

THE ASSAM STATE TEXTBOOK PRODUCTION AND PUBLICATION CORPORATION LIMITED

(A Govt. of Assam Undertaking)

Panbazar, Guwahati-781001

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Phone : 0361-2545176 (O)

No.ATC/G/16/2019/1968

Date: 07-09-2019

NOTICE INVITING APPLICATION

Application are invited from intending candidates for temporary engagement on contractual basis for a period mentioned against each post as below in the Office of the Assam State Textbook Production and Publication Corporation Limited, Panbazar, Guwahati.

Sl. No	Name of Post	Number of Post	Educational qualification	Experience	Max. Age	Duration of engagement	Fixed remuneration per month
1	Deputy Academic Officer (Science)	1	M.Sc. in any of the subject like Chemistry, Physics and Math. etc. working knowledge in Computer Application	Minimum 5 years experience in the field of preparation of manuscript/ news items/journal books/magazine etc. Working experience in reputed printing house/ news papers/academic institution will be preferred	38	6 months	Rs.32,000/-
2	Consultant (Bodo)	1	Graduate having Bodo language as MIL in degree level. Certificate in Computer Application	Minimum 7 years experience in the field of manuscript preparation/ Proof reading etc. Working experience in reputed printing house/ news papers will be preferred	38	6 months	Rs.22,000/-
3	Accountant	1	1. Graduate in Commerce stream. 2. Knowledge in Tally Accounting. 3. Knowledge in Local Taxation	Minimum 7 years experience in Accounts and Tally in Govt. or Private reputed Institution	38	6 months	Rs.22,000/-
4	Accounts Assistant	1	1. Graduate in Commerce stream. 2. Knowledge in Tally Accounting. 3. Knowledge in Local Taxation	Minimum 5 years experience in Accounts and Tally in Govt. or reputed private Institution	38	6 months	Rs.14,000/-
5	Assistant Manager Commercial	1	1. Graduate in Commerce stream. 2. Diploma in Inventory Management. 3. Diploma in Computer Application	Minimum 5 years experience in working in Large Warehouse/Godown, at least in a capacity of Supervisor.	38	6 months	Rs.14,000/-
6	Computer Assistant	3	Graduate with 1 year Diploma in Computer Application	Minimum 10 years experience in the field of Data Entry/DTP works in known reputed Govt./Semi Govt./Private Institute. Good knowledge in English/Assamese/ Hindi language will be practice & typing, Graphic design, CRC preparation.	38	6 months	Rs.14,000/-

Candidate shall have to apply along with Bio-data with necessary testimonials & one recent passport size photo to the address as given below on or before 16th September, 2019. The name of the post should clearly be mentioned at the top of the envelop. The short listed candidate will be called for interview in due course.

Terms & conditions of the appointments:

1. The posts shown above are purely temporary and on contractual basis carrying consolidated monthly fixed pay as shown in the advertisement.
2. No claim for absorption or regularization of the posts shall be entertained. However, the period of engagement may extended on satisfactory service performance.
3. The applicant who are already engaged with ASTPPC Ltd. should apply through proper channel with a request for age condonation from authority, if required.
4. The shortlisted candidates will be called for viva & practice for performance assessment and will be informed to their mentioned phone numbers & E-mail ID.
5. Performance will be periodically assessment for personnel service management.

Sd/- **Managing Director**

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