

STATE INSTITUTE OF PANCHAYAT & RURAL DEVELOPMENT, ASSAM

(APEX CENTRE FOR RESEARCH AND TRAINING IN RURAL DEVELOPMENT)

Under Deptt. of Panchayat & Rural Development, Govt. of Assam

G.S. Road, Khanapara, Guwahati-781022

No. SIPRD-56/2022/174

Dated: 12-05-2023

ENGAGEMENT NOTICE

SIPRD, Assam under the Department of Panchayat & Rural Development, Assam proposes to conduct **Walk in Interview** at the premises of SIPRD, Assam at G.S. Road, Khanapara, Guwahati-22 for the under mentioned post on contract basis.

Sl. No	Name of Post	No. of post	Fixed pay (Per Month)	Qualification & experience	Date of interview
1	Accounts Assistant	1	Rs.18,000/-	B.Com from a recognised university with knowledge of Accounting software.	29 th May,2023 11-00 hours

The interested candidates fulfilling the qualifications & experience are required to appear before the selection committee with original copy of testimonials in support of qualifications & experience as per the interview schedule above. Further information is available at www.sird.assam.gov.in.

Canvassing in any form will be treated as disqualification.

(M. Sharma, IAS)
Director
SIPRD, Assam.

Memo No: SIPRD-56/2022/174-A

Dated: 12-05-2023

Copy to:

1. The D.I.P.R., Assam, for information and he is requested to publish the above notice in one issue each in "The Assam Tribune", "The Sentinel", "Niyamiya Barta", "Purbanchal Prahari" "Amar Asom" "Asomia Pratadin" & Dainik Yogasankha".
2. IT Cell, SIPRD, Assam for uploading the notice to Institute's website.
3. Office Notice Board.

(M. Sharma, IAS)
Director
SIPRD, Assam.

General Information and Terms and conditions

SI	Name of the post	:: Accounts Assistant
1	Number of post	::1 (one)
	Qualification & Experience	::B.Com from recognised university with sound knowledge of Accounting software.
	Fixed pay per month	:: Rs.18,000/- (eighteen thousand) only.
	Age	::Minimum age is 18 years and maximum age is 40 years as on 01-01-2023.
	Engagement Criteria	:: The engagement shall be purely on contract with no provision of regularization. The incumbent may be posted at any of the 12 Extension Centres of the State. Alternatively, the incumbent may also be posted in the SIPRD-Hqtrs also.

How to apply

The interested candidates are required to submit their CV as per the format attached.

Testimonials required to be submitted: Copy of

- 1) HSLC Admit card or Birth Certificate as proof of date of birth.
- 2) Class X certificate& marksheet.
- 3) Class XII certificate& marksheet.
- 4) Degree certificate& marksheet.
- 5) Certificate of diploma in computer application minimum of six(6) months.
- 6) Certificate in support of experience (if any).

A. Selection Process:

Walk-in-interview/Proficiency in computer test may be taken by the Selection Committee.

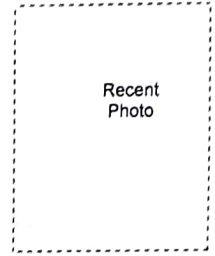
Note:

- a) Candidates will have to appear for the interview /computer test at their own expenses and no TA/DA will be paid for the purpose,
- b) In the event of particulars or information given by the candidate found false or incorrect or forged, his/her candidature will be rejected and if any wrong statement or false statement /discrepancy detected after engagement, the service of the candidate shall be terminated forthwith without any notice to the candidate.
- c) The undersigned reserves the right to cancel, alter or modify the Advertisement or other terms and conditions of the Advertisement without any prior notice at any time during the engagement process.

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Curriculum Vitae



Post Applied for **Accounts Assistant.**

1. Name of Candidate (Capital letter)

2. Fathers name

3. Date of Birth (DD/MM/YYYY) 4. Age on **01/01/2023** 5. Gender

6. Present address of the candidate in full for postal Communication

7. Email address

8. Phone number / Mobile number

9. Permanent address of the candidate

10. Academic Qualifications (Enclose attested copies of Certificates)

Sl. No	Name of Examination/Degree (beginning with HSLC)	Board/University / Institution	Total marks	Marks obtained	Percentage of marks scored	Year of passing
1						
2						
3						

11. Other qualifications

Sl. No	Title of Certificate / Diploma/ Degree	Duration	Board/University / Institution	Division/ Grade (If any)
1				
2				

12. Employment History (Enclose attested copies of Experience Certificates)

SL No	Name of the Organization/ Employer	Post held/ Designation	Date		Total duration	Job Responsibilities (in bulleted list)
			From (dd/mmm/yyyy)	To (dd/mmm/yyyy)		
1						
2						

13. Any other relevant information.

Declaration

I do hereby declare that all the information given above are correct & complete in all respects to the best of my knowledge. I understand that my application is liable for rejection, if any of the information(s) stated above is found to be incorrect or false or not supported by certificate/ relevant documents.

Date:

SIGNATURE OF THE APPLICANT
