

**STATE INSTITUTE OF PANCHAYAT & RURAL DEVELOPMENT, ASSAM**  
(APEX CENTRE FOR RESEARCH AND TRAINING IN RURAL DEVELOPMENT)  
Under Deptt. of Panchayat & Rural Development, Govt. of Assam  
G.S. Road, Khanapara, Guwahati-781022

No. SIPRD-56/2022/3

Dated: 02-05-2022

**ENGAGEMENT NOTICE**

SIPRD, Assam under the Department of Panchayat & Rural Development, Assam proposes to conduct **Walk in Interview** at the premises of SIPRD, Assam at G.S. Road, Khanapara, Guwahati-22 for the under mentioned posts on contract basis.

| Sl. No | Name of Post       | No. of Vacancy | Fixed pay (Per Month) | Qualification & experience  | Date of interview                        |
|--------|--------------------|----------------|-----------------------|---|--|
| 1      | Accountant         | 1              | Rs.25,000/-           | B.Com from a recognised university with sound knowledge of Accounting software. The candidate should possess minimum 5 years of working experience in reputed organisation / Organisations. | 11 <sup>th</sup> May,2022<br>10-00 hours |
| 2      | Accounts Assistant | 3              | Rs.18,000/-           | B.Com from a recognised university and with knowledge of Accounting software.   | 11 <sup>th</sup> May,2022<br>14-00 hours |

The interested candidates fulfilling the qualifications & experience are required to appear before the selection committee with original copy of testimonials in support of qualifications & experience as per the interview schedule above. Further information is available at [www.sird.assam.gov.in](http://www.sird.assam.gov.in).

Canvassing in any form will be treated as disqualification.

Sd/-  
(M. Sharma, ACS)  
**Director**  
**SIPRD, Assam.**

Memo No: SIPRD-56/2022/3-A

Dated: 02-05-2022

Copy to:

1. The D.I.P.R., Assam, for information and he is requested to publish the above notice in one issue each in "The Assam Tribune", "The Sentinel", "Niyamiya Barta", "Purbanchal Prahari" "Amar Asom" "Asomia Pratadin" & Dainik Yogasankha".
2. IT Cell, SIPRD, Assam for uploading the notice to Institute's website.
3. Office Notice Board.

Sd/-  
(M. Sharma, ACS)  
**Director**  
**SIPRD, Assam.**

**General Information and Terms and conditions**

|          |                            |   |
|----------|----------------------------|---|
| <b>A</b> | <b>Name of the post</b>    | <b>:: Accountant</b>  |
|          | Number of post             | :: 1 (one)  |
|          | Qualification & Experience | ::B.Com from a recognised university with sound knowledge of Accounting software. The candidate should have minimum 5years of working experience in reputed organization/ organisations.  |
|          | Fixed pay per month        | :: Rs.25,000/- (twenty five thousand) only.   |
|          | Age                        | ::Minimum age is 18 years and maximum age is 40 yearsas on 01-01-2022.  |
|          | Engagement Criteria        | :: The engagement shall be purely contractual with noprovision of regularization. The incumbent may be posted at any of the 12 Extension Centres of the State. Alternatively, the incumbent may also be posted in the SIPRD-Hqtrs also. |
|          |                            |   |
| <b>B</b> | <b>Name of the post</b>    | <b>:: Accounts Assistant</b>  |
|          | Number of post             | ::3 (three)   |
|          | Qualification & Experience | ::B.Com from recognised university with sound knowledge of Accounting software.   |
|          | Fixed pay per month        | :: Rs.18,000/- (eighteen thousand) only.  |
|          | Age                        | ::Minimum age is 18 years and maximum age is 40 yearsas on 01-01-2022.  |
|          | Engagement Criteria        | :: The engagement shall be purely contractual with noprovision of regularization. The incumbent may be posted at any of the 12 Extension Centres of the State. Alternatively, the incumbent may also be posted in the SIPRD-Hqtrs also. |

## **A. How to apply**

The interested candidates are required to submit their CV as per the format attached.

Testimonials required to be submitted: Copy of

- 1) HSLC Admit card or Birth Certificate as proof of date of birth.
- 2) Class X certificate& marksheet.
- 3) Class XII certificate& marksheet.
- 4) Degree certificate& marksheet.
- 5) Certificate of diploma in computer application minimum of six(6) months.
- 6) Certificate in support of experience.

## **B. Selection Process:**

Walk-in-interview/Proficiency in computer test may be taken by the SelectionCommittee.

### **Note:**

- a) Candidates will have to appear for the interview /computer test at their own expenses and no TA/DA will be paid for that purpose,
- b) In the event of particulars or information given by the candidate found false or incorrect or forged his/her candidature will be rejected and if any wrong statement or false statement /discrepancy detected after engagement, the service of the candidate shall be terminated forthwith without any notice to the candidate.
- c) The undersigned reserves the right to cancel, alter or modify the Advertisement or other terms and conditions of the Advertisement without any prior notice at any time during the recruitment process.



|   |  |  |  |  |  |
|---|--|--|--|--|--|
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |

**11. Other qualifications**

| Sl. No | Title of Certificate / Diploma/ Degree | Duration | Board/University / Institution | Division/ Grade (if any) |
|--------|--|----------|--------------------------------|--------------------------|
| 1      |  |          |                                |                          |
| 2      |  |          |                                |                          |
| 3      |  |          |                                |                          |

**12. Employment History (Enclose attested copies of Experience Certificates)**

| SL No | Name of the Organization/ Employer | Post held/ Designation | Date               |                  | Total duration | Job Responsibilities (in bulleted list) |
|-------|------------------------------------|------------------------|--------------------|------------------|----------------|---|
|       |                                    |                        | From (dd/mmm/yyyy) | To (dd/mmm/yyyy) |                |   |
| 1     |                                    |                        |                    |                  |                |   |
| 2     |                                    |                        |                    |                  |                |   |
| 3     |                                    |                        |                    |                  |                |   |
| 4     |                                    |                        |                    |                  |                |   |

**13. Any other relevant information.**

**Declaration**

I do hereby declare that all the informations given above are correct & complete in all respects to the best of my knowledge. I understand that my application is liable for rejection, if any of the information(s) stated above is found to be incorrect or false or not supported by certificate/ relevant documents.

**Date:**

**SIGNATURE OF THE APPLICANT**

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