

Assam Electronics Development Corporation Ltd. (AMTRON)
Industrial Estate, Bamunimaidan, Guwahati-781021
www.amtron.in

No: AEDC/EDP/SAD-Manpower/56-B

Date: 24.12.2018

Walk in Interview

Assam Electronics Development Corporation Limited (AMTRON) invites applications from eligible candidates for engagement as Content Writer for development of Web Site under e-Prastuti Project purely on contract basis in e-Prastuti Project in Dispur, Guwahati .

The Interview will be held on 29.12.2018, at 11.00 AM at the Board Room, AMTRON (Assam Electronics Dev. Corporation Ltd. Industrial Estate, Bamunimaidan, Guwahati-21)

No request/claim for TA/DA/Accommodation will be entertained to appear in the Interview.

Interested Candidates are requested to come along with the Original Certificates and a Bio-Data dully signed by the Candidates to submit the same in the Interview Board.

The detailed terms and conditions of engagement are as given below:

1. Name of Posts, Nos. of Positions, Qualification and Experience:-

Sl	Name of the Post	No of Positions	Qualification & Experience
1	Content Writer/Editor (Bilingual: Assamese & English)	35 nos. The no. positions may be increased or decreased.	Qualification & Experience: <ul style="list-style-type: none">• Graduate in any discipline with 2+ years of experience OR Graduate in Mass Communication with 1+ years of experience of working in prominent electronic or print media.• Experience of independent writing/scripting with good presentation skill-sets on contemporary topics or producing programs involving scripting & production will be preferred• Candidates with excellent Assamese writing skills will be preferred• English writing skills is necessary.

2. Tenure of Service:

The engagement is purely on contract basis and tenure of posting may be 1(one) year as per present arrangement. The tenure of posting in one district during the period of engagement may not be constant and the employer reserves the right to transfer the selected candidate from one station to another.

3. Salary:

The engagement is on monthly fixed pay basis including EPF contribution for the entire period of engagement. The breakup of pay and EPF is as shown below.

i) Content Writer :

Monthly fixed pay: Rs. 15985.00

EPF Contributions per month: Rs. 3600.00

The EPF contributions shall be deposited to the individual EPF Accounts of the incumbents.

7. Supporting Documents required to submit:

The applicant must upload the following documents while submitting his/her online application to support the eligibility criteria mentioned above:

- Age Proof: 10th standard Admit Card/certificate for examination or birth certificate.
- Educational Qualification certificates
- Professional/Global Certificates, as applicable for his/her applied post
- Work Experience Certificates
- Proof of last remuneration drawn, if any.
- Photo Identity Card: PAN card/Driving License/Passport/Voters ID card or any other Photo ID card issued by a Govt. Agency.
- Latest passport size photograph
- Scanned copy of his/her signature

Contact Person :

D.B.Kayastha,

Asstt. Manager, MNO :9864037776

Sd/

General Manager,

Assam Electronics Development Corporation Ltd.