

REOI No. ARIAS-13018/14/2022-APART-ARIAS/499

Dated.05.01.2023

WALK-IN-INTERVIEW

Walk-in Interviews will be held in the Office of the ARIAS Society at the address given above, for recruitment of the following positions on purely temporary contractual basis as mentioned below. Interested eligible Candidates who are citizen of India as defined under the Constitution of India and fulfill the eligibility norms of educational qualification, experience, age etc. as per respective Terms of Reference (ToR) provided in the website of ARIAS Society at <http://www.arias.in/career.html>, may Walk-In accordingly along with the **prescribed application form and all original certificates/documents relating to qualification, experience, age, identity proof, latest salary certificate, two passport size colored photographs etc. and also a set of self- attested copies of the same.** The required qualification & experience in brief, age and indicative range of Cost to Project (CTP) per year for the positions are mentioned below. However, the same shall be as per the detailed **Terms of Reference (TOR)** provided on the website of ARIAS Society at <http://www.arias.in/career.html> :

Sl	Name & Number of Position	Essential Qualification & Experience.	Indicative Range of CTP (Lakh per year)	Date & Time of Walk-in-Interview
1	Office Management Executive (OME) 19 (Nineteen) Nos.	<p>Qualification: Graduate (minimum three years duration) degree in any field from recognized University/institution.</p> <p>Working Experience: The OME must have at least (2) two years' experience in office management/secretarial work in any public or private sector organization. Computer Skills: Must be excellent in using computer applications, with advanced knowledge of Office Management, proficiency in MS Office Applications like (Word, Excel, and PowerPoint etc.) including email.</p> <p>Language: Fluency in English is a must. Preference will be given to candidates with local languages.</p> <p>Age: Age of the candidate should not be more than 35 years as on 1st January, 2023.</p> <p>District: Lakhimpur (1nos), Cachar (1nos), Nalbari (1nos), Goalpara (1nos), Dhubri (1nos), South Salmara (1nos), Kokrajhar (1nos), Sivsagar (1nos), Jorhat (1nos), Hailakandi (2nos), Charaideo (1nos), Biswanath (1nos), Majuli (1nos), Dhemaji (2nos), Bongaigaon (1nos).</p> <p>OPIU: Guwahati (2nos).</p>	Rs. 3.00 Lakh	20th Jan,2023 (10.30 AM-12.00 Noon)

Other General conditions for interview:

- The original certificates/documents will be returned after corroboration with the self-attested copies to be brought by the candidates. If at any stage, it is found that information furnished in the application or supporting documents is misleading/misrepresented/incomplete/false, candidature shall be liable for cancellation. In case of exceptionally talented candidates, SPD may relax the age limit of all the mentioned positions. **Application received through email shall not be entertained and rejected.**
- The SPD, ARIAS Society reserves the right to -
 - In case of overwhelming response, we may with the approval of SPD, ARIAS Society conduct an written examination of the Walk in candidates, and in that case, the candidates securing more than **60% marks** in the written test shall only be interviewed for a F2F.
 - Cancel this advertisement and/or the selection process, in parts or fully, without assigning any reason and without thereby causing any liability to anyone.
 - Increase or decrease the number of positions mentioned above.
 - Recruit the selected incumbents in a staggered manner.
 - Candidates coming for the Walk-in-Interview without necessary documents (i.e Application form/Educational Certificate/Work Experience Certificate/Salary Slip/ Offer letter of current or previous organisation, etc will not be entertained for selection process.
- No TA/DA shall be admissible for attending the Walk-in-interview.
- The maximum Cost to Project (CTP) for all the above positions mentioned in the respective REOI and the Terms of References (ToR) provided on the website of ARIAS Society at <http://www.arias.in/career.html> is just an indicative range and a selected candidate will be offered remuneration based on (i) around 20% (max) hike on the last drawn remuneration and (ii) performance in the interview.

5. In case, sufficient candidates with requisite experience in the field cited above are not available, the Interview Panel may allow candidates having lesser years of experience to appear before the Interview Panel; However, if selected they will be offered a lower CTP.
6. Mere allowing a candidate to appear before the Interview Panel shall not necessarily mean that the candidate is qualified and eligible for the position. The candidate's acceptance shall be solely based on the qualifications, experience, performance in the interview, etc. as assessed by the Interview Panel.
7. Interested and eligible Candidates (from India) having the essential qualification and experience may directly Walk-In for Interview on **the above mentioned dates** at the office of the ARIAS Society, Agriculture Complex, Khanapara, G.S. Road, Guwahati-781022. **Candidates arriving upto 12.00Noon** on the date of Walk-in-Interview may be considered/entertained for the selection process only at the discretion of SPD, ARIAS Society.
8. ARIAS Society is an equal opportunity employer. Women and persons with disability are especially encouraged to apply.
9. In case, sufficient candidates with requisite experience in the field cited above are not available, the Interview Panel may allow candidates having lesser years of experience to appear before the Interview Panel; However, if selected they will be offered a lower CTP.

**Sd-
State Project Director,
ARIAS Society**