

Office of the Chief Executive Officer
Mega Mission Society-Chief Minister Samagra Gramya Unnayan Yojana
(A Society of Govt. of Assam)

Assam Secretariat, 2nd Floor, C-Block, Dispur, Guwahati
Email: ceocmsguy@gmail.com website: <http://www.mmscmsguy.assam.gov.in>
Mission Secretariat: Building of Officers Training Institute, Veterinary Complex, G.S. Road, Khanapara,
Guwahati 781022
Telefax: 0361- 2237256, Email: ceo.cmsguy@gov.in, Website: <http://www.mmscmsguy.assam.gov.in>

No: CEO/MMS-CMSGUY/16/2017/36

Dated: 17/03/18

Details of Advertisement for engagement of contractual staff

MMS-CMSGUY invites applications for filling up the following positions by direct recruitment on contractual basis.

Sl. No.	Name of the post	Number of Post	Qualification	Minimum Experience required	Monthly Remuneration (excluding other benefits)	Other Benefits (only applicable if appointed for Head office)
1	Senior Executive Assistant	2	Post-Graduation with at least 55% marks and sufficient knowledge in computer	3 to 4 years	Rs 30,000 - 40,000	House Rent @ Rs. 3,500 Fixed Telephone/ Mobile Allowance Rs 500 Fixed Medical Allowance Rs 1000
2	Junior Executive Assistants	1	Post Graduation with at least 55% marks and sufficient knowledge in computer	1 year	Rs 20,000 – 30,000	House Rent @ Rs. 3,500 Fixed Telephone/ Mobile Allowance Rs 500 Fixed Medical allowance Rs. 1,000

*The candidates acquainted with functioning of Government and/or having degree in Agriculture/Veterinary/Science will be preferred.

General Information

1. The educational qualifications should be from a reputed institute/university duly recognized by the Government.
2. Applications in format prescribed on website <http://mmscmsguy.assam.gov.in> along with education/experience certificates should reach online on email

Ram
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Content from page
ceocmsguy@gmail.com with a hardcopy to the O/o the CEO, MMS-CMSGUY, Block-C, 2nd Floor, Assam Secretariat (Civil), Dispur, Guwahati-6 before 5 pm on 31st March, 2018.

3. The selected candidates will be engaged initially for a period of 1 year which may be extendable for a further period based on their performance.
4. Shortlisted candidates will be communicated through email. No invitation letters will be issued to the individual candidates. No requests for postponement of interview/test will be entertained.
5. No TA/DA will be paid to the candidates for appearing in the interview.
6. Incomplete application or application received after last date will be summarily rejected. Mere fulfilment of eligibility criteria will not confer any right to be called for interview.
7. Canvassing in any form will be treated as disqualification.
8. Candidates already employed in any Government organisation/department should apply through proper channel. However, they may send an advance copy for information. If they are called for test/interview, they shall have to submit "No Objection Certificate" from the employer, if application is not routed through proper channel.
9. Remuneration, other terms and conditions and rules and regulations applicable to the selected candidates will be decided by the Competent Authority and shall be binding on all concerned.
10. During the course of employment, the employees may have to travel to the places of duty as assigned and may have to work anywhere in the country.
11. CMSGUY reserves the right to reject any or all the applications without assigning any reasons thereof. Decision of the authorities regarding suitability of candidate will be final. Further clarification/corrigendum in this regard, if any, will be uploaded only on CMSGUY website.

 17/3/18

Chief Executive Officer

MMS-CMSGUY signed by

