



**OFFICE OF THE DIRECTOR**  
**COMPREHENSIVE SCHEME FOR STUDYING THE COST OF CULTIVATION OF PRINCIPAL CROPS IN INDIA**

(Sponsored by DES, DAC, Ministry of Agriculture and Farmers' Welfare, Govt. of India)  
Assam Agricultural University campus, Jorhat-13, Assam  
Phone- 8134994342, E mail-ccs.aau@gmail.com

**ADVERTISEMENT NO. 1/2021**

**Dated 21.01.2021**

Applications are invited from the eligible candidates for a contractual post of **Clerk (Accounts)** under the '**Cost of Cultivation Scheme**' sponsored by the Ministry of Agriculture & Farmers Welfare, Govt. of India. Intending candidates may apply in Prescribed Form and submit the same along with all supporting documents so as to reach the undersigned on or before **Feb 8, 2021**. The qualifications and other details are available at [www.aau.ac.in](http://www.aau.ac.in).

Sd/-  
(A.K.Das)  
Hony. Director,  
Cost of Cultivation Scheme,  
Assam Agricultural University Campus,  
Jorhat.

Terms of reference for the post of Clerk (Accounts) vide Advertisement no. 1/2021

A. **Name of the post** : Clerk (Accounts)

I. No. of Post : 1 (one)

II. Job profile : He / She will have to perform the following duties.

- a. To assist the Director in performing financial duties.
- b. To look after finance and accounts related matters of the CS scheme.
- c. Preparation of annual budget/ annual accounts of the scheme.
- d. To maintain the asset registers, cash book, stock register etc.
- e. To maintain NPS accounts/ operation of the PFMS system for all financial transaction of the scheme.

III. Essential Qualification :

- a. He/she must be a graduate in Arts/ Commerce/ Science.
- b. One year PGDCA/ DCA diploma from a reputed institute. Knowledge of IT- application, virtual meeting platform & computer skills will be added advantage.
- c. Minimum one year of experience in finance & accounts.

Or

B.Tech/BBA/BCA and CA (Inter)/ MBA or equivalent from a recognized institution, with minimum one year experience in relevant field.

IV. Pay Scale : Rs. 32,350/- (Consolidated)

V. Nature of post : Contractual

**Note:**

1. The post is under the Govt. of India Plan Scheme entitled, "Comprehensive Scheme for Studying the Cost of Cultivation of Principal Crops in India" and is co-terminus with the Scheme.
2. Mere possessing of required qualification will not make a candidate eligible for the post. Only shortlisted candidates will be called for interview/written test.
3. Maximum age limit is 38 years with usual relaxation as per Govt. norms.
4. No TA/DA will be admissible to the candidates for appearing in the test/interview, if called for.
5. Demand Draft amounting Rs.300/- in case of General/OBC/DAC candidates and Rs.150/- in case of SC/ST candidates must accompany the application form in favour of "**Director, Cost of Cultivation Scheme, AAU, Jorhat**" along with self attested copies of supporting documents to be submitted to the **Director, Cost of Cultivation Scheme, Assam Agricultural University campus, Jorhat-13, Assam** on or before the cut of date, i.e. Feb 8 , 2021.
6. Incomplete application/non submission of requisite documents and applications received late will summarily be rejected.
7. A self-addressed stamped (Worth Rs. 6/-) envelope (Size: 23 cm x 10 cm) should be sent along with the application form.
8. Canvassing in any form will lead to rejection of candidature.

**Memo No: CS/A-1/2020-21/.....**

**Dated.....**

**Copy for information and necessary action to:**

1. Secretary to the Vice-Chancellor, AAU and Chairman (AB), AERC, Jorhat.
2. Adviser (Cost Division), Govt. of India, Ministry of Agriculture & Farmers' Welfare, Department of Agriculture, Co-operation & Farmers' Welfare, Directorate of Economics & Statistics, Krishi Bhawan, New Delhi-110001.
3. Webmaster, ARIS Cell, AAU, Jorhat with a request to upload the matter on the AAU website.
4. Field Officer, CCS, AAU, Jorhat.
5. P.A. to the Director, AERC, AAU, Jorhat.
6. Office Notice Board, CCS & AERC, AAU, Jorhat.
7. Office File.

(A.K.Das)  
Hony. Director,  
Cost of Cultivation Scheme,  
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OF PRINCIPAL CROPS IN INDIA**  
**Ministry of Agriculture & Farmers' Welfare, Govt. of India**  
**Assam Agricultural University Campus**  
**Jorhat-13, Assam**

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**(All the sections are to be compulsorily filled in neatly on A-4 size paper)**

**APPLICATION FORM FOR THE POST OF CLERK (ACCOUNTS)**

Please affix  
your latest  
passport size  
self attested  
photograph

Advertisement No. 1/2021

Particulars of fee paid: Rs. \_\_\_\_\_ vide DD No. \_\_\_\_\_ dated \_\_\_\_\_

Name of Post applied for (In Block Letter) : **CLERK (ACCOUNTS)**

1.	Name in full (in Block letters)	:	
2.	Gender (Male/ Female)	:	
3.	Father's Name	:	
4.	Date of birth (Day-month-year)	:	
5.	Age as on 01.01.2021 (Enclose age proof certificate : Enclosure no. ____)	:	
6.	Permanent Address (Attach PRC : Enclosure no. _____)	:	
7.	Full postal address for communication with PIN Code	:	

8.	Contact details :	Mobile No.	
		Tel. No. (with area code)	
		E-Mail ID	
9.	Are you a citizen of India ? If so, is it by birth/domicile ?	:	
10.	Do you belong to any reserved category? (If yes, enclose certificate : (Enclosure no. _____))	:	
11.	Have you submitted the NOC from your current employer, if employed?		

12. Academic qualifications, starting with 10<sup>th</sup> standard Examination (***Please attach self attested copies of Pass Certificates and Mark-sheets/ Grade Cards***):

Sl. No.	Examination Passed	Year of passing	% of marks with Division/ Class or CGPA	School/ College	Board/ University	Subjects taken

13. Previous appointment/work experience,

Sl. No	Post held	Employer/ Organization	Last pay drawn with pay scale	Period with date	Nature of duties in brief

14. Details of enclosures:

Enclosure No.	Details

I hereby declare that the information given by me in this application is correct to the best of my knowledge and belief. In case of any false statement, I shall be liable to such action as the Authority may deem fit.

**Date :**

**Place :**

**Signature of Applicant**