



ASSAM STATE BIODIVERSITY BOARD
ARANYA BHAWAN, 2nd FLOOR
PANJABARI, GUWAHATI-781037
www.asbb.gov.in

No. ABB/Staff/2012/pt.3/209/

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Email: assambioboard@gmail.com

Date: 07/12/2023

Advertisement

The Assam State Biodiversity Board (ASBB) invites applications from interested eligible candidates, who are domiciled in the State of Assam for filling up of 1 (one) contractual position of 'Accounts Assistant' in the Board Office.

1. **Duration of Engagement:** One Year (extendable upto three years, based on performance and availability of fund)
2. **Remuneration:** Rs. 28,500/- per month (CPF @ 12% shall be deducted)
3. **Minimum Qualification, Experience and Attributes:**
 - i. B. Com. with Accountancy Specialization.
 - ii. Three (3) years experience of dealing with office accounts in any Government organizations/Semi-government organization/Institutions/any reputed private organizations.
 - iii. A diploma/certificate of minimum six (6) months duration in computer application including Tally ERP.
 - iv. **Desirable:** Experience of handling accounting softwares such as Tally ERP, e-filing of GST, TDS, Professional Tax, C.P.F and Audit process etc, adept at computer skills including Data entry, MS-Excel, MS-Access and preparation of Audit query and reports, UC and SoE etc.
4. **Age limit:** 21-38 years. Relaxation of age will be as per Government of Assam norms.

Interested eligible candidates, who are domiciled in the State of Assam, may submit their applications in the prescribed format (available at website: asbb.gov.in) in hard copy along with self attested supporting documents to the address given below:

The Member Secretary,
Assam State Biodiversity Board, 2nd Floor, Aranya Bhawan,
Panjabari, Guwahati – 781037.

The last date for receiving the applications in the prescribed format in hard copy along with all supporting documents is **5PM of 22nd December, 2023**. Incomplete, illegible or applications received after the deadline will not be considered. The Board is not liable for any postal delays. Only shortlisted candidates would be called for Personal Interview. NO TA/DA will be paid for attending the Personal Interview. Mere fulfillment of qualifications will not entitle an applicant to be shortlisted for interview. The rights of cancellation, any change in this advertisement and selection procedure are reserved with the office of the Assam State Biodiversity Board.

Member Secretary
Assam State Biodiversity Board

APPLICATION FORMAT – ACCOUNTS ASSISTANT

1. **Name of the Applicant:**

(Self attested copy of Aadhar or Pan Card to be attached)

2. Father's name:

3. Date of birth:

4. Age as on 30.11.2023:

5. Gender:

6. Domicile (supporting certificate to be enclosed):

7. Permanent address:

8. Mailing address:

9. Telephone/mobile number:

10. Email address:

11. Educational qualification starting with the highest qualification (attested copies of educational qualification certificates to be attached):

Sl. No.	Name of Degree	Name of Institution	Board / University	Year of Completion	Division/Grade %of Marks

Paste your
passport size
photo here

12. Work experience in chronological order (attested copies of work experience certificates to be attached):

Sl. No.	Name of Employer	Designation / Title	From (month, year)	To (month, year)	Nature of Duties

13. Details of courses / training programmes attended, if any:

14. Languages known:

Sl No	Language	Read	Write	Speak

15. Additional information, if any, which you would like to mention in support of your suitability for the post.

Declaration

I hereby certify that all the information given above is true to the best of my knowledge. If any of the above information is found to be incorrect at a later stage, I shall be liable to be disqualified/ terminated from the contract.

Signature of the candidate

Date:

Place:

Note:

1. Incomplete Application will be rejected.
2. Fill all the information sought.