

Notification No. AEDC/HRD/CALL-CEN/537/4520 dtd 27/10/2015

Applications are invited from the intending candidates for filling up vacant positions of call centre executives in Assam Electronics Development Corporation Ltd.(AMTRON) on purely contractual basis. For smooth functioning of e-District Project, a helpdesk has been setup to ensure co-ordination between all the stakeholders viz, district authorities, Common Service Centers, System Integrator,, State Designated Agency, etc for resolution of various operational issues. The help desk is envisaged to function for 24x7 operations. It will operate from AMTRON's premises during 9.00 AM to 7.00 PM on all working days and during the non-office hours through off line mode by ensuring resource availability over mobile phones. The Call Centre Executive will operate the said helpdesk.

Eligibility and other conditions are as per rules applicable for contractual employees of the Corporation.

Name of the Post: Call Centre Executive

Number of Post(s): 5 (five)

Place of posting: Guwahati

Remuneration Package: Consolidated pay of Rs. 6500/- per month will be paid for first year of engagement as applicable for contractual employees of AMTRON. The engagement may be renewed for successive years during life period of the e-District Project which is a mission mode project running under the Information Technology Department, Govt of Assam.

Eligibility Criteria for the post of Call Centre Executives:

(a) Educational Qualification

- (i) Graduation in any discipline with 50% of marks
 - (ii) 3 months Computer training course in Basic IT & MS Office
 - (iii) Good listening and speaking ability in English/ Assamese/Hindi/Bengali
- (b) Experience:** 6 months – 2 years of work experience. Preference will be given to candidate having prior experience in Call Centre.

(c) Age: The candidates should be within minimum 18 years and maximum 38 years of age on 01/01/2015 with relaxation of 5 (five) years for candidates belonging to SC/STP/STH.

How to apply: Intending candidates fulfilling the above criteria may apply online through the official website of AMTRON from 02/11/2015 till 09/11/2015 On submission of the online application, the applicants will receive an acknowledgement number which should be retain for use in future. *Applications received through any other mode would not be accepted.*

Documents listed below should be scanned in .jpg format and uploaded with the online application form:

- **Age Proof:** 10th standard Admit Card/certificate for examination or birth certificate (not more than 50 kb in size).
- **Photograph:** Recent Photograph of passport size (not more than 50 kb in size)
- **Signature:** Candidate's Scanned Signature (not more than 10 kb in size)
- **Photo Identity Card:** PAN Card, Driving License, Passport, Voters ID or Photo Identity card issued by the previous Employer or any other Photo ID card (not more than 50 kb in size).
- **Address proof:** any one of voter id, electricity bill, ration card, passport, driving license.
- Certificates of **educational qualifications** from Xth standard onwards
- Certificates of **work experience** from the employers.

Important Dates:

1. Starting Date for Submission of Online Application: 02/11/2015
2. Last Date for Submission of Online Application: 09/11/2015

Important Notes:

1. Shortlisted candidates will be intimated through the website i.e. in “www.amtron.in”. Candidates are requested to check the website frequently.
2. Shortlisted candidates have to appear for a written Test/Interview. Date for the written Test/Interview will be declared at the time of announcement the shortlist.
3. The Applicants will have to appear in all the Test/Interview at their own expenses at Guwahati.
4. Candidates called for the Test/Interview should bring Xerox copy of all documents pertaining to their qualification, age, experience etc. and two passport size photographs alongwith the original certificates for verification. Inability to produce any of such documents (both original and attested copy) at the time of interview/viva voce, or falsification of documents, will render the applicants ineligible for the selection process and, subsequently, post his/her appointment, it is found that he/she does not fulfill the eligibility criteria, then his/her services would be terminated without any notice or compensation. If at any time it is found that the documents submitted by the applicant are not genuine then the application will be rejected and if the applicant has been appointed for the said posts then the appointment will be terminated and suitable legal action will be taken against the candidate.

Managing Director
Assam Electronics Development Corporation Limited (AMTRON)