

**OFFICE OF
THE MANAGING DIRECTOR
GUWAHATI METROPOLITAN DRINKING WATER & SEWERAGE BOARD
1ST FLOOR, TRIPTI TOWER, GANESHGURI
G. S. ROAD, GUWAHATI-781006**

No. GJB/GEN/30/2023/41

Dated: 06/10/2023

RECRUITMENT NOTICE

Guwahati Metropolitan Drinking Water & Sewerage Board invites applications from interested candidates for the following positions purely on contractual basis for a period of 11 (Eleven) months. Selected candidates shall be engaged under Project Implementation Unit, South Guwahati West Water Supply Project (107 MLD).

Sl No	Position	No	Fixed monthly Remuneration	Remarks
1	Asstt Engineer-Civil	4	60000	BE/B.Tech in Civil Engineering from reputed/recognized University or College and having Work Exp. – 3 Yrs. in Water Supply Project or similar nature of works.
2	Asstt Engineer-Mechanical	1	60000	BE/B.Tech in Mechanical Engineering from reputed/recognized University or College and having Work Exp. – 3 Yrs. in Water Supply Project or similar nature of works
3	Asstt Engineer-Electrical	1	60000	BE/B.Tech in Electrical Engineering from reputed / recognized University or College and having Work Exp. – 3 Yrs. in Water Supply Project or similar nature of works.
4	Asstt Engineer-Instrumentation	1	60000	BE/B.Tech in Electrical & Instrumentation Engineering from reputed / recognized University or College and having Work Exp. – 3 Yrs. in Water Supply Project or similar nature of works.
5	Junior Engineer-Civil	8	40000	Diploma in Civil Engineering and having Work Exp. – 3 Yrs. in Water Supply Project or similar nature of works.
6	Junior Engineer-Mechanical	2	40000	Diploma in Mechanical Engineering and having Work Exp. – 3 Yrs. in Water Supply Project or similar nature of works.
7	Junior Engineer-Electrical	2	40000	Diploma in Electrical Engineering and having Work Exp. – 3 Yrs. in Water Supply Project or similar nature of works.
8	Safety Officer	1	70000	Bachelor's Degree (B.E / B.Tech) in Engineering with Post-Graduate Diploma in Health, Safety & Environment, Work Experience-minimum 3 years
9	GIS Executive	1	40000	Bachelor Degree in Geography/Geology/Engineering with certificate in GIS/Geoinformatics, Work Experience-Minimum 2 years, Candidate shall have proficiency in ArcGIS, Q GIS, AUTOCAD software's.
10	IEC Expert	1	60000	Bachelor Degree in Mass Communication, Work Experience-2 year
11	MIS Executive	1	40000	Bachelor Degree in IT/Computer Science, Work experience- 2 year
12	Accounts Officer	1	65000	Master Degree in Commerce or CA Inter with B. Com, Work Experience-Minimum 5 year in Govt Sector.

13	Asstt. Accounts Officer	1	40000	Bachelor degree in Commerce, Work Experience-Minimum 3 years in Govt Sector.
14	Accounts Assistant	2	25000	Bachelor Degree in commerce, Work Experience-Minimum 2 year
15	LDA/Office Assistant	5	30000	Bachelor degree in any discipline, Work experience-minimum 3 year
16	Data Entry Operator	2	25000	Bachelor degree in any discipline, Certificate in Computer application (course duration minimum 6 months), Work Experience-Minimum 2 year
17	HR & Admin Officer	1	60000	MBA in HR, Work Experience-Minimum 3 years
18	Grade IV	6	18000	Class VIII Pass
19	Plumber	10	18000	ITI Pass or trained under ASDM, Guwahati Jal Board

Candidates shall submit their applications in hard copy in the prescribed format at the Office of Managing Director, Guwahati Metropolitan Drinking Water & Sewerage Board, 1st Floor, Tripti Tower, Ganeshguri. Application format is available at the official website <https://gmdwsb.assam.gov.in> under the Recruitment & Career Section. The envelop shall bear the name of the post applied.

LAST DATE OF SUBMISSION OF APPLICATION: 20 / 10 / 2023, 3:00 PM

Additional Qualifications and experience would be given due weightage. No e-mail correspondence and applications shall be entertained. Shortlisted candidates will be required to appear before Selection Committee on the date/time/venue to be notified by the undersigned on its official website <https://gmdwsb.assam.gov.in>.

No travel or any other expenses shall be borne by the office. Canvassing of any kind, directly or indirectly shall lead to disqualification of candidature.

Candidates are advised to check the website (www.gmdwsb.assam.gov.in) regularly for updates and information. No separate advertisement in print media will be published regarding the same.

The contractual employment will not enable any one to make claim for any sort of regularization or making the engagement permanent.

Pallav GMD
6.10.23

Managing Director
Guwahati Metropolitan Drinking Water & Sewerage Board

Application Form



Name of the Post Applied for							
1	Name (in Block Letters)						
2	<input type="checkbox"/> Father's / <input type="checkbox"/> Spouse Name						
3	Permanent Address (please mention the Pin Code, Post Office, Police Station name along with the address) (Attach Proof of Address)						
4	Correspondence Address (please mention the Pin Code, Post Office, Police Station name along with the address)						
5	Mobile Number						
	Email Id						
6	Date of Birth & Age (as on last date of submission) (Attach Birth Certificate / HSLC / 10 th Admit Card / PAN Card)			DD	MM	YYYY	Age :
7	Nationality						
8	Marital Status						
Details of Education/Professional/Technical Qualification (Attach Certificate & Marksheet)							
9	Qualification	Subject / Honors	Board / University	Year of Passing	Marks obtained	Percentage / CGPA	
a	10 th / HSLC						
b	12 th / HS						
c	Graduation						
d	Post Graduation						
e	Any other						
Details of Relevant Experience (Attach Certificate indicating the relevant experience) :							
	Organization Name	Designation	Period of Engagement	Nature of duties in Short			
a							
b							
c							
d							
e							
11	Knowledge of IT applications and Computer Skills (MS word, Excel, Power Point, Tally etc. (Attach certificates)						

12	Details of present employment, if any indicating the duties and responsibility in details :			
13	Names and Addresses of two persons from whom we may seek reference about you: (The two persons must not be related to you and must have interacted with you in a Professional and/or academic capacity during the last 3 years)			
	SI	Name of the person & Designation	Address	Phone No.
	1.			
	2.			
14	Any other information relevant to the Post, if any			

Declaration: I hereby declare that all the information furnished above is true, correct & complete to the best of my knowledge & belief.

Signature of Candidate

List of Enclosures

(Please answer yes if document is enclosed)

SI	Name of Document (self Attested)	Enclosed (Yes / No)	No of Pages	SI No
1	Permanent Address Proof			
2	Proof of Date of Birth			
3	Mark sheet and Certificate -10th / HSLC			
4	Mark sheet and Certificate -12 th / HS			
5	Mark sheet and Certificate – Graduation			
6	Mark sheet and Certificate – Post Graduation			
7	Mark sheet and Certificate of any other qualification, if any			
8	Experience Certificate			
9	Mark Sheet and Certificate of IT and Computer Skills			
10	Any other Documents (mention the document name):			

Note :

1. Candidates are requested to mention the numbers of Documents submitted and the documents to be numbered serially and to mentioned in the sl no. column.
2. The candidature of candidate will not be considered in case of submission of application without full supporting documents. All pages of this application and supporting documents need to be duly signed / self attested.
3. Candidates may add separate row(s) in case of need to incorporate more educational and experience details.

Date:

Signature of Candidate

Place: