



GOVERNMENT OF ASSAM

ASSAM HEALTH INFRASTRUCTURE DEVELOPMENT & MANAGEMENT SOCIETY (AHIDMS)
4th Floor, Nayantara Supermarket, Sixmile, Guwahati-781022

No. JICA/PMU/Rectt/63/2023/429

Dated – 11/09/2023

**WALK-IN INTERVIEW FOR CONTRACTUAL POSITION UNDER
JICA FINANCED HEALTH SECTOR PROJECT**

1. **Assam Health System Strengthening Project** is a **Japan International Cooperation Agency (JICA)** funded Project under Assam Health Infrastructure Development & Management Society (AHIDMS), Medical Education & Research Department, Govt. of Assam. It is an important project in the health sector of Assam as the project aims to improve access to public medical services and quality medical services to rural residents, through the improvement of secondary and tertiary medical institutions which are core medical centers.
2. A Walk-in Interview will be held in the Office of the Assam Health Infrastructure Development and Management Society (AHIDMS) at the address given above, for recruitment of the following position on purely temporary contractual basis as per the schedule mentioned below:

Sl. No.	Name of the position	Date of interview	Time of interview	Reporting time
1	Administrative Assistant (1)	27-09-2023	11.00 am onwards	10.00 am

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. may Walk-In accordingly along with **all the 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 for the positions are mentioned below.

Sl no	Position(Nos.)	Essential Qualification, Experience	Remuneration	Age limit
1.	Administrative Assistant (1 No.)	<ul style="list-style-type: none"> • Graduate in any stream from a recognized Institute or University • Minimum 3 years of relevant post qualification experience in Office Administrative/ File Management/ Office Asset Management/ Office Correspondence with Government Projects. • Candidates working in similar capacity in Government projects/PSU/Externally aided projects will be given preference • Exceptional degree of integrity, judgement and tact in handling the most sensitive, diverse and confidential material. • Must be computer literate and should have knowledge in MS-Office, Internet, e-mail etc. • Strong communication skills in English, Hindi and Local Language. 	Rs. 30,000/- - Rs 35,000/-	Upto 35 years

The candidates shall have to bring laptop, original certificates/testimonials along with a set of self-attested copies of the same, for the interview/test along with the **filled in application form and the tabulated sheet** provided in the website, www.ahidms.assam.gov.in. The Originals of certificates/documents will be returned after corroboration with the self-attested copies of the same. If at any stage, the information furnished in the application or supporting documents is found to be forged/ misrepresented/ incomplete/ false, the candidature shall be liable for cancellation and penal action as per law.

3. The PD, AHIDM Society reserves the right to cancel the recruitment process or modify the required qualification/ experience/ number of the positions at any stage.

**Sd/-
Project Director
AHIDMS**