

**Assam Electronics Development Corporation Ltd. (AMTRON) Industrial Estate, Bamunimaidan,
Guwahati-781021 www.amtron.in**

No: AEDC/HRD/ContRecruit/2017/579/6219

Date: 15.12.2017

Recruitment Notice

Assam Electronics Development Corporation Limited (AMTRON) invites applications from eligible candidates for engagement as a Web Content Writer for e-Prastuti Website Content Management, WDC, IT Deptt., Govt. Of Assam. &, Technical Manpower (IT Consultant) in the Directorate of Tea, Assam. The employment is purely contractual in nature and the terms of contract shall be for 12 (twelve) months only. Interested and eligible candidates may apply only online for the same, through the official website of the Corporation (www.amtron.in) from 16.12.2017 to 25.12.2017.

The detailed terms and conditions of engagement are given below:

1. Name of Posts, Nos. of Positions, Qualification and Experience:-

Sl No	Name of the Post	No. of Positions	Qualification	Experience
1	Content Writer <ul style="list-style-type: none"> For Review of the Content and suggest improvements 	2	Post-Graduation/Graduation in Journalism/Mass Communication (Age limit : Not more than 35 years)	<ul style="list-style-type: none"> Overall 5+ years' of experience in creating content for websites /news paper Minimum 2+ years' of editorial experience in prominent vernacular or National level newspapers, TV, online sites in creating & managing content. Fairly Good Knowledge of MS- Office, HTML, CSS, Photoshop, DTP etc. Excellent writing and editing skills in English and Assamese. Ability to write in variety in formats and styles for multiple audiences. Ability to communicate and Collaborate effectively Familiarity with Web publications. Experience in any publishing house will be an added advantage.
2	Content Writer for Bilingual (Assamese Content) <ul style="list-style-type: none"> Convert the content into Assamese. Make the content is Web ready format for uploading 	2		
3	IT Consultant	1	BE/B.Tech/MCA with specialization in Computer Science /IT	<ul style="list-style-type: none"> 3 Years experience in Software Development, Website Development and Management in Govt./PSU/Govt. Bodies MBA will get preference

2. Tenure of Service:

The engagement is purely on contract basis for 12(Twelve) months only.

3. Salary:

The engagement is on monthly fixed pay basis including EPF contribution for the entire period of engagement. The breakup of pay and EPF is as shown below.

i) Content Writer:

Monthly fixed pay: Rs. 16000.00

EPF Contributions per month: Rs. 3600.00

ii) Content Writer (Assamese Content):

Monthly fixed pay: Rs.16000 .00

EPF Contributions per month: Rs. 3600.00

iii) IT Consultant:

Monthly fixed pay: Rs. 27500.00

EPF Contributions per month: Rs. 3600.00

The EPF contributions shall be deposited to the individual EPF Accounts of the incumbents.

4. Job Roles and Responsibilities (Only for Content Writer (i) & (ii)):

The responsibilities of a Web Content Writer are as follows:

- Conducting thorough research on industry- related topics, generating ideas for new content types.
- Writing, rewriting webpage content.
- Editing and Proof reading content once it is written.
- Publishing content after taking approval from the concerned authority of the Govt. Department.
- Impeccable spelling and grammar.
- Ensure all- round consistency(style, fonts, image etc)
- Designing attractive images and editing photos.
- Update website content as needed.

5. Important Dates:

Opening Date for submission on line application: 16/12/2017 10:00AM

Last Date for submission on line application: 25/12/2017 10:00PM

For shortlisted candidates, downloading of call letter and date & venue of test/viva-voce will be informed later.

6. How to Apply:

A candidate can apply only ONLINE through website www.amtron.in. No other mode of application is acceptable. The online application can be uploaded following the typical steps as mentioned below:

- Visit www.amtron.in
- Click on the link Recruitment and then click Apply Online against this Notification
- Register yourself into the portal

- Login using your Registration No.
- Fill-up and submit the online application form

The online registration shall close by midnight of the *last date of submission of applications* as mentioned above in this notification. Incomplete or wrongly filled applications will be rejected. On submission of the online application, the applicant will receive an *acknowledgment number* which he / she needs to retain for use in future. It is to be noted that submission of the online application does not automatically qualify any candidate for the position and also does not imply verification of credentials of the applicant.

7. Supporting Documents to be uploaded:

The applicant must upload the following documents while submitting his/her online application to support the eligibility criteria mentioned above:

- Age Proof: 10th standard Admit Card/certificate for examination or birth certificate.
- Educational Qualification certificates
- Professional/Global Certificates, as applicable for his/her applied post
- Work Experience Certificates
- Proof of last remuneration drawn, if any.
- Photo Identity Card: PAN card/Driving License/Passport/Voters ID card or any other Photo ID card issued by a Govt. Agency.
- Latest passport size photograph
- Scanned copy of his/her signature
- Self declaration that there are no criminal cases pending in his/her name.

8. Selection Procedure:

Online applications will be shortlisted on the basis of the eligibility criteria and list of such shortlisted candidates will be uploaded in the website www.amtron.in. The shortlisted candidates will be called for test/viva-voce through downloadable call letters. Selection Committee(s) will be constituted for test/viva-voce. Selection of the candidates will be done on the basis of their performance in test/viva-voce and experience. No TA/DA will be entertained for appearing in any test/viva-voce.

Sd/
Managing Director,
Assam Electronics Development Corporation Ltd.