

Government of Assam  
ASSAM STATE URBAN LIVELIHOODS MISSION SOCIETY  
DAY-NULM (ASSAM)

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Dated Guwahati 24 /10/2019

**ADVERTISEMENT FOR INVITING APPLICATIONS FOR FILLING UP VACANT POSTS**

Applications are invited from eligible Indian citizens for contractual engagement at State Mission Management Unit (SMMU) and City Mission Management Unit (CMMU) under Deendayal Antyodaya Yojana-National Urban Livelihoods Mission (DAY-NULM) implemented by Assam State Urban Livelihoods Mission Society (ASULMS) for the following positions:

**A. State Mission Management Unit**

| Sl. No. | Name of Post   | No. of Vacancies | Age Limit            | Qualification/ Eligibility  | Monthly Remuneration (in Rs.) |
|---------|--|------------------|----------------------|---|-------------------------------|
| 1       | <b>State Project Manager-Admin, HR &amp; Capacity Building</b> | 1                | 30 years to 45 years | <p style="text-align: center;"><b><u>Academic Qualification:</u></b></p> <p>1) 2 years full time Post Graduate Diploma in Management / MBA with specialization in Human Resource Management.</p> <p style="text-align: center;"><b>OR</b></p> <p>2) 2 years Full Time Masters in any other relevant discipline.</p> <p><b><u>Work Experience:</u></b></p> <p>i. Minimum 5 years relevant experience in staff recruitment, training and capacity building work with state level projects.</p> <p>ii. Previous work experience in managing projects from Social Sector is preferable.</p> | 60,000/-                      |

**B. City Mission Management Unit**

| Sl. No. | Name of Post   | No. of Vacancies | Age Limit   | Qualification/ Eligibility  | Monthly Remuneration (in Rs.) |
|---------|--|------------------|-------------|---|-------------------------------|
| 1.      | <b>City Project Manager- Social Development &amp; Infrastructure</b><br><br>(Dhemaji, Dhubri, Diphu, Mangaldai, Karimganj, Tinsukia, Udalguri) | 7                | 28-45 years | <p style="text-align: center;"><b><u>Academic Qualification:</u></b></p> <p>1) 2 years Full Time Post Graduate Degree/ Diploma in Social Work</p> <p style="text-align: center;"><b>OR</b></p> <p>2) 2 years Full Time Post Graduate Degree/ Diploma in Business Management/ Administration</p> <p style="text-align: center;"><b>OR</b></p> <p>3) 2 years Full Time Masters in any other relevant discipline.</p> <p><b><u>Work Experience:</u></b></p> <p>i. Minimum 3 years of experience in social development work with poverty reduction programmes of considerable size and scale.</p> <p>ii. Previous work experience in Govt. sector (preferable).</p> | 45,000/-                      |

|    |  |   |             |   |          |
|----|--|---|-------------|---|----------|
| 2. | <b>City Project Manager- Skills and Microenterprises</b><br>(Dibrugarh, Haflong, Hailakandi, Kokrajhar, North Lakhimpur, Silchar ) | 6 | 28-45 years | <p><b>Academic Qualification:</b></p> <p>1) 2 years Full Time Post Graduate Degree/ Diploma in Business Management/ Administration</p> <p><b>OR</b></p> <p>3) 2 years Full Time Masters in any other relevant discipline.</p> <p><b>Work Experience:</b></p> <p>i. Minimum 3 years of experience in skill training &amp; Placement and credit linkage, social security, micro enterprises promotion with poverty reduction programmes of considerable size and scale.</p> <p>ii. Previous work experience in Govt. sector (preferable).</p> | 45,000/- |
|----|--|---|-------------|---|----------|

**General Terms & Conditions and Important Instructions:**

***Candidates are requested to read the terms & conditions and instructions mentioned under very carefully before applying:***

1. This engagement will be purely on temporary and contractual basis only.
2. Initially this engagement may be for a period of 12 months or as decided by State Mission Director. Based on performance and requirement of the Mission, contract may further be extended.
3. Apart from the monthly remuneration, employees are also entitled to allowances as per HR policy manual of ASULMS.
4. Candidates who are willing to apply must submit their application in the **Application Format available in the website [www.nulmassam.in](http://www.nulmassam.in)**. The job description and job specification against the posts are available in the said website. **Application in any other format will be rejected.**
5. 1 (One) copy of self attested recent passport size photograph must be pasted in the job application form in the space provided and 2 (two) other such self attested passport size photographs must be stapled in the topmost part of the form in such a way that the staple pins are outside the face or body.
6. Candidates must submit photocopies of their self attested relevant testimonials such as **a) proof of age (admit card of Matriculation exam, etc.), b) proof of educational qualifications (Mark Sheets and Pass Certificates), c) work experience certificates, d) caste certificate (if any), and other relevant testimonials and documents (with self attestation)** along with the application form.
7. The shortlisted candidates may have to appear for selection process, for which no TA/DA shall be paid by any office under ASULMS or DAY-NULM.
8. Incomplete applications shall be rejected without any information and only shortlisted candidates shall be called for selection procedure(s).
9. Mere fulfilment of minimum qualifications will not vest any right on a candidate for being called for the selection process.
10. To reduce the number of candidates for interview of the post(s), screening of applications will be carried out based on the percentage of marks obtained in the H.S.L.C. (10<sup>th</sup>) and / or H.S. (12<sup>th</sup>) and experience.
11. Candidates will forward application properly sealed in an envelope to the address mentioned below. Application can be forwarded either through Ordinary Post/ Registered/Speed Post or submitted by hand in the drop box. No application will be accepted by any staff or official of ASULMS by hand. Application by any other mode will not be accepted.
12. Candidates are requested to super scribe the words 'APPLICATION FOR THE POST OF \_\_\_\_\_' on top of the envelope containing i) application form, ii) Curriculum Vitae (CV) and iii) self attested relevant testimonials while sending the application form.

13. The vacant location mentioned for the post are subjected to change & personnel is likely to be placed anywhere in Assam.

**Address for forwarding applications:**

*Office of the State Mission Director, Assam State Urban Livelihoods Mission Society (DAY-NULM, Assam), Directorate of Municipal Administration, near APRO Office, Ganeshguri, Dispur, Guwahati- 781006*

14. Last date for receipt of application is 21 days from the 1<sup>st</sup> day of publication of the advertisement in newspapers i.e. 14<sup>th</sup> Nov, 2019.
15. The crucial date for determining the age shall be the closing date for receipt of application.
16. Candidates working in any Central Govt./State Govt. departments, schemes, agencies, Missions, etc. must furnish "No Objection Certificate" from their employer/Office at the time of the selection test/interview or else their candidature will be cancelled.
17. Applications will also be treated as cancelled under the following conditions:
- False or insufficient documents/ testimonials in support of required eligibility or incomplete information in the application form. Candidates must ensure that no compulsory/mandatory field in the application form is left blank or wrongly filled application, not filled correctly is liable to be rejected and the onus of such rejection would be on the candidates;
  - Any other personal appearing in the test in place of applicant;
  - Two or more application filled for the same post by applicant;
  - Any other influence from outside or use of wrong procedure for acceptance of the application; and
  - Any other non compliance to terms and conditions or non fulfilment of eligibility criteria, etc.
18. The recruitment process can be cancelled/suspended/ terminated by the competent authority due to any administrative or other reason(s) and without stating any reason thereof.
19. Canvassing in any form shall disqualify the candidates. No enquiry or correspondence will be entertained.
20. The method of selection process shall be intimated to all shortlisted candidates as decided upon by the screening cum selection committee for recruitment.
21. The venue and date of selection procedure will be intimated to the candidates, whose application and particulars are found correct, through official letter/ email.
22. Candidates not in receipt of official letter/ email should presume that their applications were not shortlisted in the screening process No correspondence in this regard will be entertained. Further, Assam State Urban Livelihoods Mission Society will not be responsible for any postal delay.
23. Only candidates in possession of official letter/ email for interview will be allowed to appear for the interview.
24. Candidates are required to bring original documents/certificates at the time of selection procedure for verification, failing which they shall not be allowed to appear. Candidates are also required to bring PAN card or any valid ID and/or address proof for the purpose of preventing impersonation at the time of selection test(s).
25. Any dispute related to the recruitment and selection process will be settled within the jurisdiction of Gauhati High Court.

Sd/-

State Mission Director,  
ASULMS (DAY-NULM, Assam),  
Assam, Guwahati-06