

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

No: AEDC/EDP/Finance-Manpower/2017-23- PT

Date: 08.01.2024

Recruitment Notice

Assam Electronics Development Corporation Limited (AMTRON) invites applications from eligible candidates for engagement of Operational Support Personnel (OSP) for implementation of FMIS modules under ASPIRe, AS-CFMS, under Finance Department, Govt. of Assam.

The employment is purely contractual in nature initially for six (6) months. Interested and eligible candidates may apply only online for the same, through the official website of the Corporation (www.amtron.in) from **08.01.2024 to 15.01.2024**.

The detailed TOR (Term of Reference) of engagement and no. of post are as given below:

Sl.No	Name of the Post	No of Post	Qualification	Minimum Experience
1	(OSP) Operational Support Personnel	20 No's	<ul style="list-style-type: none">• MCA• BE /B.Tech• M.Sc. (Computer Science/IT)• Bsc (IT)	Preference will be given to candidates with experience in a related or similar field

TOR (Terms of Reference)

A. Roles & Responsibilities:

The roles and responsibilities shall include but not limited to following:

- a. Impart training and assistance to all District Disbursing Officers (DDOs) under respective treasuries.
- b. Provide guidance on processing salary and other types of bills.
- c. Offer valuable technical assistance to DDOs for newly incorporated modules such as AA (Accounting Automation), FS (Financial System), and RIDF (Rural Infrastructure

- Development Fund).
- d. Ensure Officers/DDOs are well-versed in utilizing these modules
 - e. Facilitate a seamless integration of the new modules into existing workflows.
 - f. Collaborate with Officer's /DDOs to address any technical challenges or concerns they may encounter.
 - g. Respond promptly to technical queries and issues raised by DDOs.
 - h. Troubleshoot and resolve technical problems to ensure uninterrupted workflow for processing bills.
 - i. Communicate effectively with DDOs and other stakeholders to gather feedback and address concerns.
 - j. Participate in the development of training programs to ensure DDOs/Officers etc. are well-prepared to handle new modules and technologies.

B. Tenure of Service:

The engagement is purely on contract basis for six (6) months initially. Subject to performance evaluation tenure may be extended. Selected OSP to be placed in the department under the administrative control of ASPIRE, AS-CFMS, under Finance Department, Govt. of Assam. AEDC Ltd reserves right to post the selected candidates in any district across the State of Assam. Any request for posting in this regard will not be entertained.

C. Salary:

The engagement is on monthly fixed pay basis for the entire period of engagement. The breakup of pay/remuneration is shown below.

1. Operational Support Personnel;
 - a. Remuneration : Rs. 28638 .00 only
(Inclusive of EPF & P. Tax/ TA/DA)

D. How to Apply:

Intending candidates fulfilling the above criteria may apply online through the official website of AMTRON **from 08/01/2023 till 15 /01/2023 (11.59 PM)**. On submission of the online application, the candidate will receive an acknowledgment which should be retained for use in future. Applications received through any other mode would not be accepted.

E. Supporting Documents to be uploaded:

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

- Age Proof: 10th standard Admit Card/certificate for examination or birth certificate.
- Latest passport size photograph
- Scanned copy of his/her signature

- Photo Identity Card: PAN card/Driving License/Passport/Voters ID card/Aadhaar Card or any other ID card issued by a Govt. Agency.
- Address Proof : Any one of voter id, aadhaar card, electricity bill, ration card, passport, driving license
- Educational Qualification certificates from Xth standard onward
- Professional/Global Certificates, as applicable for his/her applied post
- Work Experience Certificates from the employer.

The size for photograph and signature should be less than 100 KB and for all other documents the size should not exceed 500KB.

Other Requirement :

Candidate must possess own Laptop with Internet Dongle.

F. Important Dates:

- Opening Date for submission on line application: 08/01/2024
- Last Date for submission on line application: 15/01/2024 (11.59 PM)

G. Selection Procedure:

Online applications will be shortlisted on the basis of the eligibility criteria and educational qualification. List of shortlisted candidates will be uploaded in the website www.amtron.in. The shortlisted candidates may be called for viva-voce through downloadable call letters.. Selection of the candidates will be done on the basis of their performance in test/viva-voce, educational qualification and work experience. No TA/DA will be entertained for appearing in the test/viva-voce.

H. For selected candidates, Viva-Voce to be held on 19-01-2024. (From 11.00 AM Onwards.) in the Office of the Assam Electronics Development Corporation Ltd. (AMTRON) , Industrial Estate, Bamunimaidan, Guwahati-781021.

Sd/

Managing Director,
Assam Electronics Development Corporation Ltd.