



ASSAM SMALL INDUSTRIES DEVELOPMENT CORPORATION LIMITED

(A Govt. of Assam Undertaking)

M. R. D. Road, Bamunimaidan, Guwahati – 781021

Email: asidcassam@gmail.com | Phone: 0361-2550264

No. SIDC/HO/E/Appoint/70/2024/

Date: 16/11/2024

RECRUITMENT NOTICE

Applications in the prescribed format are invited from the intending eligible Indian Citizens for filling up of 1 (one) Assistant Engineer (Civil) in Assam Small Industries Development Corporation Limited (A Govt. of Assam Undertaking), Guwahati on contractual basis.

I. COMPANY PROFILE: Assam Small Industries Development Corporation Limited (ASIDC) registered under Companies Act is a State Level Public Enterprise under the administrative control of Industries, Commerce & Public Enterprise Department, Government of Assam. ASIDC has been involved in Industrial Development and Promotion through development of Industrial Estate, Commercial Estate, Industrial Area, Maintenance of Industrial Estate, Acting as State Nodal Agency for implementing schemes related to Industrial Development, undertaking promotional activities etc. ASIDC has its Head Office in Guwahati, Assam.

II. NAME OF THE POST: Assistant Engineer (Civil).

III. EMPLOYMENT TYPE: Full Time, Contractual.

IV. REPORTING TO: Managing Director/General Manager.

V. ELIGIBILITY CRITERIA:

- **Age Limit:** Not more than 38 years as on 01-11-2024.
- **Essential Qualification :** BE/ B.Tech in Civil Engineering from a recognized institution/ University.
- **Experience:** minimum 1 (one) year working experience in Govt. Department / PSU etc. on contractual basis or 2 years in a reputed Commercial Organization in the equivalent post.
- Adequate Computer knowledge in modern computer system/ Engineering Software like Auto CAD.
- Good knowledge of contract management and contract terms

VI. JOB RESPONSIBILITIES: The incumbent shall primarily be responsible for,

- ⇒ Conceptualizing Industrial Infrastructure projects, preparation of detailed drawing and estimates and execution of the same in various parts of Assam
- ⇒ Ensure monitoring and supervision of Technical works of the Corporation.
- ⇒ Preparation of reports, Power Point Presentation, NIT, BOQ etc.
- ⇒ Ensure cost effectiveness within organization, developing financial strategies, opportunities forecasting with risk minimization in construction project. .



- ⇒ Ensure optimization of the financial performance of organization (construction work) with accurate reporting and financial advisory services.
- ⇒ Preparation of new project estimate etc. and implementation of policies / rules etc. announce by the Govt. of Assam.
- ⇒ Industrial Area Management etc.
- ⇒ Any other job assigned by management from time to time.

VII. TERMS & CONDITIONS:

1. The candidate must be a permanent residence of Assam and should be proficient in local language,
2. Age relaxation may be given as per State Government rules to this respect,
3. Candidates presently employed in Government Departments/Public Sector Undertakings etc or candidates from private sector organisations shall produce NOC/Relieving Letter at the time of joining (if selected), failing which their candidature may not be entertained,
4. Incomplete applications or incomplete supporting documents / applications with wrong particulars shall summarily be rejected.

VIII. REMUNERATION: Remuneration of Rs. 35,000/- (Rupees thirty five thousand) per month with annual enhancement of 3% in every year based on satisfactory performance.

IX. PERIOD OF SERVICE: Minimum 3 years, extendable on satisfactory performance.

X. APPLICATION PROCESS:

1. Interested and eligible candidates can download the Application Form from official website <https://asidcltd.assam.gov.in>,
2. Hardcopies of applications in prescribed format (uploaded in the ASIDC website <https://asidcltd.assam.gov.in>) along with self-attested copies of certificates in support of educational qualifications, experience, age, cast, permanent residence along with a recent passport size photograph should reach the Managing Director, ASIDC by 09/12/2024 at the following address,

**Managing Director,
Assam Small Industries Development Corporation Ltd. (ASIDC),
M. R. D. Road, Bamunimaidan,
Guwahati, Assam – 781021.**

The envelope containing the application form should mention the following on the top,

“Application for the post of Assistant Engineer (Civil) on contractual basis”

Sd/-
**Managing Director
ASIDC Ltd.**



SMALL INDUSTRIES DEVELOPMENT CORPORATION LIMITED
(A Govt. of Assam Undertaking)

APPLICATION FORM

ADVERTISEMENT NO:

NAME OF THE POST APPLIED FOR:

1. Applicant's Name in full (as recorded in HSLC or equivalent certificate in BLOCK LETTERS IN ENGLISH)

2. Father's Name in full

3. Mother's Name in full

4. Gender:

(Male-M/Female-F/Other-O)

5. Date of Birth (As per HSLC certificate)

D	D	M	M	Y	Y	Y	Y

6. Age on.....2024

Y	Y	M	M	D	D

7. Nationality

8. Category (GEN/EWS/SC/STP/STH/OBC&MOBC

Note: attach supporting documents (except GEN)

9. Permanent Address:

10. Present Address For Communication:

(If the permanent address is same as that of present address, please put a tick(✓) mark only)

11. Essential Qualification: From HSLC onwards (use separate sheet, if necessary)



Note: Attach supporting documents

Name of Exam	Division/ Grade/ Class	PC(%) of Marks Obtained	Year of Passing	Duration of Course	Institution/Board/ University	Subjects Taken

12. Employment/Experience (The experience column should be filled as and when specifically mentioned in the advertisement)
(Particulars of all previous and present employment/experience relevant to advertisement are to be furnished), (Use separate sheet, if necessary)

Sl. No.	Name and address of the employer	Post Held	Nature of Work/Duty	Period		Whether Central/ State Govt /PSU/ Private
				From	To	

13. Are you debarred from any examination and /or selection conducted by ASIDC or any State/Central PSU or UPSC/any State PSC? [Please tick (✓) appropriate box]

Yes	No
-----	----

14. Are you debarred from applying for any Government post? [Please tick (✓) appropriate box] (If yes, submit details).

Yes	No
-----	----

15. Details of Enclosures (Put serial numbers on Annexure):



