



**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 2 (two) vacant post of Assistant cum Computer Operator 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 cum Computer Operator

**III. EMPLOYMENT TYPE:** Full Time, Contractual.

**IV. REPORTING TO:** Managing Director/General Manager.

**V. ELIGIBILITY CRITERIA:**

**A. Age Limit:** Not more than 38 years as on 01-11-2024.

**B. Essential Qualification :** Graduate from a Govt. University / Recognize Institution of Assam.

**C.** Candidates must have good computer knowledge and good typing speed of office productivity software tools (independent of any operating system i.e. MS windows-i) Word ii) Excel iii) PowerPoint iv) Internet and v) E-mail.

**D.** Candidates must possess a minimum 6(six) months completed diploma/certificate in computer proficiency, from a Govt. of Assam recognized institution.

**E. Experience:** Minimum 1 (one) year working experience in Govt. Department / PSU etc. on contractual basis or 2 (two) years in reputed private organization.

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

- ❖ Will be responsible for all kind of Computer related works like Data entry, letter drafting etc.
- ❖ Will be responsible for maintaining record of all datas and correspondence in Computer.
- ❖ Will be responsible for putting up all required data, information, letters etc. to his senior.
- ❖ Will be custodian of the all allotted subject matter.
- ❖ Will be responsible for all works as allotted/ directed by higher Authority.



**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. 20,000/- (Rupees twenty 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:**

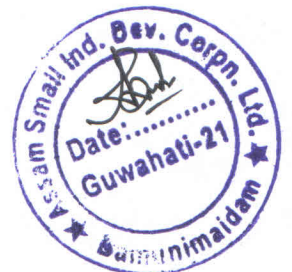
1. Interested and eligible candidates can download the Application Form from official website <https://asidcltd.assam.gov.in>,
2. Hardcopies of applications in prescribed format (uploaded in the ASIDC website <https://asidcltd.assam.gov.in>) along with self-attested copies of certificates in support 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 cum Computer Operator 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)

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6. Age on.....2024

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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	

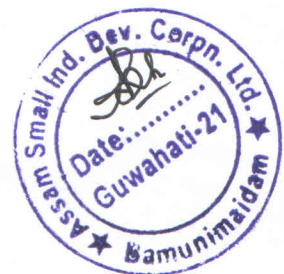
13. Are you debarred from any examination and /or selection conducted by ASIDC or any State/Central PSU or UPSC/any State PSC? [Please tick (✓) appropriate box]

Yes	No
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14. Are you debarred from applying for any Government post? [Please tick (✓) appropriate box] (If yes, submit details).

Yes	No
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15. Details of Enclosures (Put serial numbers on Annexure):



Sl. No.	Details	No.of Sheets

Sl. No.	Details	No.of Sheets

16. Contact No:

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17: Email ID:


**DECLARATION**

I hereby declare that all the statements made in this application are true and complete to the best of my knowledge and belief. I understand that action can be taken against me by the Corporation if I am declared by them to be guilty of any type of misconduct mentioned herein.

\* I have informed my Head of Office/Department in writing that I am applying for the post (in case of Service holder).

Place: \_\_\_\_\_

Date : \_\_\_\_\_

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Signature of the Candidate (in full)

\* Strike off the sentence if not applicable.

**WARNING:** Applications which are not in conformity with the requirements laid down in the advertisement and applications which are not in the prescribed form or incomplete or improperly filled in or are not accompanied by self-attested copies of certificates, mark sheets, documents etc. shall be rejected. Application reached in the Corporation’s office after the closing date will not be considered.

Canvassing by a candidate directly or indirectly either to the employee of the Corporation or any member of the selection committee in respect of his/her candidature shall be treated as a disqualification.

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