

**GOVERNMENT OF ASSAM**  
**FLOOD AND RIVER EROSION MANAGEMENT AGENCY OF ASSAM**  
**(FREMAA)**

**Advertisement**

Applications are invited from eligible Indian citizens for engagement on contractual basis for the post as mentioned below under the Flood and River Erosion Management Agency of Assam (FREMAA).

1.	Name of the Post	<b>Accounts Assistant</b>
2.	Period of Contract	01 (One) year; extendable based on satisfactory performance and
3.	Number of Vacancy	04 (Four)
4.	Place of Work	Office of the Executive Engineer, PGP WR Division, Mirza Office of the Executive Engineer, Guwahati West WR Division, Guwahati Office of the Executive Engineer, Jorhat WR Division, Jorhat Office of the Executive Engineer, Dibrugarh WR Division, Dibrugarh
5.	Job Profile	The incumbent will be responsible for assisting the Subproject Implementation Offices and FREMAA in all accounting and financial matters like, keeping records of all transactions, maintenance of Cash Book manually and in Tally, preparation of BRS, Audit works, preparation and checking of bills, preparation of financial reports for submission to FREMAA, etc.
6.	Age	Above 21 – 44 years as on 01/01/2018
7.	Qualification	Graduate in Commerce/Finance with knowledge of Tally ERP 9.0
8.	Experience	5 years of experience in similar work profile.
9.	Remuneration	Rs 31,000 per month plus allowances as applicable.
10.	Documents	1) A detailed Resume with proper postal address, contact number and one passport size coloured photograph 2) Attested copies of all certificates/marksheets pertaining to Age/Qualification/Experience etc. 3) Original Certificates will be verified before engagement.
11.	Address for Correspondence	Chief Executive Officer, Flood and River Erosion Management Agency of Assam (FREMAA), 4 <sup>th</sup> Floor, Nayantara Building, Six Mile, G.S. Road, Guwahati – 781022. Envelope containing the application should be superscribed as "APPLICATION FOR THE POST OF ACCOUNTS ASSISTANT."
12.	Last Date of Receipt	Applications complete in all respects should reach the above mentioned address latest by 5.00 pm on 3 <sup>rd</sup> December, 2018. Applications received after last date and time will not be accepted.

**N.B. Incomplete application and Invalid Documents would lead to rejection.**

  
Mr Nitin Khade, IAS  
CEO - FREMAA