

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	Chief Finance Officer
2.	Period of Contract	1 (One) year; extendable based on satisfactory performance
3.	Number of Vacancy	1 (One)
4.	Place of Work	Guwahati
5.	Job Profile	Will be responsible for 1. Leading all matters relating to planning, General Administration, financial management, procurement, accounting and auditing. 2. Preparing the annual budget, ensuring timely flow of funds and liasoning with the Finance Department, Water Resources Department of Assam. 3. Following up audits done by Chartered Accountants and AG Audit Assam. 4. Liasoning with the Asian Development Bank 5. Will be responsible for overseeing all matters of the Accounts Wing.
6.	Age	Above 23 years as on 01/01/2018. Retired State Government Employees from AFS or with working experience in AFS upto the age of 65 years may also apply.
7.	Qualification	Post Graduation in Commerce/Accountancy/Finance or its equivalent. Retired State Government Employees from AFS or with working experience in AFS upto the age of 65 years may also apply.
8.	Experience	10 years of experience in Accounting and Financial Management. Candidates having experience in externally aided projects (especially in ADB aided projects) would be given preference.
9.	Skills	Proficiency in electronic maintenance of accounts and Tally is desirable.
10.	Remuneration	Rs 55,000 per month. TA, DA and other allowances admissible as per FREMAA norms.
11.	Documents	1) Attested copies of all certificates/marksheets pertaining to Age/Qualification/Experience etc.
12.	Address for Correspondence	Chief Executive Officer, Flood and River Erosion Management Agency of Assam (FREMAA), 4 th Floor, Nayantara Supermarket Building, G.S. Road, Six Mile, Guwahati – 781022. Envelope containing the application should be superscribed with the relevant post applied for as “APPLICATION FOR THE POST OF”
13.	Last Date of Receipt	Applications complete in all respects should reach the above mentioned address latest by 20 th of February, 2018. Applications received after 20 th February, 2018 will not be accepted.

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


CEO - FREMAA