GOVT OF ASSAM
OFFICE OF THE CHIEF ENGINEER (PHE), WATER, ASSAM,
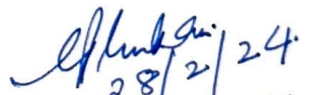**HENGRABARI, GUWAHATI-36**

JJMA-43/HRD/2021/Pt-II/7204

Date 28.02.24.

Advertisement

Interested eligible candidates are hereby invited to attend the "Walk-in-Interview" for the post of State Coordinator under Jal Jeevan Mission, Assam for engagement on a contractual basis to be held on 08/03/2024 from 10:00 AM onwards.

Sl.No	Criteria	Details
1	Name of the Post	State Coordinator Legal
2	Total Vacancies	1 (One)
3	Place of work	O/o the Mission Director Jal Jeevan Mission Assam
4	Job Description	• Dealing with All Legal Matters /Court Cases • Preparation of Drafts/Instruction and Communication with concerned Authority regarding settlement of Cases • Visit Court whenever necessary
5	Age	Not more than 40 years as on 01.01.2024
6	Required Qualification	**Essential Qualification** ➢ Graduation with LLB with minimum 60% marks from a recognized University
7	Experience	1. Minimum 5 years in dealing with Civil and Service court matters 2. Experience in dealing with Civil and Service court cases/matters is essential 3. Familiar with MS Office and Internet
8	Skills	✓ Effective communication and teamwork skills. ✓ Ability to work independently and prioritize tasks effectively. ✓ Fluency in Assamese, English and Hindi.
9	Remuneration	Rs. 60,000/- per month
10	Documents (in original) to be brought for the interview	1) Detailed Curriculum Vitae. 2) Photo Identity & Address Proof (Aadhar/DL etc) 3) Original Educational Qualification Certificates (HSLC onwards). 4) Work Experience Certificates if any 5) Self-attested photocopies of all the certificates, mark sheets, experience certificates etc. to be submitted.
11	Place of Interview	Office of the Mission Director, Jal Jeevan Mission, Assam, Hengrabari, Guwahati-36
12	Terms and Condition	1. No TA/DA and accommodation will be provided for appearing in the interview. 2. The offer is purely contractual and co-terminus with the end of the projects/requirement with no provision of regularization.

28/2/24.
Additional Mission Director (N/T)
Jal Jeevan Mission Assam