



ASSAM STATE BIODIVERSITY BOARD  
ARANYA BHAWAN, 2<sup>nd</sup> FLOOR  
PANJABARI, GUWAHATI-781037  
[www.asbb.gov.in](http://www.asbb.gov.in)

No. ABB/Staff/2012/Pt.3/209/335(ii)

Tel-+91-7099010729 (O)

Email: [assambioboard@gmail.com](mailto:assambioboard@gmail.com)

Date: 19/12/2022

**NOTICE**

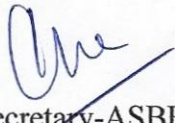
The Assam State Biodiversity Board invites applications from eligible candidates of Assam for the following position:

1. Accounts Assistant: One (1) - In the Board Office, Guwahati.
  - i. Essential Qualification:
    - a. B. Com. with Accountancy specialization.
    - b. A minimum of one (1) year experience of dealing with office accounts. Proficiency in use of TALLY accounts software.
  - ii. Desirable: Experience of working in government or semi-government organisation or reputed private organisation.
  - iii. Age: 21 to 38 years.
  - iv. Remuneration: Rs. 17,000/- (Rupees seventeen thousand)/month (CPF @12% shall be deducted).
  - v. Duration: Initially for eleven (11) months and renewable on satisfactory performanc and need basis.
  - vi. Nature of job: To assist the Board in all works related to accounts. This may also require travelling within the State on need basis.

Interested candidates may send soft copy of their application neatly typed in the given Format addressed to 'The Member Secretary, Assam State Biodiversity Board, Aranya Bhawan, 2<sup>nd</sup> Floor, Panjabari, Guwahati- 37', along with a CV giving full contact details to [asbb.applications@gmail.com](mailto:asbb.applications@gmail.com) latest by 31<sup>st</sup> December 2022, 5 PM.

The shortlisted candidates only will be called for personal interview.

No TA/DA will be paid for attending the interview.

  
(Member Secretary-ASBB)

## APPLICATION FORMAT – ACCOUNTS ASSISTANT

1. **Name of the Applicant:**

(Self attested copy of Aadhar or Pan Card to be attached)

2. Father's name:

3. Date of birth:

4. Age on 01.12.2022:

5. Gender:

6. Domicile:

7. Permanent address:

8. Mailing address:

9. Telephone/mobile number:

10. Email address:

11. Educational qualification starting with the highest qualification (attested copies of educational qualification certificates to be attached):

Paste your  
passport size  
photo here

Sl. No.	Name of Degree	Name of Institution	Board / University	Year of Completion	Division/Grade %of Marks

12. Work experience in chronological order (attested copies of work experience certificates to be attached):

Sl. No.	Name of Employer	Designation / Title	From (month, year)	To (month, year)	Salary drawn	Nature of Duties

13. Details of courses / training programmes attended, if any:

14. Languages known:

15. Additional information, if any, which you would like to mention in support of your suitability for the post

### Declaration:

I hereby certify that all the information given above is true to the best of my knowledge. If any of the above information is found to be incorrect at a later stage, I shall be liable to be disqualified/ terminated from the contract.

Signature of the candidate:

Place: