

**WORLD BANK FINANCED
Assam Agri-business & Rural Transformation Project (APART)**

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) [Email: recruitments@arias.in]

REOI No. ARIAS/APART/12

Dated, Guwahati 1st July'2020

The ARIAS Society invites applications for the following purely contractual positions under the World Bank Financed Assam Agribusiness & Rural Transformation Project (APART) mentioned below. The interested eligible candidates who are citizens of India as defined under the Constitution of India and fulfil 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.

SI	Number of Positions & Approx. Nos.	Essential Qualification & Experience in brief and Age as on 1 st June' 2020	Indicative Range of CTP per year
1.	Personal Assistant (PA) (2 nos.)	Qualification: Graduate in any discipline (minimum three (3) years duration) from recognized university/institution. Experience: At least two (2) years' experience in office management/secretarial work in any public or private sector organization. Age: Candidate should not be more than 45 years as on 1st June' 2020 .	Rs.3.00 Lakhs

Other General conditions for interview:

1. The original certificates/documents 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. In case of exceptionally talented candidates, SPD may relax the age limit of all the mentioned positions.
2. Only Shortlisted candidates will be intimated and called for Interview. The Interview may be conducted through **Telephonic Mode/ Video Conferencing/ Face to Face**.
3. No TA/DA shall be admissible for attending the Interview.
4. Candidates who were earlier being interviewed for the above mentioned positions within the period of last one (1) year from the date of advertisement need not apply.
5. In case, sufficient candidates with requisite experience in the field cited above are not available, the Interview Panel may shortlist candidates having lesser years of experience; However, if selected they will be offered a lower CTP.
6. ARIAS Society is an equal opportunity employer. Women and persons with disability are especially encouraged to apply.
7. Potential candidates (from India) having essential qualification and experience has to apply in soft copy of the application & the supporting documents by email to recruitments@arias.in. The application has to be only in English language strictly as per the prescribed Application format provided in the website of ARIAS Society along with a cover-letter and self-attested copy of the supporting documents. The soft copy of the application & the supporting documents has to be received by email to recruitments@arias.in on or before **4 P.M. of 13th July' 2020** to recruitments@arias.in **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.

Sd/-
State Project Director, ARIAS Society