



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/551 Date : 06.12.2023

Sub: Recruitment for the following posts

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 following posts having eligibility criteria as detailed below:

1) Qualifications & Experience:

S.I. No.	Name of Post	Essential Qualification	Experience and Qualities Required	Age (Maximum)	No. of Posts
1.	Staff Officer (General) Grade-II PB-3 (Rs. 22000-87000) Grade Pay- Rs.11800	B.Com regular course full time (Finance/ Accountancy) and full-time MBA (Finance) or PGDM (Finance). -OR- B.Sc regular course and full-time MBA (Finance) or PGDBM (Finance). -OR- Bachelor / Post Graduate Degree in Law with specialization in Banking Law. Mandatory First Class/Division in PGDM/MBA or Post-Graduate	Minimum 4(four) years of post-qualification experience on full-time basis in financial sector preferably having good exposure in lending and selling of financial products (project appraisal/financing/ TEV Study etc.) with good communication and computer skills. • Experience in Private/Semi-Govt./PSUs/Financial Institution will be preferred. • Willingness and ability to work effectively under pressure and	35 Years	6 (Six) (Minimum 2 Nos. from legal background)

		degree and preferably First Class/Division from HSLC onwards. Proficiency in Computer Skills (MS Office etc are required).	<p>ability to multi-task.</p> <ul style="list-style-type: none"> • Ability to work as a team, and having excellent interpersonal skills, strong writing and communication skills. <p>-OR-</p> <p>Minimum of 3 years Bar experience in practicing Business and Allied Civil Laws in High Court/District Court/Debts Recovery Tribunal is essential.</p> <ul style="list-style-type: none"> • Experience as a Law Officer in Private/Semi-Govt./PSUs/Financial Institution will be preferred. • Willingness and ability to work effectively under pressure and ability to multi-task. • Ability to work as a team, and having excellent interpersonal skills, strong writing and communication skills. 		
2.	<p>Staff Officer (Technical)</p> <p>Grade-II</p> <p>PB-3 (Rs. 22000-87000)</p> <p>Grade Pay-Rs.11800</p>	<p>B.E./B.Tech/MSc. IT with First Class/Division from HSLC Onwards. Proficiency in Computer Skills (MS Office etc are required).</p>	<p>Minimum 2 (Two) years experience in the domain.</p> <ul style="list-style-type: none"> • 1 (One) year Experience in Private/Semi-Govt./PSUs/Financial Institution will be preferred. • Willingness and ability to work effectively under pressure and ability to multi-task. • Ability to work as a team, and having excellent interpersonal skills, strong writing and communication skills. 	35 Years	4 (Four) (Minimum 1 No. from MSc. IT background)
3.	<p>Junior Assistant</p> <p>Grade-III</p> <p>PB-2 (Rs. 14000-49000)</p> <p>Grade Pay-Rs.6200</p>	<p>B.A./B.Sc/B.Com from reputed educational institution with proficiency in Computer Operation.</p>	<p>Minimum 1 (One) year of experience in Semi-Govt./PSUs will be preferred.</p> <ul style="list-style-type: none"> • Willingness and ability to work effectively under pressure and ability to multi-task. • Ability to work as a team, and having excellent interpersonal 	35 Years	8 (Eight)

			skills, strong writing and communication skills.		
4.	Messenger Grade-IV PB-1 (Rs. 12000-37500) Grade Pay- Rs.3900	Minimum qualification should be Higher Secondary.	Minimum Experience of 1 (One) Year in Semi-Govt./PSUs will be preferred. <ul style="list-style-type: none"> • Willingness and ability to work effectively under pressure and ability to multi-task. • Ability to work as a team, and having excellent interpersonal skills, strong writing and communication skills. 	35 Years	5 (Five)

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

3) Age& Reservation:

As stated above. The upper age and reservation will be as per the Govt. norms.

4) Knowledge of Languages:

Speaking, writing and reading knowledge of English and Assamese is essential.

5) Application Form:

Interested applicants may visit the official website www.afconline.gov.in and download their application form. Application form along with Photo, Signature and legible copies of marksheets/certificates etc., in support of their educational qualifications and experience should be submitted on or before 11 th January,2024 . The application should be submitted in the format as Annexure ‘A’ to “ **The Managing Director, Assam Financial Corporation, Head Office, Vittiya Bhavan, Md. Shah Road, Paltanbazar, Guwahati-781008, Assam**” super-scribing the name of the post and notification number on the top of 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.

6) Application Fee(Non-refundable):

The application fee is Rs 500.00 for Staff Officer (General / Technical), Rs.300.00 for Junior Assistant and Rs.200.00 for Messenger per application inclusive of GST payable to Assam Financial Corporation at the Bank of Baroda, A.T. Road Branch, Guwahati (A/C No.09090200000275, IFSC Code:BARB0ATROAD). Candidates have to pay application fee through ONLINE MODE only. Bank transaction charges for online

payment will have to be borne by the candidate. Proof of payment should be submitted alongwith the application form.

7) Last date of receipt of application:

The last date of receipt of application at **Assam Financial Corporation, Head Office, Vittiya Bhavan, Md. Shah Road, Paltanbazar, Guwahati-781008, Assam** will be during Office hours on **11.01.2024**. 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. **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.**

8) Selection procedure:

The selection will be done by the Selection Committee constituted for the same. Short listing of candidates will be selected mainly through the two layers of selection procedures. First one will be on the basis of those fulfilling essential and desirable qualifications and criteria and second one will be based on the performance in the interview. However written test may be held if the Corporation decides so in case of higher number of candidates or as deem fit by the Corporation.

9) Pay & allowances:

As stated above and as per norms of the Corporation.

10) Place of work.

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

11) General Conditions

- (i) The applications should be submitted strictly in the format prescribed.
- (ii) The declaration made by the candidate in the prescribed application form must be signed by the candidate.
- (iii) In case of Grade IV post of Messenger no additional weightage on higher qualification other than Higher Secondary would be given .
- (iv) The notification can be withdrawn any time by the competent authority without assigning any reasons thereof. The cancellation, if any, will be published in the web site of the Corporation.
- (v) Candidates will have to produce original certificates as and when required.
- (vi) All other usual conditions of appointment shall apply.

Date: **6.12.2023**
Guwahati.



Managing Director

