

**Government of Assam**  
**Office of the City Mission Management Unit :: Kokrajhar**  
**National Urban Livelihoods Mission, ASULMS, Assam**  
**Kokrajhar Municipal Board, BTC, Kokrajhar-783370.**

Email Id- kokrajhar.cmmu@gmail.com

No: ASULMS/Koj -CMMU/HR/01/2016-17/ 391

Dated Kokrajhar, the 24<sup>th</sup> March, 2022

**ADVERTISEMENT FOR INVITING APPLICATIONS FOR FILLING UP VACANT POSTS**

Applications are invited from eligible Indian citizens for contractual engagement at City Mission Management Unit (CMMU) under Deendayal Antyodaya Yojana-National Urban Livelihoods Mission (DAY-NULM) implemented by Assam State Urban Livelihoods Mission Society (ASULMS) for the following positions at Towns/Urban Local Bodies level:

Sl. No.	Name of Post	Name of the ULB	No. of Vacancies	Age Limit	Qualification/ Eligibility	Monthly Remuneration(Rs.)
1.	Community Organizer	Fakiragram Municipal Board, Kokrajhar	1	23-35 years	<b>Academic Qualification:</b> Graduate in any discipline <b>Work Experience:</b> <ul style="list-style-type: none"> <li>• Minimum 2 years of experience working with community on social development. (In govt. sector preferable)</li> <li>• Knowledge in Computer application</li> </ul>	12000/- plus allowances
2	Accountant	Kokrajhar Municipal Board	1	23-38 years	<b>Academic Qualification:</b> B.Com Graduate <b>Work Experience:</b> <ul style="list-style-type: none"> <li>• Worked minimum 2 years as a accountant(In govt. sector preferable)</li> <li>• Knowledge in Computer application, PFMS, GST, Tally</li> </ul>	20000/- plus allowances

**General Terms & Conditions and Important Instructions:**

Candidates are requested to read the terms & conditions and instructions mentioned under very carefully before applying:

1. This engagement will be purely on temporary and contractual basis only.
2. Initially this engagement may be for a period of 11 months or as decided by State Mission Director; based on performance and requirement of the Mission, contract may further be extended.
3. Candidates who are willing to apply must submit their application in the Standard Application Form (ASSAM GAZETTE (PART -IX) mentioning the **Email id and contact** number clearly.
4. 1 (One) copy of self attested recent passport size photograph must be pasted in the job application form in the space provided and 2 (two) other such self attested passport size photographs must be stapled in the topmost part of the form in such a way that the staple pins are outside the face or body.
5. Candidates must submit photocopies of their self attested relevant testimonials such as **a) proof of age (admit card of matriculation exam, etc.), b) proof of educational qualifications (Mark Sheets and Pass Certificates), c) work experience certificates, d) caste certificate (if any), and other relevant testimonials and documents (with self attestation) along with the application form.**
6. The shortlisted candidates may have to appear for a written test/computer test/group discussion, etc. for which no TA/DA shall be paid by any office under ASULMS or DAY-NULM.
7. Incomplete applications shall be rejected without any information and only shortlisted candidates shall be called for next phase of selection procedure(s).
8. To reduce the number of candidates for written examination, screening of applications will be carried out based on the percentage of marks obtained in the H.S.L.C. (10th), H.S. (12th) and Graduation.

9. Candidates are requested to super scribe the words 'APPLICATION FOR THE POST OF \_\_\_\_\_' on top of the envelope containing i) application form, ii) Curriculum Vitae (CV) and iii) self attested relevant testimonials while sending the application form.
10. Application can be forwarded either through Ordinary Post/ Registered/Speed Post or submitted by hand in the drop box. No application will be accepted by any staff or official of ASULMS or Urban Local Body by hand. Application should be addressed to the **City Project Officer, City Mission Management Unit, ASULMS(DAY-NULM), Kokrajhar Municipal Board, Kokrajhar, BTR, Assam, Kokrajhar-783370. Last date for receipt of application is 13<sup>th</sup> April 2022, 4:30 PM.**
11. Candidates within the District of Kokrajhar is preferable.
12. The crucial date for determining the age shall be the closing date for receipt of application.
13. Candidates working in any Central Govt./ State Govt. departments, schemes, agencies, Missions, etc. must furnish "No Objection Certificate" from their employer/Office at the time of the selection test/interview or else their candidature will be cancelled.
14. The recruitment process can be cancelled/suspended/terminated by the competent authority due to any administrative or other reason(s) and without stating any reason thereof.
15. The venue and date of selection test(s) will be intimated to the candidates whose application and particulars are found correct through admit card in Email.
16. Candidates not in receipt of admit card should presume that their application were incomplete/not meeting the minimum requirements in terms of experience, age, qualification, etc. or not found eligible. No correspondence in this regard will be entertained. Further, Assam State Urban Livelihoods Mission Society will not be responsible for any postal delay.
17. Only candidates in possession of admit card will be allowed to appear for the selection test(s).
18. Candidates are required to bring original documents/certificates at the time of selection test(s) for verification failing which they shall not be allowed to appear for the test(s). Candidates are also required to bring PAN card or any valid ID and/or address proof for the purpose of preventing impersonation at the time of selection test(s).
19. Any dispute related the recruitment and selection process will be settled within the jurisdiction of respective courts of districts concerned.
20. In case of any query/confusion related only to the applications, a candidate should refer to the City Mission Management Unit (CMMU), ASULMS, Kokrajhar Municipal Board.

*J* 24/3/22

City Project Officer

City Mission Management Unit, ASULMS  
Kokrajhar Municipal Board, Kokrajhar

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Memo: No: ASULMS/Koj -CMMU/HR/01/2016-17/ 391-4 Dated Kokrajhar, the 24<sup>th</sup> March , 2022

Copy to

1. The SMD, ASULMS Guwahati-06, for the favor of kind information.
2. The Principal Secretary, BTC, Kokrajhar for the favor of kind information.
3. The Deputy Secretary, UDD, BTC Kokrajhar, for the favor of kind information.
4. The Chairperson, Kokrajhar Municipal Board, for the favor of kind information.
5. The Chairperson, Fakiragram Municipal Board, for the favor of kind information.
6. The Executive Officer, Fakiragram Municipal Board for the favor of kind information.
7. The District Information and Public Relation Officer for kind information and necessary action to publish the advertisement in new paper ,English Daily(Assam Tribune), Assamesh, Bodo (Bodosa)
8. Office Copy

*J* 24/3/22

City Project Officer

City Mission Management Unit, ASULMS  
Kokrajhar Municipal Board, Kokrajhar

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