

OFFICE OF THE ASSAM STATE WAREHOUSING CORPORATION
CHRISTIANBASTI, GUWAHATI-781005

Memo No. AWC.2036/2023/Estt/03

Date: 28.07.2023

ADVERTISEMENT

Applications are invited from citizens of India as defined in the constitutions of India for the post of Accountant 1 (One) and Cashier 1 (One) under the Assam State Warehousing Corporation (ASWC), Amarawati Path, Christian Basti, Dispur Guwahati-781005 in the pay band of Rs.8,000/- to Rs.35,000/- plus Grade Pay of Rs.4,300/- and any other allowances as admissible under the Rules.

Educational Qualifications and experience:-

1. The minimum educational qualification of the candidate shall be Bachelor in Commerce (Hons) in Accountancy, M.Com will be given preferences.
2. Minimum 3 (three) years, experience working at PSU/Govt/Semi Govt/Pvt Organization, having reputation, having expertise in accounts, taxation & proficient in computer aided accounts maintenance by observing all Govt. approved policies and also must have experience in working with Tally Accounting Software in a proficient manner.
3. The maximum age limit is 38 years as on 31.03.2023 (5 years relaxation for ST/SC candidates and 3 years relaxation for OBC/MOBC candidate).

Application Fees (Non Refundable):-

The Candidate will have to pay the application fees as follows:-

- (a) For General/OBC/MOBC Candidate Rs.500/- (Rupees five hundred) only.
- (b) For ST/SC Candidate Rs.250/- (Rupees two hundred fifty) only.

The amount of the application fees may be paid through Demand Draft in favour of "Assam State Warehousing Corporation" payable at Guwahati in any branch of Nationalized/ Scheduled Bank.

How to apply:-

The application in standard form with necessary bio-data/proper email ID and Phone No/testimonials (Xerox Copies) should be sent to the following address through Speed Post/registered post or by hand super scribing the post applied for on top of the envelope. The address of recipient is. "The Managing Director, Assam State Warehousing Corporation, Amarawati Path, Christian Basti, Guwahati-781005". The last date for submission of application is fixed on **25.08.2023**. The incomplete and incorrect applications will be rejected. For further information Candidates may refer to our official website www.warehouse.assam.gov.in.

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Can apply for only one post. Applying for both post will automatically lead to cancellation of the applications.

Written test and interview:-

All the candidates who qualify by the above standard will have to appear for written test and interview at their own expenses. Date and venue of written test and interview will be intimated through e-mail ID to candidates.

Mandatory particulars to be enclosed with the applications to be enclosed with the Applications are:-

HSLC Admit Card, Pass Certificate & Mark sheet, HSSLC pass certificate & Mark sheet, Degree passed certificate and Mark sheet, Certificate of other qualification if any, Cast Certificate, Experience Certificate, Certificate of Computer Knowledge/Tally software etc.

All the documents/photocopies should duly be self-attested & two copies of recent passport size photographs.

The applicants will enclose a self-addressed envelope along with the contact number. Application form in the prescribed format will only be accepted.

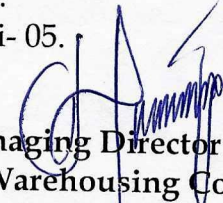
The candidate already in employment must apply through proper channel.

CANVASSING DIRECTLY OR INDIRECTLY SHALL DISQUALIFY A CANDIDATE.

- SA -
Sd/- Managing Director
Assam State Warehousing Corporation
G.S. Road, Christian Basti, Amarawati Path
Dispur, Guwahati- 781005

Copy for information & necessary action to:-

1. The Manager Finance and Accounts, ASWC, Head Office, Guwahati- 05.
2. The Manager, HRD, ASWC Head Office, Guwahati- 05.
3. Notice Board of ASWC, Head Office, ASWC, Guwahati- 05.


Managing Director
Assam State Warehousing Corporation
G.S. Road, Christian Basti, Amarawati Path
Dispur, Guwahati- 781005