

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

**Advertisement for Walk In Interview**

Eligible Indian citizens are invited for appearing in Walk-In-Interview for engagement on contractual basis for the post of Chief Finance Officer (CFO) in FREMAA.

1.	Name of the Post	<b>Chief Finance Officer</b>
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 financial planning, financial 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, etc. 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 Finance Wing.
6.	Age	Above 33 years as on 01/01/2019. Retired State Government Employees from AFS or with working experience in AFS upto the age of 63 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 63 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	Candidates should come with s Bio data, a passport size photograph and one set of self attested copies of all certificates/marksheets pertaining to Age/Qualification/Experience etc. Original certificates/marksheets pertaining to Age/Qualification/Experience etc..should also be carried along for verification and authentication on the day of interview.
12.	Address	Chief Executive Officer, Flood and River Erosion Management Agency of Assam (FREMAA), 4 <sup>th</sup> Floor, Nayantara Supermarket Building, G.S. Road, Six Mile, Guwahati – 781022.
13.	Date and Time of Walk In Interview	.17 <sup>th</sup> of August, 2019 from 10:00am to 5pm

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

**CEO - FREMAA**