual call letter for interview will be sent. No TA/DA will be paid for attending the interview. Online applications will be accepted till **15th May, 2023 up to 04:00PM**.

Application Requirement:

- I. An application with all details needs to be uploaded at <https://forms.gle/1osb7zbiEB6tZb5DA> by **15th May, 2023 upto 4:00 PM**. All relevant documents need to be uploaded at the appropriate fields in the Application Form. Any illegible document will be summarily rejected and such applications will not be considered. As such, applicants must ensure that all documents are clearly scanned before uploading. Those, who have CGPA in mark sheets, must mention equivalent percentage. An authentic document/reference from concerned University/Institutions must be produced during physical verification.

Selection Criteria:

- I. Applicants not producing any of the documents specified in Clause I (Application Requirement) will not be eligible for consideration. The declarations made by the applicants will be accepted as true. If, at any point of time, it is found that any information provided by any applicant is not correct, then appropriate action will be taken by the Mission Directorate, Swachh Bharat Mission-Urban, Assam as per procedure. The shortlisted candidates should produce original documents at the Mission Directorate, Swachh Bharat Mission-Urban, Assam during the time of Interview.
- II. Incomplete applications shall be rejected without any information and only shortlisted candidates shall be called for interview.
- III. The Authority will Shortlist maximum 20 Candidates based on Sl. 1, 2 & 3 of **Table B**.
- IV. Only full-time job experience in relevant fields will be taken into consideration.
- V. Candidate must be a permanent resident of Assam (Copy of domicile certificate is to be submitted along with Online Application form).
- VI. Candidate should have a valid Employment Exchange Registration in the State of Assam
- VII. Only 1 (one) application will be accepted from a candidate.
- VIII. The Authority will publish Merit list in the official website <https://sbmurbanassam.in>. **This merit list shall be valid for FY 2023-24.**
- IX. The undersigned reserves the right to reject any application without assigning any reason thereof. Merely having the requisite qualification & experience will not render the applicant eligible for short listing.

Last date for submission of Online Application: 15th May, 2023 till 4:00 PM

Table B. Evaluation Procedure of Accounts Manager

| S. No. | Background/Examination | Maximum Marks | Remarks |
|--------|-------------------------|---------------|---|
| 1 | Graduation | 100 | % of marks scored in Graduate or equivalent will be considered. |
| 2 | Post Graduation | 100 | % of marks scored in Post Graduate or equivalent will be considered |
| 3 | Relevant Job Experience | 100 | Score= Number of years X 20 |
| 5 | Interview | 100 | |
| | Total | 400 | |

Note:

Candidates having experience of 5 years or more will be given 100 Marks.

MODALITY OF RECRUITMENT

- Stage I:** Publication of Advertisement in 'Assam Tribune' & ' 3 (three) widely published Vernacular Dailies' and through Official Website <https://sbmurbanassam.in> for submission of ONLINE application through 'Google Forms'
- State II:** Scrutiny of Applications.
- Stage III:** Publishing of shortlisted candidate for Interview in Official website of Swachh Bharat Mission -Urban, Assam <https://sbmurbanassam.in>
- Stage IV :** Interview/Viva Voce of candidates.
- Stage V:** Publication of merit list of Candidate.