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

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No: CEO/MMS-CMSGUY/16/2017/86

Dated: 14<sup>th</sup> February, 2020.

**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 |
|---------|---------------------|----------------|---|-----------------------------|----------------------|
| 1       | Accounts Assistants | 1              | M.Com with at least 55% marks and diploma in computer                                 | 2-3 years                   | Rs 25,000 – 40,000   |
| 2       | PA to the CEO       | 1              | Graduate with at least 60% marks and minimum 6-month diploma in Computer Application. | 1-2 year                    | Rs. 15000-20000      |
| 3       | Office Assistant    | 2              | Graduate with at least 60% marks and minimum 6-month diploma in Computer Application. | 1-2 year                    | Rs. 15000-20000      |

*\*The candidates acquainted with functioning of Government 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 [ceocmsguy@gmail.com](mailto:ceocmsguy@gmail.com) with a hardcopy to the O/o the CEO, MMS-CMSGUY, OTI Building, Veterinary Campus, Near Vivanta by Taj, Khanapara, Guwahati-22 before 5 pm on 10<sup>th</sup> March, 2020.

*[Signature]*

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.



Chief Executive Officer  
MMS-CMSGUY