

OFFICE OF THE EXECUTIVE ENGINEER(PHE), GOALPARA DIVISION, GOALPARA  
No. PHE/GLP/GE-142[Pt-II]/2017-18/...5053..... Date : 31/03/2018

### Advertisement Notice

Application are invited from eligible Indian Citizens for Engagement on Contractual Basis for the post of 1 (one) No. Accountant under SBM(G), Goalpara, as per terms & Conditions as follows:-

Sl No	Name of Post	Qualification/ Experience	Age Limit	Monthly Remuneration
1	Accountant at DWSC, under SBM(G), Goalpara	1. Graduate in Commerce from a recognized institute. 2. Minimum 2 (Two) years of relevant post qualification experience in office Administration/ file management/ office correspondence with Govt. Project. 3. Experience of working with Tally software for at least 1 (one) Year. 4. Sound Knowledge of Govt. Accounting, income Tax, VAT & other Taxation matter. 5. Exceptional Degree of integrity, Judgment & Tact in handling the most sensitive, Diverse & confidential materials. 6. Must be computer literate & should have knowledge MS- Office, internet, E-mail etc. 7. Strong communication skills in English, Hindi & Local Language.	Max. 40 Years on 1 <sup>st</sup> Jan/2018	Fixed Remuneration Rs.25,000.00 P.M which is inclusive of all allowances and perks. (As per Guideline of SBM(G))

#### Terms and Condition:-

1. The application with Bio-Data and other documents such as Citizen of India, Mark sheet, Certificate etc. would have to submit within the 19-04-2018 at Office of the undersigned.
2. The Canvassing in any means directly cancel his/her candidature.
3. No TA/DA admissible to the candidate for attending the interview.
4. (i) The date of interview on 23-04-2018  
(ii) Venue : The District Development Commissioner Chamber, C/o- Office of the Deputy Commissioner, Goalpara District, Goalpara.  
(iii) Time :- At 10.00 A.M. onwards

Member Secretary, DWSC  
Cum

Executive Engineer(PHE)  
Goalpara Division, Goalpara

Memo No. PHE/GLP/GE-142[Pt-II]/2017-18/...5054-61..... Date : 31/03/2018

#### Copy to :

1. The Chairman, DWSC cum Deputy Commissioner, Goalpara for favour of his kind information
2. The Mission Director, SBM(G) & Secretary, PHED hengrabari, Guwahati-36 for favour of his kind information
3. The Chief Engineer PHE(Water), Assam, Hengrabari, Guwahati-36 for favour of his kind information
4. The Chief Engineer PHE(Sanitation), Assam, Hengrabari, Guwahati-36 for favour of his kind information
5. The Director, WSSO, Assam Betkuchi, Guwahati 35 for favour of his kind information.
6. The Director, Information & Public Relation, Assam, Dispur, Guwahati-06 for favour of his kind information and necessary action. He is request to published the News in Local News paper and the necessary payment is to be made by the undersigned after receiving the Bill.
7. The DIO, NIC, Goalpara for favour of his kind information. He is requested to upload the above Advertisement in the Website/ Facebook Page of District Administration, Goalpara immediately as instructed by the Deputy Commissioner, Goalpara.
8. Office Order Book for record.

Member Secretary, DWSC  
Cum

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Goalpara Division, Goalpara