

ADVERTISEMENT

Applications are invited in the prescribed form of application from eligible Indian Citizens for Contractual engagement at City Mission Management Unit (CMMU), Assam State Urban Livelihoods Mission Society, (DAY-NULM), Dibrugarh for the post of ***Computer Operator for Dibrugarh Municipal Board***.

Name of the post: Computer Operator

No. of post: 1

Age: 23 to 35 years

Qualification/Eligibility: Graduate in any discipline having knowledge and experience in documentation, reporting, data analysis and online monitoring activities in social/community development project. DCA/BCA and working knowledge of data management software will be desirable.

Work Experience:

- I. Minimum 2 years of experience and knowledge in documentation, reporting, data analysis.
- II. Experience of online monitoring activities in social/community development projects.
- III. Previous work experience in Govt. sector (preferable).

Remuneration: Rs.20000/- (Twenty Thousand)

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 not exceeding 3 pages.
4. The prescribed format for job application may be downloaded from www.dibrugarh.assamurban.in
5. Candidate should provide their relevant testimonials with the job applications.
6. The shortlisted candidates may have to appear for a written test and/or interview for which no TA/DA shall be paid.
7. Incomplete application shall be rejected without any information and only shortlisted candidates will be called for written test/computer test and/or interview.
8. Mere fulfillment of the minimum qualification will not vest any right on candidates for being called for written test/computer test.
9. Screening will be done in case of excess application accordingly on the basis of education weightage. The candidates will have to super scribe the name of the post applied for at the top of the sealed envelope containing the application form and relevant experience.
10. Application completed in all forms along with three (3) passport sized photograph and self- attested photocopies of all testimonials should reach the office of ***“City Mission Management Unit, Dibrugarh Municipal Board, Graham Bazar, P.O. Dibrugarh, Pin: 786001, Dibrugarh ,Assam***
11. Application received after the closing date, unsigned, without proper document and prescribed format will be summarily rejected.
12. The application will be submitted within 15 days from the date of publication of the advertisement.
13. Canvassing in any form will disqualify the candidates.

Sd/Chairperson
District Level Selection Committee
City Mission Management Unit
ASULMS (DAY-NULM), Dibrugarh
e-mail:dibrugarh.cmmu@gmail.com