



GOVT. OF ASSAM

OFFICE OF THE MANAGING DIRECTOR
ASSAM MEDICAL SERVICE CORPORATION LIMITED

SAIKIA COMMERCIAL COMPLEX, SRINAGAR PATH, CHRISTIANBASTI, GUWAHATI-5

File No. AMSCL-6/2017/

Date : 20/12/2017

ADVERTISEMENT FOR FINANCE POSTS UNDER AMSCL

Online applications are invited from suitable candidates willing to work for engagement on contractual basis in the following posts under AMSCL, Assam. Candidates have to apply online in the NHM, Assam website: <https://nhm.assam.gov.in>. AMSCL is a fully owned Assam Govt. Corporation dealing with procurement related to drugs, equipment and logistics offering a challenging environment for suitable candidates to work.

The undersigned reserves the right to reject any or all applications without assigning any reasons thereof. Merely having the requisite qualification & experience will not render the applicant eligible for shortlisting.

Sl.	Name of the Positions	Requisite Qualification & Experience	No. of Posts	Remuneration per month
1	General Manager (Finance & Administration)	<ul style="list-style-type: none">➤ Suitable candidates shall have qualification of C.A./I.C.W.A and/or C.S with minimum 8 years post qualification work experience in handling financial matters and company administration matters in reputed organizations. Candidates with C.S. qualification additionally will be given preference.➤ Essential Experience: On all or any areas of Corporate Audit/Accounts/Secretarial Administration/Corporate Governance/SCM/ERP.➤ Computer proficiency in any financial ERP will be a desirable qualification.➤ Excellence in verbal & written communication skills are essential.➤ Age – up to 50 years as on 1st April 2017.	1	<i>Negotiable</i>
2	Manager, Finance & Audit	<ul style="list-style-type: none">➤ C.A./ I.C.W.A/ MBA(Finance) with minimum 5 years post qualification work experience in handling financial matters/audit matters in reputed organizations.➤ Computer proficiency in any financial ERP will be a desirable qualification.➤ Excellence in verbal & written communication skills are essential.➤ Age – up to 45 years as on 1st April 2017.	1 no.	<i>Negotiable</i>



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Sl.	Name of the Positions	Requisite Qualification & Experience	No. of Posts	Remuneration per month
3	Accounts Officer	<ul style="list-style-type: none">➤ C.A. Inter / MBA (Finance) with minimum 2 years post qualification work experience.➤ Computer Proficiency – MS Office/Tally/ERP➤ Age – up to 62 years as on 1st April 2017.	2 no.	Rs. 40,000/-

Online application will be received till **8th January 2018**. Candidates without the above qualification need not apply.

The schedule of interview / selection test for the respective post will be published in the website <https://nhm.assam.gov.in> in due course of time along with the list of provisionally shortlisted candidates. All applicants are advised to visit the website accordingly. No separate individual call letter for interview/ selection test will be sent. No TA/DA will be paid for attending the interview/ selection test.

Sd/-

Managing Director,
Assam Medical Services Corporation Limited,
Assam, Guwahati