

GOVERNMENT OF ASSAM  
**STATE PROJECT MANAGEMENT UNIT (SPMU)**  
POSHAN ABHIYAAN, ASSAM, SARUMOTORIA, GUWAHATI-36  
Dr. Zakir Hussain Road, Email: [poshanassam18@gmail.com](mailto:poshanassam18@gmail.com)

No.SPMU(POSHAN)HR/07/2019/61

Dated. 4<sup>th</sup> Nov, 2019

**WALK-IN-INTERVIEW**

The State Project Director, POSHAN Abhiyaan, Assam invites a Walk-In-Interview from eligible candidates who are citizen of India as defined under Article 5 to 9 of the Constitution of India and fulfill the eligibility norms of educational qualification, age etc. as mentioned below against each category of purely temporary contractual posts under POSHAN Abhiyaan, Assam.

The interested candidates having requisite educational qualifications as mentioned below and experience may appear for the interview on respective date at the O/o the State Project Director, POSHAAN Abhiyaan, Dr. Zakir Hussain Path, Near Samannay Path by-lane No 11, Sarumotoria, Guwahati from 10:00 AM onwards.

**Name of the Post: Consultant (Procurement) (One Position)**

**Requisite Qualifications:**

- PG degree in Supply Chain Management/ MBA with specialization in Operations /Supply Chain Management
- At least 7 years experience in supply chain & logistics/Procurement planning management out of which 1 year should be in Government/ PSU.
- Expertise in preparation of ToR for consulting services, RFP and bidding documents for procurement of goods and services including working knowledge on technology and software application support. Good understanding of the ICDS scheme will be an added advantage
- Knowledge of Computer is essential.
- Experience of working with front line workers of Government Department and training on IT/Mobiles/Computer
- In-depth knowledge of supply chain management/ logistics/procurement.
- Problem solving skills.
- Good oral and written communication skills both in English and Assamese
- Age should be between 30-44 years
- Person having experience in Assam Tender, GeM will be preferred
- **Remuneration:** Fixed Rs. 60,000/- (Rupees Sixty Thousand) only per month

**Name of the Post: Accountant (One Position)**

**Requisite Qualifications:**

- Bachelor degree in Commerce/Accounting/ CWA Inter/CA- Inter with at least 50% marks
- Minimum 3 years experience in accounting with exposure in budgeting & audit out of which 1 year should be in Government/ PSU.
- Knowledge of Computer is essential.
- Good oral and written communication skills both in English and Assamese.
- Knowledge of administrative system and procedures of the Central Government, any accounting software will be an added advantage.
- Age should be between 25-44 years.
- **Remuneration:** Fixed Rs. 30,000/- (Rupees Thirty Thousand) only per month

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**Name of the Post: Project Associate (One Position)**

**Requisite Qualifications:**

- Bachelor Degree in Computer Science or IT with 3 years experience in application maintenance and support.
- At least 2 years work experience in the relevant field
- Formal training in IT/mobile applications.
- Experience in working with technology and software application support.
- Knowledge in designing of IEC Materials will be preferred.
- Previous experience in working with front line workers of Government Department and training on IT/Mobiles/Computer
- Good oral and written communication skills in English & Assamese.
- Knowledge of Computer is essential; experience in designing software such as PageMaker/Photoshop/CorelDraw will be given preference.
- Proven ability to successfully handle multiple tasks within a team environment and great attention to detail including problem solving.
- Age should be between 25-44 years.
- **Remuneration:** Fixed Rs. 25,000/- (Rupees Twenty Five Thousand) only per month

**Self Assessment:**

All the aspirant candidates have to fill up the prescribed Self-Assessment format available at the Department's website and shall submit the signed copy of the same on the date of the Walk-in-Interview. No candidate will be allowed to appear in the Walk-in-Interview without the self-Assessment format. The details are as follows:

**1. Academic Excellence: Maximum Weight-age will be of 12 Marks**

**Criteria:**

- Candidates who have received 60% or above in qualified examinations as required for the positions will get Maximum 3 Marks.
- Candidates who have received 45% or above in all qualified examinations as required for the positions will get Maximum 2 Marks.
- Candidates who have received below 45% in all qualified examinations as required for the positions will get Maximum 2 Marks.

**2. Work Experience: Maximum Weight-age will be of 5 Marks**

**Criteria:**

- Candidates will get 1 mark if his/her total years of experience are equal to required years of experience.
- Candidates will get additional 1 mark for every years of completed work experience above the required years of experience.

**3. Knowledge of Computer: Maximum Weight-age will be of 3 Marks**

**Criteria:**

- Candidates who have
- Diploma in Computer 3 months will get 1 mark
- Diploma in Computer 6 months will get 2 mark
- Diploma in Computer 1 year will get 3 mark


**Maximum weight-age for self-assessment will be of 20 Marks. Candidates who receive below 10 marks after self-assessment need not to appear for the Walk-in-Interview. His/Her candidature will stand cancelled automatically. Any misleading information in this regard will make the candidate ineligible for the positions.**

Candidates may appear for the Walk-In-Interview with latest CV mentioning name, date of birth, address for correspondence, details of qualifications, work experience, employment registration no., self-assessment format duly signed with original testimonials, employment registration no., self-assessment format duly signed with original testimonials along with one set of attested copies of the same and two recent passport size photographs. Candidates must enclose the copy of caste certificate & copy of disability certificate for disabled person (where applicable).

The Candidates should carefully go through the terms and conditions as mentioned in the criteria, particularly educational qualification, age limit, experience and certificate of computer knowledge.

Only those candidates who fulfill all the terms and conditions in respect of the post for which they are applicants shall be entertained. Others need not apply.

No TA/DA will be given for appearing in the interview. The prospective candidates will have to report before 1 (one) hour of the schedule time of examination. Any kind of changes in the last moment will not entitled any candidate for re-imburement. The Candidates are to visit the concerned website regularly.



Secretary to the Govt. of Assam,  
Social Welfare Department &  
State Project Director,  
POSHAN Abhiyaan



**Self-Assessment Format for aspirant Candidates for the Contractual Positions under State Project Directorate, POSHAN Abhiyaan, Assam**

**Name of the Candidate:** \_\_\_\_\_ **Father's/Husband/Guardians Name:** \_\_\_\_\_

**Gender:** \_\_\_\_\_ **Date of Birth (DD/MM/YYYY):** \_\_\_\_\_ **Email ID:** \_\_\_\_\_

**Contact No:** \_\_\_\_\_ **Caste:** \_\_\_\_\_ **Employment Registration Number:** \_\_\_\_\_

**Address for Communication:** \_\_\_\_\_

		Criteria for Self Assessment		
	Criteria	Name of the Qualified Examination	Percentage of Marks Obtained	Self-Assessed Marks as per criteria
A	Academic Excellence: Maximum Weight-age will be of 12 Marks	i. Candidates who has received 60% or above will get Maximum 3 Marks		
		ii. Candidates who has received 45% or above will get Maximum 2 Marks		
		iii. Candidates who has received below 45% will get Maximum 1 Marks		
		4) PG (Kindly Mention your Course/Subject)		
B	Work Experience: Maximum Weight-age will be of 5 Marks	Name of the Organizations Worked/Working for (Please mention Your Designation, Joining Date and Last Working Date)	Total Years	Self-Assessed Marks as per criteria
		1) _____		
		2) _____		
		3) _____		
C	Knowledge of Computer: Maximum Weight-age will be of 3 Marks	i. Diploma in Computer will get 1 mark	Duration of the Course	Self-Assessed Marks as per criteria
		ii. Degree in Computer will get 2 Marks		
		iii. Masters in Computer will get 3 Marks		
		1) _____		
		Particulars of Certificate whether Diploma/Degree or Masters please mention		
		2) _____		
		3) _____		
Grand Total Self-Assessed Marks (A+B+C)				

**Declarations:**  
 I am a candidate for the post of ..... and the fact states above are true to the best of my knowledge and belief. In case of a false statement, I am liable to any action Govt. may deem fit and proper.

Full Signature of the Candidate

NB: If the prospective candidate scores 10 or more than 10 in self-assessment then only the candidate will be allowed to attend the Walk-In-Interview. The Candidate should bring the copy of this self-assessment format alongwith a set of self certified copies of all marksheets & testimonials on the date of the Walk-in-Interview.