
OFFICE OF THE CITY MISSION MANAGEMENT UNIT
ASSAM STATE URBAN LIVELIHOODS MISSION SOCIETY, MORIGAON

No. CMMU/Morigaon/ASULMS/Admin/2017/01/21

Date: 07/02/2024.

ADVERTISEMENT


Applications are invited in the prescribed form of application/Standard Form of application (Assam Gazette Part-IX) from eligible Indian Citizens willing to work in Mission Mood for Contractual engagement at City Mission Management Unit (CMMU), Assam State Urban Livelihoods Mission Society, (DAY-NULM), Morigaon for One (1) post of Computer Operator . Only short listed candidates will be called for interview for which no TA/DA will be paid. The undersigned reserves the right to reject any or all applications without assigning any reason thereof.

Sl No.	Name of the Post	Place of Posting	No. of Vacancy	Age Limit	Qualification/ Eligibility	Monthly Remuneration (in Rs.)
1.	Computer Operator	CMMU, ASULMS (DAY-NULM), Morigaon.	01	23-35 Years.	<p><u>Academic Qualification:</u></p> <p>(1) Graduate in any discipline from any recognized University. (2) Minimum one year computer diploma from any recognized institute/Board/ University.</p> <p><u>Work Experience:</u></p> <p>Minimum two years of experience in online data entry, data analysis, documentation, reporting, online monitoring activities in social/community development project. Previous work experience in Govt Sector (preferable)</p>	20,000/- (Twenty Thousand) with Allowances as per HR norms.

General Instructions:

1. This engagement will be purely temporary on contractual basis and DAY NULM mission related only.
2. Initially this engagement will be for 11 months. Based on performance and requirement of the mission. The contract may further be extended.
3. Candidates willing to apply must submit their application in the Prescribed format along with CV/BIO-DATA not exceeding 3 pages.
4. The prescribed format for job application may be downloaded from www.morigaon.gov.in or from the office of the undersigned.
5. Three (3) copies of Passport size colour photograph must be pasted in the job application format.
6. Candidates should provide their relevant testimonials with the job application.
7. The shortlisted candidates may have to appear for a written test and/ or interview for which no TA/DA shall be paid.
8. Incomplete application shall be rejected without any information and only shortlisted candidates will be called for written test and/ or interview.

9. Mere fulfillment of the minimum qualification will not vest any right on candidates for being called for written test/Computer test.
10. Screening will be done in case of excess application accordingly on the basis of education weightage. The candidates will have to superscribe the name of the post applied for at the top of the sealed envelope containing the application form and relevant experience.
11. Application received after the closing date, unsigned, without proper document and prescribed format will be summarily rejected.
12. A self addressed envelope of 9" x 4" size affixing postal stamp of Rs. 5/- must be enclosed with the application.
13. The application should be submitted on or before 27/02/2024, 5.00p.m. Application can be forwarded either through Ordinary/Registered/Speed Post or submitted by hand in the **Drop Box** addressing to The City Project Officer, City Mission Management Unit, ASULMS(DAY-NULM), Morigaon Municipal Board, Morigaon, Assam, PIN-782105.
14. Preference will be given to local Candidate.
15. Canvassing in any form will disqualify the candidates.


Chairperson

/ District Level Selection Committee
City Mission Management Unit
ASULMS (DAY-NULM), Morigaon.

Memo No. CMMU/Morigaon/ASULMS/Admin/2017/01/21 (A)

Date: 09/02/2024

Copy for kind information to:-

1. The State Mission Director, ASULMS(DAY-NULM), Dispur, Guwahati-06, Assam.
2. The District Commissioner, Morigaon cum Chairperson, DLEC, CMMU, ASULMS (DAY-NULM), Morigaon, Assam.
3. The Chairman, Morigaon Municipal Board.
4. The DIPRO, Morigaon, Assam. She is requested to publish the above notice in at least two local dailies (one English and Assamese for one day).
5. ✓ The District Informatics Officer, NIC, Morigaon, Assam. She is requested to take steps for uploading the above **Notice** with the **Application Format** at the website of www.morigaon.gov.in at the earliest.
6. Notice Board.
7. Office File.


Chairperson

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15. LANGUAGES KNOWN*: (PLEASE TICK ✓)

Sl. No.	LANGUAGES	WRITING	READING	SPEAKING
1	English			
2	Assamese			
3	Hindi			

16. NAME AND ADDRESS OF TWO PERSONS FROM WHOM WE MAY SEEK REFERENCE ABOUT YOU*:

(The two persons must not be related to you and must have interacted with you in a Professional and / or Academic capacity for more than 2 years)

Sl. No.	NAME THE REFERENCE (PERSON)	DESIGNATION	ADDRESS	MOBILE NUMBER	Email - ID
1					
2					

17. This application form should be submitted along with self attested copies of:

a) proof of age, 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)

DECLARATION

I hereby declare that all the statements made by me in this application form are true and complete to the best of my knowledge and I believe that nothing has been concealed or suppressed. I also understand that in case, any of my statements are found untrue during any stage of recruitment, selection and thereafter, I shall be disqualified for the post applied for and I shall be liable for any penal action by ASULMS/Govt. of Assam.

Date:

Place:

Signature of the Candidate

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