

**OFFICE OF THE GUWAHATI MUNICIPAL CORPORATION**

**LAKHTOKIA:: GUWAHATI::01**

**No: GMC/NULM/45/2018/**

**Date: 07/04/2018**

**NOTICE**

Applications are invited from the intending candidates for 1 (one) number of post of MIS Executive to be engaged on contractual basis initially for 11 months under Deendayal Antyodaya Yojana-National Urban Livelihoods Mission (DAY-NULM), Guwahati Municipal Corporation. The engagement may be extended with satisfactory review of performance. Application should be addressed to the **Addl. Commissioner/ CPO, NULM, CMMU GMC, 1<sup>st</sup> Floor, SS Road, Lakhtokia, Near Zoom Studio, Guwahati 781001** and submitted along with all supporting documents, at "Drop Box" of Lakhtokia, GMC within office hours. Self addressed stamp affixed envelope should also be attached with the application form.

1. Minimum Qualification: Graduate in any discipline with DCA/ BCA
2. Experience: Minimum 2 years of experience and knowledge in documentation, reporting and data analysis is desirable. Experience of online monitoring activities in social/community development projects and previous work experience in Govt. Sector is preferable.
3. Age: Between 23 years and 35 years as on 01/01/2018.
4. Remuneration: Rs. 20,000/- per month.

Two copies of self attested passport size photograph are to be submitted. The detail application form can be downloaded from <http://cmmugmc.in/download/form.pdf>. Last date of submission of application is 20/04/2018. The authority reserves the right to accept or reject any candidature without assigning any reason thereof.

Sd/-

Addl. Commissioner/ CPO, NULM  
Guwahati Municipal Corporation  
Guwahati-01