



OFFICE OF THE GUWAHATI MUNICIPAL CORPORATION

:: PERSONNEL BRANCH :: GUWAHATI- 781001 ::

No: GPR/75/2020 /4/17

Date: 08/01/2021

NOTICE

Online Applications are invited from the intending candidates who are native citizen of Assam and fulfils the eligibility norms of educational qualification, age, work experience etc as mentioned below for the post of Office Assistant to be engaged in different Branches and Divisional Offices of Guwahati Municipal Corporation on contractual basis. The appointment shall be made purely on contractual basis for a period of 11 months only, however the contract may be renewed depending on the satisfactory annual performance. Candidates who fulfil the criteria need to apply online. Applications submitted other than in the prescribed format (online), will not be considered and shall be summarily rejected. Upon successful submission of application, the applicant will receive 'Application Reference Number (ARN)' which may be quoted for further correspondence.

Name of the Post	Qualification	No of Vacancy	Age- Limit	Salary
Office Assistant	Graduate in any discipline with knowledge of MS Word, MS Excel, Power Point etc. Computer Typing in English and Assamese	39	Max 30	Rs. 15,000/- p m

How to apply:

1. Online applications will be accepted through [https://services.gmcassam.in/application\\_portal3/new\\_jobseeker.php?id=10](https://services.gmcassam.in/application_portal3/new_jobseeker.php?id=10). Scanned documents to be uploaded with online application.
2. The link for Online Application will be active up to 29th January 2021 till 05:00pm. No communication in respect of submission of Online Application will be entertained once submission date is over. Mode of Application is online only.
3. Valid email id and phone number should be given during filling up the application as all communications will be made through email mode only.
4. The shortlisted candidates have to appear for selection process for which no TA/ DA shall be paid.
5. Persons employed in Govt./Semi Govt. Organizations/ Autonomous Bodies must submit NOC from their present employers.
6. The engagement will be on contractual basis for a period of 11 months only. Based on performance and requirement of GMC, contract may further be extended.
7. The candidates will be shortlisted based on academic background and only shortlisted candidates will be called for interview and computer test. The list of shortlisted candidates shall be published in the website ([gmc.assam.gov.in](http://gmc.assam.gov.in))
8. Applications submitted other than in the prescribed format (online), will not be considered and shall be summarily rejected.
9. Candidates shall bring the copy of acknowledgement along with original documents/ certificates at the time of selection procedure for verification, failing which they shall not be allowed to appear. Candidates are required to bring PAN card or any Valid ID and/ or address proof at the time of selection test(s).
10. The Guwahati Municipal Corporation reserves the right to reject any or all the applications without assigning any reasons thereof. Decision of the Commissioner, GMC will be final and binding in this regards.
11. Any dispute with regard to the selection/ recruitment process shall be governed by and interpreted in accordance with the laws of Assam State/ the Country (India) and under the jurisdiction of Guwahati Court.
12. For any updates, the candidates are advised to visit the website regularly.
13. Canvassing in any form/ bringing in any influence; political or otherwise will be treated as a disqualification for the posts "INTERIM ENQUIRY WILL NOT BE ENTERTAINED".

*sdt*

Commissioner,  
Guwahati Municipal Corporation,  
Guwahati

Date: 08/01/2021

Memo No: GPR/75/2020 /4/17 -A

Copy to:

1. The Hon'ble Administrator, GMC for kind information.
2. The Director, Directorate of Information and Public Relation, Last Gate, Guwahati-06, Assam, for information, He is requested to publish the advertisement in one English and Assamese newspaper.
3. The Additional Commissioner, GMC for information.
4. The Joint Commissioner, GMC for information.
5. The PA to the Additional Chief Secretary to the Govt. of Assam, Guwahati Development Department, Dispur, Assam for kind appraisal to the Addl Chief Secretary to the Govt. of Assam, GDD.
6. The Software Developer, GMC for information and uploading in GMC website.
7. File.

*[Signature]*

Additional Commissioner,  
Guwahati Municipal Corporation,  
Guwahati