



Extension Education Institute (NE Region)

Govt. of India, Ministry of Agriculture
Assam Agricultural University Jorhat-785 013



Advertisement No 2/2019

Walk in interview will be held for filling up of posts of "Accounts Manager" and "Computer Assistant" in the Extension Education Institute, Assam Agricultural University, Jorhat – 785013 on contractual basis. The posts are purely temporary and will be terminated on completion of the project. Intending candidates having requisite qualification may submit the application form in prescribed format with self attested copies of certificates and other testimonials, and appear in the interview specified on the date, time and venue. The details of advertisement may also be seen in EEI Website (www.eei-ner.org) and AAU Website (www.aau.ac.in). In case of substantial number of candidates, a written test will be held to shortlist.

No TA/DA is admissible for attending the interview.

Sl. No.	Name of Post	No. of post	Education Qualification & Experience	Remuneration	Date, Time & Venue for Interview
1	Accounts Manager	1 (one)	Graduate in Commerce/ Accountancy/ Finance and Accounts from a recognised University/ Institute. Experience: At least 4 years of professional experience in accounting management in any Public /Private Sector organization. Proficiency in 'Tally' is a must. Computer Skills: Experience of using Internet based applications , using and working with Tally Accounting System/ MS Word, MS Excel and MS Powerpoint and other related applications	Rs. 4.20 Lakh/Annum (other terms of payment of remuneration will be as per APART scheme of AAU)	Date: 29 th June, 2019 Time:10.00 AM Venue: Conference Hall EEI, AAU, Jorhat
2	Computer Assistant	2(two)	Any Graduate with PGDCA from reputed institute or MCA Desirable Skills : <ul style="list-style-type: none"> • MS Word, MS Excel and MS Powerpoint and other related applications • Photoshop • Web Design • Pagemaker • Video Production • Animation 	Rs. 20,000.00/pm	Date: 28 th June, 2019 Time:10.00 AM Venue: Conference Hall EEI, AAU, Jorhat

sd/-
Director

EEI (NE Region)

Assam Agricultural University, Jorhat – 13

Memo No. AAU/EEI/Advt./110/2019-20/ 1984-1992
Copy forwarded for information and necessary action to:

Dtd. 13/06/19

1. PS to Vice Chancellor, AAU, Jorhat
2. The Registrar, Assam Agriculture University, Jorhat
3. The Comptroller, Assam Agriculture University, Jorhat
4. The DEE/DR (Agri.)/DPGS/DSW, Assam Agriculture University, Jorhat
5. The Dean FA/ CSc, Assam Agriculture University, Jorhat
- ✓ 6. The Web Master, ARIS Cell, AAU, Jorhat. He is requested to upload this advertisement immediately.
7. The Asstt. Comptroller, EEI, AAU, Jorhat
8. The Bill Branch, EEI, AAU, Jorhat
9. Office File.

Pradeep
Director 13/6/19

EEI (NE Region)

Assam Agricultural University, Jorhat – 13

Application form for the post of -----

1. Name of the candidate :
(in capital letter)
2. Permanent Address :
3. Address for communication :
(with mobile phone number
& email id)
4. Date of birth :
5. Age as on 01/01/2019 :
6. Nationality :
7. Caste (General/SC/ST/OBC/MOBC) :
8. Are you a permanent resident of Assam :
(enclose certificate)
9. Academic qualification :

Qualification	Year of passing	Board/ University	Class	Percentage Obtained	Division/Class

10. Experience :

11. Knowledge of computer application :
(produce certificate if any)

Certified that the above information is true and correct to the best of my knowledge.

Signature of the candidate

NB; Candidates will have to show the original mark sheets ,other Academic testimonials and PRC/Voter ID at the time of interview. Self attested copies of these documents have to be submitted along with the Application form.