

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

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

Date: 21.12.2018

Recruitment Notice

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 various Districts of Assam . The details about the posts, eligibility criteria, application procedure etc. are available in the official website of the Corporation www.amtron.in. Interested and eligible candidates may apply only online for the same through the website www.amtron.in from 24.12.2018 to 31.12.2018.

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.

4. Important Dates :

Opening Date for submission on line application: 24.12.2018

Last Date for submission on line application: 31.12.2018

Uploading shortlist of candidates for test/viva-voce: 01.01.2017

Downloading call letter for test/viva-voce by shortlisted candidate: 11.01.2018

Date and venue of test/viva-voce: As mentioned in call letter.

5. How to Apply:

A candidate can apply only ONLINE through website www.amtron.in. No other mode of application is acceptable. The online application can be uploaded following the typical steps as mentioned below:

- Visit www.amtron.in
- Click on the link Recruitment and then click Apply Online against this Notification
- Register yourself into the portal
- Login using your User ID
- Fill-up and submit the online application form

The online registration shall close by midnight of the *last date of submission of applications* as mentioned above in this notification. Incomplete or wrongly filled applications will be rejected. On submission of the online application, the applicant will receive an *acknowledgment number* which he / she needs to retain for use in future. It is to be noted that submission of the online application does not automatically qualify any candidate for the position and also does not imply verification of credentials of the applicant.

6. Supporting Documents to be uploaded:

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
- Work Experience Certificates
- 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

7. Selection Procedure:

Online applications will be shortlisted on the basis of the eligibility criteria and list of such shortlisted candidates will be uploaded in the website www.amtron.in. The shortlisted candidates will be called for test/viva-voce through downloadable call letters. Selection Committee(s) will be constituted for test/viva-voce. Selection of the candidates will be done on the basis of their performance in test/viva-voce and experience.

Sd/
General Manager,
Assam Electronics Development Corporation Ltd.