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OFFICE OF THE GUWAHATI MUNICIPAL CORPORATION :: GUWAHATI
:: GUWAHATI ::

No. GPR/120/2014/48/2447

Date: 7.8.15

N O T I C E

Application in Standard Form is invited from the intending candidates for the post of Office Assistant to be engaged in different Branches of G.M.C. on contractual basis. Total number of post is 40 (forty). Applications should be addressed to the Commissioner, Guwahati Municipal Corporation and submitted at 'Drop Box' at Uzanbazar GMC Office, Guwahati-781001 within office hours. Self addressed stamp affixed envelope should also be attached with the application form.

A. Qualification -

- (i) Graduate in any discipline.
- (ii) One year Computer Diploma with knowledge of MS Word, MS Excel, Power point etc.
- (iii) Computer Typing in English and Assamese.

B. Age: Between 21 years and 35 years as on 1-1-2015.

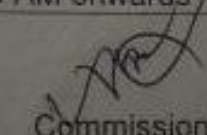
C. Remuneration: Rs. 10,000/- (Rupees Ten Thousand) only (Fixed).

D. Job responsibilities: The appointed candidates may have to work on Holidays and beyond normal office working hours as and when necessary.

E. Terms & Conditions:

- (1) The engagement is purely temporary and liable to be terminated at any time.
- (2) Two copies of self attested passport size photograph is to be submitted. The candidates shall apply in the Standard Form/ Plain paper with all relevant details including name, address, age, sex, date of birth, educational qualification, percentage of marks obtained in Class X, XII & Degree exams with relevant mark sheets, Computer knowledge & past experience, copy of age proof. Original documents will be checked at the time of interview.
- (3) 160 (One hundred & sixty) numbers of candidates with highest aggregate from marks obtained in X, XII & Degree examinations shall be invited for the interview.
- (4) No cognizance will be taken of unsolicited applications submitted before the publication of this notice.
- (5) The list of selected candidates for interview will be published at GMC's website www.gmcportal.in and selected candidates for interview are requested to report at GMC Head Office, Panbazar, Guwahati-781001 as per schedule.
- (6) The Commissioner Guwahati Municipal Corporation reserves the right to accept or reject any candidature without assigning any reason thereof.
- (7) Programme scheduled for selection procedure are as follows:-

Last date for submission of application	24 th August, 2015
Declared List of Selected Candidates for Interview	31 st August, 2015
Reporting Time of Selected Candidates	3 rd September, 2015 between 10:00 AM to 10:30 AM
Interview of Selected Candidates	3 rd September, 2015 11:00 AM onwards


Commissioner
Guwahati Municipal Corporation
Guwahati.