

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 PA to CEO cum Senior Office Assistant.in FREMAA.

1.	Name of the Post	PA to CEO cum Senior Office Assistant
2.	Period of Contract	1 (One) year; extendable based on satisfactory performance
3.	Number of Vacancy	01 (One)
4.	Place of Work	Office of the Chief Executive Officer, FREMAA, Guwahati
5.	Job Profile	(i) Assist CEO in all matters from Drafting to co-ordinating with other officers and departments. (ii) Receipt of all letters/documents/files, etc and dispatch accordingly to concerned officers as directed by CEO. (iii) Checking emails of CEO and informing CEO of the same. (iv) Maintaining the schedules of CEO and reminding CEO of meetings, appointments, etc. from time to time. (v) Maintaining Tour Diary of CEO. (vi) Any other work assigned by CEO from time to time.
6.	Age	Above the age of 27 years and not more than 44 years as on 01/01/2019.
7.	Qualification	Graduate in any discipline with at least 60% marks from a recognised university
8.	Experience	5 years of experience preferably in Govt/ Semi Govt. sector/ Agency.**
9.	Skills	Proficiency in MS Word, Excel, Power point and Internet and fluency in Assamese and English is required.
10.	Remuneration	Rs 31,000/- pm. TA/DA and other allowances admissible as per FREMAA norms
11.	Documents to be submitted	Candidates should come with a 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 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.	Date and Time of Walk In Interview	27 th of August, 2019 from 10:00am to 5pm

** Semi Govt. sector/agency means a State or Union owned public sector undertaking or enterprise or companies in India where the Govt. has a 50% stake.

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

CEO - FREMAA