



Office of the Mission Director
Rashtriya Uchchatar Siksha Abhiyan
Kahilipara::Ghy-19

RUSA Assam is looking for energetic persons, who have the dedication to work in a Mission Mode situation for different posts at the State Mission Office of RUSA Assam.

A walk in interview in the State Project Directorate of Assam Higher Education Council (RUSA) is to be conducted for the following posts purely on temporary basis for 11 (eleven) months. The mode of recruitment for all the posts will be on Contractual Basis.

The details of the posts are as given below.

Sl. No	Name of Posts	No of posts	Age limit	Qualification	Remuneration
1	System Analyst	1 (One)	Below 50 years	Essential: B.E./B.Tech in Computer Science/ Electronics with 1 st Division or MCA with First Division Desirable: Min. Five years of Experience in Govt./Semi Govt. and reputed private organisation in database management, MIS and Systems	Rs. 30,000 per month
2	Project Planning Officer	1 (One)	Below 45 years	Essential: Post Graduate in Economics, Commerce and Accountancy, with min. 55% marks or MBA with 1 st Division or Master in Planning & minimum 6 months Diploma Course in Computer Application. Desirable: Min. Five years of Experience in Govt/ Semi Govt and reputed private organisation.	Rs.30,000/- per month

3	Project Engineer	1 (One)	Below 45 years	B.E. (Civil) with 60% marks with 5 years experience in Civil works under State Govt./Govt. Undertaking/ Public Sector Undertaking/ Reputed Private Org. in similar capacity. Good knowledge in Plan and Estimate Preparation & AUTOCAD is essential.	Rs.30,000/- per month
4	Programme Officer	3 (Three)	Below 45 years	Essential: PG Degree with min. 55% marks in Education/Social Work/Public Policy/ Development Studies /Vocational Education Knowledge and minimum 6 (six) months Diploma Course in Computer Application. Desirable: Min. 5 years working experience in NGO/ Govt./Semi Govt. Deptts. or reputed Private Organisation.	Rs.25,000/- per month
5	Accounts Officer	1 (One)	Below 62 years	Retired AFS Officer or Master Degree with 55% marks in Commerce preferably Finance and Accounting & knowledge in Computer Application. Desirable: Min. 5 years working experience in Govt./Semi Govt. Deptts. or reputed Private Organisation.	Rs. 25,000/- per month
6	Accountant	1 (One)	Below 45 years	Graduate in Commerce. Preferably in Finance and accounting with 50% marks & Knowledge in Computer Application Desirable: Min. 5 years working experience in Govt./Semi Govt. Deptts. or reputed Private Organisation.	Rs.18,000/- per month

7	Data Entry Operator	2 (Two)	Below 45 years	Graduate in science stream and One year diploma in Computer Application/DTP from reputed institutions or BCA Degree/BSc (IT) Desirable: 2 years working experience in Govt./Semi Govt. Deptts. or reputed Private Organisation.	Rs. 18000/- per month
8	PA to the MD	1 (One)	Below 45 years	Graduate in any stream with 50% marks. 40 words per minute in computer typing at least one year experience in works of Govt./Semi Govt. Deptts. or reputed Private Organisation. Desirable: Diploma in Modern Office Management.	Rs.18,000/- per month

Job Location: Office of the Mission Director, RUSA, Assam, Kahilipara, Guwahati-19.

Place of Interview: Office of the Mission Director, RUSA, 2nd Floor, Directorate of Technical Education, Assam, Kahilipara, Guwahati-19.

Note:

1. Candidates to report by 10:30 A.M. on stipulated date as given below. Candidates arriving late than the stipulated time and date will not be considered.
2. However, necessary qualification may be relaxed by the Mission Director to select the best possible candidate.
3. Each candidate should apply in separate application form for each post he/she wishes to appear for. The application form is given herewith.
4. Along with the application form the candidate has to submit the self attested copies of his/her educational qualifications, certificates and other documents on the date of interview.
5. Original documents shall be produced during the time of registration/ interview.

The dates of holding the interview for different posts are given below:

Sl.No.	Name of Post	Date of Interview
1.	System Analyst	21/11/2016
2.	Project Planning Officer	21/11/2016
3.	Project Engineer	22/11/2016
4.	Accounts Officer	22/11/2016
5.	Programme Officer	23/11/2016
6.	Accountant	23/11/2016
7.	Data Entry Officer	25/11/2016
8.	P.A. to M.D.	25/11/2016

Sd/-
Mission Director,
RUSA, Assam
Kahilipara, Guwahati - 19

APPLICATION FORM FOR THE POSITION OF _____

In the State Mission Directorate of Rastriya Uchcharat Siksha Abhiyan, Assam

1. Applicants Name: _____
2. Guardian's Name: _____
3. Mother's Name: _____
4. Father's Name: _____
5. Permanent Address: _____

Recent self
attested
photograph
of applicant

- _____
- _____
6. Address for Communication: _____
 - _____
 - _____
 7. Contact No.: _____
 8. Email id: _____
 9. Date of Birth: _____
 10. Age on 01-12-2016: _____ Years _____ Months _____ Days
 11. Education Qualification: _____

Exam Passed	Board/ University	Stream	Major Subject Taken	Year of Passing	Division / Grade	Marks Obtained	Percentage
HSLC							
HSSLC							
Graduation							
Post Graduation							

12. Other Qualifications, if any _____
13. Nationality _____
14. Language known _____
15. Computer Knowledge _____
16. Working Experience _____
- _____
- _____

Applicant's Signature

Note:

- Original documents shall be produced during the time of registration/ Interview.