

MEDICAL AND HEALTH RECRUITMENT BOARD, ASSAM

ACMR Building, Near O/o the DME, Assam, Six Mile, Khanapara, Guwahati-22

No. MHRB/08/Post-Creation/2018/2052

Dated Guwahati the 8th November, 2023

Medical and Health Recruitment Board, Assam invites online application in the website- <https://nhm.assam.gov.in> from the intending candidates for post of **Junior Assistant** on contractual basis in the Medical and Health Recruitment Board, Assam, Six Mile, Khanapara, Guwahati-22. Details may be seen in the official website. Initial contractual period will be for 11 months from the date of joining, which will be reviewed on the basis of performance of the selected candidate for further extension.

Sl.No.	Name of Post	Requisite Qualification & Experience	No. of Post	Remuneration per Month
1	Junior Assistant	<ul style="list-style-type: none">➤ Graduate in any discipline with aggregate of 55% of Marks or above along with One Year Post Graduate Diploma in Computer Application / DOEACC 'O' level or equivalent.➤ Minimum 2 years post qualification experience in relevant field is a must. High proficiency in written and oral English and Assamese with excellent computer typing skills mandatory, along with knowledge of preparing drafts for letters, memos, notifications, circulars, etc. as per office procedure manual in Govt. organization.➤ Well versed with government system of procurement all the accounting procedures, book keeping practices, external and internal audits and other necessary accounting norms.➤ Competency in Word, Excel & Power point is mandatory➤ Age: Up to 38 years as on 1/1/2023.	2	Rs. 20,000.00

1. **Terms and Conditions:**

- i. Candidates need not submit any testimonials/certificate at the time of submission of online application. However, candidates have to produce their original testimonials regarding educational qualification, date of birth, caste, Treasury challan, working experience etc. along with the application form, at the time of interview. Self-attested copies of all testimonials/certificates will have to be submitted to the Board at the time of interview.
- ii. Application form, which is incomplete in any respect, such as, without photograph and signature, is liable to be rejected summarily.
- iii. Only those candidates who fulfill all the terms and conditions shall be entertained. Others need not apply.
- iv. The schedule of Interview / selection test will be published in the website <https://nhm.assam.gov.in> in due course of time along with the list of provisionally shortlisted candidates.
- v. The Candidates who are already in the Government/private employment, may apply with intimation to present employer. They shall have to produce "No Objection Certificate" from the present Employer at the time of document verification, before Viva-Voce/Interview and they will have to submit release order at the time of joining.
- vi. The Board reserves the right to cancel, alter or modify the advertisement or other terms and conditions of the advertisement without any prior notice.
- vii. All other matters which are not specially provided in this advertisement shall be decided by the Board. The last date for receipt of online application is **25/11/2023**. All applicants are advised to visit the website <https://nhm.assam.gov.in> on **13/11/2023** to apply online.

Sd/-

Secretary

Medical and Health Recruitment Board, Assam