

**WORLD BANK FINANCED
Assam Citizen Centric Service Delivery Project (ACCSDP)**

ASSAM RURAL INFRASTRUCTURE AND AGRICULTURAL SERVICES (ARIAS) SOCIETY

(An Autonomous Body of the Govt. of Assam)

Agriculture Complex, Khanapara, G.S. Road, Guwahati-781022(Assam, India)

REOI No. ARIAS/ACCSDP/286/2020/15

Dated, Guwahati 11th September'2020

ARIAS Society invites applications for the following purely contractual positions under the **World Bank Financed Assam Citizen Centric Service Delivery Project (ACCSDP)** mentioned below. The interested eligible candidates who are citizens of India as defined under the Constitution of India and fulfill the minimum required qualifications, experience in brief, age and the indicative remuneration etc. as per respective Terms of Reference (**ToRs**) provided in the following(URL: <http://www.arias.in/career.html>) in the website of **ARIAS Society (Recruitments section)** may apply accordingly.

Sl	Number of Positions & Approx. Nos.	Essential Qualification & Experience in brief.	Indicative Range of CTP per Year (in Lakh)
1.	Sr. Administrative Assistant (Sr. AA) (1nos)	Qualification: The Sr. AA must be a Graduate (minimum three (3) years duration) degree in any field from recognized University/institution. Experience: Minimum 3 years of work experience in office management/secretarial work in any public or private sector organization. Proficiency in computers including MS Office Applications like Word, Excel, Power Point and internet including email etc. Age: The candidate shall not be of more than 40 years of age as on 1st September'2020.	Rs. 3.18 To Rs. 4.10
2.	Jr. Administrative Assistant (Jr. AA) (2 nos)	Qualification: The Jr. AA must be a Graduate (minimum three (3) years duration) degree in any field from recognized University/institution. Experience: The Jr. AA must have at least two (2) years' of experience in office management and office assistant related works. Proficiency in computers including MS Office Applications like Word, Excel, Power Point and internet including email etc. Age: The candidate shall not be of more than 35 years of age as on 1st September'2020.	Rs. 2.40 To Rs. 3.00
3	Computer Operator (CO) (1 nos)	Qualification: The CO should be a Graduate (minimum three (3) years duration) degree in any field from recognized University/institution. Experience: The CO must have at least (2) two years' experience. The candidates must possess a minimum 6 (six) months Diploma/Certificate in computer proficiency from a recognized institute. Candidates must have working knowledge of software tools such as word processor, spreadsheet, presentation graphics, MS Office Applications like Word, Excel, Power Point, internet including email etc. Must be proficient in Assamese & English typing . Excellent knowledge of correct spelling, grammar, and punctuation is a must. Age: The candidate shall not be of more than 35 years of age as on 1st September'2020.	Rs. 1.98 To Rs. 2.40

Other General conditions for interview:

- The candidates shall have to bring all the original certificates/documents along with a set of self-attested copies of the same, for the interview, if shortlisted. The Originals will be returned after corroboration with the self-attested copies to be brought by the candidates. If at any stage, it is found that information furnished in the application or supporting documents is misleading/misrepresented/incomplete/false, candidature shall be liable for cancellation.
- Only Shortlisted candidates will be intimated and called for Interview/test. The Interview/test may be conducted through **Telephonic Mode/ Video Conferencing/ Face to Face.**
- The maximum **Cost to Project (CTP)**, within the above indicative range, will be fixed based on (a) upto maximum of **20% hike** on the last drawn Remuneration of the selected applicants and (ii) performance in the interview.
- Candidates who were earlier interviewed for the above mentioned positions within the period of last **one (1) year** from the date of advertisement need not apply.
- In case, sufficient candidates with requisite experience in the field cited above are not available, the PMU may shortlist candidates having lesser years of experience for the interview/test; However, if selected they will be offered a lower CTP.
- ARIAS Society is an equal opportunity employer. Women and persons with disability are especially encouraged to apply.
- Potential candidates (from India) having essential qualification and experience has to apply through a soft copy of the application & the supporting documents which are to be sent by email. The application shall be submitted only in English language, as per the prescribed **Application format** provided in the website of **ARIAS Society** along with scanned copy of a signed cover-letter and self-attested copies of the supporting documents. The soft copy of the application, cover letter & the supporting documents has to be received by email to recruitments@arias.in / hrdepariass@gmail.com on or before **21st September' 2020**. **Applications received through any other mode except email would not be entertained for selection process.** Canvassing in any form will lead to disqualification and rejection.
- The SPD, ARIAS Society reserves the right to modify the required qualification/experience at any stage during the recruitment process depending on the numbers of response to this REOI.

**Laya Madduri, IAS
State Project Director, ARIAS Society**

