

**OFFICE OF THE MANAGING DIRECTOR
ADARSHA VIDYALAYA SANGATHAN, ASSAM**

(An Autonomous Body under the Department of School Education, Government of Assam)
Kahilipara, Guwahati, Assam, Pin-781019 :: email: info.adarshavidyalaya@gmail.com

No. AVS/ RSO/2022/01/ 77

Dated: 18th October 2024

WALK-IN-INTERVIEW

The Adarsha Vidyalaya Sangathan, Assam intends to hold a Walk-in-Interview for selection of candidates who are the permanent residents of Assam to fill up the different positions of manpower in the State Office of the Sangathan on **5th November 2024** at **11.30 A.M** onwards at the **Conference Hall of AV, Sangathan, Assam, Kahilipara, Guwahati-781019**. The engagement is purely on contractual basis for a period of 11 (Eleven) months and extension of the service shall be based on satisfactory annual performance.

- The candidates shall have to **mail only the duly filled-up prescribed Application Form to recruitment.av.assam@gmail.com**. The Application Form is available in the official website **<https://avs.assam.gov.in>**
- The maximum upper age limit of the applicant shall not exceed **40 years** as on 1st January 2024.
- An application fee of **Rs.200/- (Two Hundred)** only shall have to be submitted through Demand Draft in favour of 'Managing Director, Adarsha Vidyalaya Sangathan, Assam' payable at Guwahati. **The Original Demand Draft shall have to be produced during the document verification.**
- The in-service applicants need to apply through proper channel.
- The candidates who have applied earlier against the advertise No. AVS/RSO/2022/01/41 dtd.08-02-2023 shall not required to pay application fee subject to submission of authentic proof of earlier application.
- Last date of submission of Application Form through email is **31/10/2024**
- Application received after the last date shall not be entertained.

Post Category with requisite qualification/ desirable experience details:

Sl.	Post Category	Required minimum Qualification	Desirable Experience	No. of position	Pay Structure
1	Accountant	<ul style="list-style-type: none">• M.Com from a recognized University with minimum 55% marks or equivalent grade.• Computer Certificate/ Diploma of minimum 6 (Six) months duration with good knowledge of Tally software.	<ul style="list-style-type: none">• Minimum 3 years of relevant post qualification working experience in budgeting, accounting, financial management for large scale programmes/ projects etc. In reputed institutions/ organizations.• Preference shall be given to applicants having;<ul style="list-style-type: none">➤ Experience of working in Government programmes or externally aided projects.➤ Knowledge of Government accounting, income Tax, GST & other taxations.	01	Fixed Rs.25,000/- per month with 3% of annual increment in case of continuance

2	MIS Programmer	<ul style="list-style-type: none"> • BCA/B.Sc. (IT)/ B.Tech (IT) or equivalent degree from a recognized University/ Institute with minimum 60% of marks or equivalent grade. 	<ul style="list-style-type: none"> • Minimum 3 years of post qualification experience in IT domain specially in preparing IT strategy/ e-governance/ rolling IT implementation/MIS, Data Analytics. • Preference shall be given to applicants having experience in procurement of IT equipment. 	01	Fixed Rs.30,000/- per month with 3% of annual increment in case of continuance
3	Jr. Administrative Assistant	<ul style="list-style-type: none"> • Graduate (Arts/Science/ Commerce) from a recognized University with minimum of 55% of marks or equivalent grade. • Computer Certificate/ Diploma of minimum 6 (Six) months duration with knowledge of Tally software. 	<ul style="list-style-type: none"> • Minimum 2 years of relevant post qualification experience in office management/ drafting/ budgeting/ financial management/ accounts and audit in Government or the corporate sector. • Preference shall be given to applicants; <ul style="list-style-type: none"> ➤ Working in similar capacity in Government projects/ PSU/Externally aided projects. ➤ Having experience of working with Tally software. ➤ Having knowledge of Government accounting, income Tax, GST & other taxations. 	01	Fixed Rs.20,000/- per month with 3% of annual increment in case of continuance

N.B: All required qualification and desirable experience of the applicants must be supported with relevant self-attested certificates/documents which will be checked during document verification.

SELECTION PROCEDURE:

1. After receipt of application forms through email, a **Document Verification** shall be conducted. Date of Document Verification shall be communicated through aforementioned official website in due course of time.
2. In the date of Document verification, **Writing Skill & Computer Literacy Test** shall be conducted for eligible candidates.
3. If the numbers of applicants are found larger, then **1:4 applicants** shall be called for 'Document Verification & Interview' purely based on merit.
4. Interview shall be conducted by a duly formed 'Selection Committee' comprising with subject experts.
5. Incomplete and improper applications, without application fee shall summarily be rejected.
6. Candidates shall have to bring **all original academic marks-sheets, pass certificates, age proof, permanent resident proof, experience certificates along with original Demand Draft for attending Interview.**

7. **A copy of one set of application form, all academic marks-sheets, pass certificates, age proof, permanent resident proof, experience certificates etc. shall have to be submitted before attending Interview.**
8. No TA/DA will be provided to the candidates for appearing in the Document Verification, Writing Skill & Computer Literacy Test and Interview.

Authority in the Adarsha Vidyalaya Sangathan reserves the right to cancel the candidature of any candidate as and when any ineligibility condition is detected. If any information declared by the candidate is found to be false at any stage, the candidate will be penalized as per prevailing laws/ rules. The decision of the authority as to the eligibility or otherwise regarding applicant/candidate shall be final.

Sd/-
Managing Director
Adarsha Vidyalaya Sangathan, Assam
Kahilipara, Guwahati-19

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