

GOVERNMENT OF ASSAM
FLOOD AND RIVER EROSION MANAGEMENT AGENCY OF ASSAM
(FREMAA)

Advertisement

Applications are invited from eligible Indian citizens for engagement on contractual basis for the post as mentioned below under the Flood and River Erosion Management Agency of Assam (FREMAA).

1	Name of the Post	Office Assistant
2	Period of Contract	1 year; extendable based on satisfactory performance
3.	Number of Vacancies	One (01)
4	Place of Work	Guwahati
5	Job Profile	Assist the officers of the PMU in all activities.
6	Eligibility	Retired Govt. employee who have served in the capacity of JOA/JAA/LDA and above in Water Resources Department; uptill the age of 62 years as on 01/01/2023 may apply. Incumbents who have experience and Knowledge of drafting of Government letters, orders, assembly replies, etc. would be preferred.
7	Skills	Proficiency in Computers is desirable and fluency in Assamese, Hindi and English is required.
8	Remuneration	Last Pay Drawn on the day of Superannuation minus pension fixed by competent Authority.
9	Mode of Application	Applications in the prescribed format with a forwarding letter should be emailed to ceo-fremaa@assam.gov.in and hrms-fremaa@assam.gov.in and the subject line should be "APPLICATION FOR THE POST OF OFFICE ASSISTANT".
10	Documents to be submitted	A set of self attested copies of all certificates / marksheets pertaining to Age/Qualification/Work Experience/ retirement, etc. should be submitted at the time of interview.
11	Address for Correspondence	Chief Executive Officer, Flood and River Erosion Management Agency of Assam (FREMAA), 4 th Floor, Assam Water Centre, Basistha Chariali, Guwahati – 781022.
12	Last Date of Receipt	Applications complete in all respects should reach the above mentioned email addresses latest by 16/02/2023.

N.B. Incomplete application and Invalid Documents would lead to rejection.


CEO, FREMAA