

ASSAM SEEDS CORPORATION LIMITED

KHANAPARA, GUWAHATI-22

(A Govt. of Assam Undertaking)

No. E-890/ASC/Appointment/2024-25/39097

Dated: 29/01/2025


RECRUITMENT NOTICE

The Managing Director, Assam Seeds Corporation Limited invites application from eligible candidates for the following positions on contractual basis initially for a period of 11 months.

S.N.	Position Name	Vacancy (No)	Mode of Applying
1	Assistant Branch Manager/ Assistant Farm Superintendent	4	Offline submission of hardcopy of application in the office of the undersigned/ online submission through email id : ascltdghy@yahoo.com. Last date of submission of applications: 15th February 2025 till 5:00PM
2	Assistant Accounts Officer (for retired Govt./ PSU employee only)	1	
3	Sales Assistant	5	

Interested candidates may refer to the **general terms and conditions** and **Terms of Reference (ToR)** for each position and also **download the application form, available in the official website: www.ascltd.assam.gov.in**.

Only the shortlisted candidates will be called for appearing in the personal interview. Any further modifications/updates in the recruitment process shall be posted in the aforementioned official website.


Managing Director
Assam Seeds Corporation Limited
Khanapara, Guwahati-22

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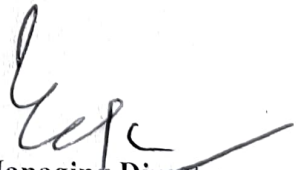
No. E-890/ASC/Appointment/2024-25/ 39048

Dated: 29/01/2025

GENERAL TERMS AND CONDITIONS

Pursuant to the Recruitment Notice vide No. E-809/ASC/Appointment/2024-25/ 39037 dtd. 29/01/25, the below listed are the general terms and conditions for kind reference of the candidates:

1. Candidates must fulfil the requisite qualification and experience.
2. Candidature will be liable for cancellation if at any stage it is found that information furnished in the application or supporting documents is misleading/misrepresented/incomplete/false.
3. Applications received after the due date of submission as mentioned in the recruitment notice i.e. 15th February, 2025 till 05:00 PM will not be considered.
4. Only the shortlisted candidates will be called for appearing in the personal interview for the post applied.
5. Any further modification/updates in the recruitment process shall be posted in the official website of Assam Seeds Corporation Limited i.e., www.ascltd.assam.gov.in.
6. The recruiting authority i.e., the Assam Seeds Corporation Limited reserves the right to modify/postpone/cancel the recruitment without assigning any reasons thereof.
7. Canvassing of any form will culminate into direct disqualification and rejection.


Managing Director
Assam Seeds Corporation Ltd.,
Khanapara, Ghy-22

ASSAM SEEDS CORPORATION LIMITED

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(A Govt. of Assam Undertaking)

No. E-890/ASC/Appointment/2024-25/ 39049

Dated 29.01/2025

TERMS OF REFERENCE (ToR)

For the position of Assistant Branch Manager/Assistant Farm Superintendent

Number of posts	Four (4)
Place of posting	Anywhere in Assam
Remuneration	Fixed pay of Rs. 42,000/- per month. However, 2% yearly increment shall be given based on performance.
Employment type	Initial contractual period is for 11 months. However, contract shall be extended based on further requirement of the Corporation as well as on performance. Pattern of job is full time and no part time is allowed.
Age limit	Age of the candidate shall be followed as per Government norms.
Educational qualification	M.Sc (Agriculture) in Seed Science & Technology/Plant Breeding & Genetics (full time) from any recognized University/Institution. The candidate should have a minimum percentage/ score equivalent to 60% marks in the said course.
Work experience	Minimum two years of professional experience in seed related sector under Govt. departments/ PSUs/ Govt. agencies.
Skills required	Computer Skills: The candidate must have proficiency in the use of Internet based applications, MS Word, MS Excel and MS Power Point and other related applications.


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ASSAM SEEDS CORPORATION LIMITED

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No. E-890/ASC/Appointment/2024-25/ 39050

Dated: 29/01/2025

TERMS OF REFERENCE (ToR)

For the position of Assistant Accounts Officer (for retired Govt./ PSU employee only)

Number of posts	One (1)
Place of posting	Head Office, Assam Seeds Corporation Limited
Remuneration	Fixed pay of Rs 50,000 per month inclusive of the conveyance fees to attend the Office.
Employment type	Initial contractual period is for 11 months. However, contract shall be extended based on further requirement of the Corporation as well as on performance. Pattern of job is full time and no part time is allowed.
Age limit	Age of the candidate should not be more than 65 years as on 1st March, 2024.
Educational qualification	Graduate in Commerce from any recognized University/ Institution.
Work experience	Minimum 25 years of professional experience in handling and managing of accounts and finance in Govt. departments/ PSUs/Govt. agencies. Candidates who is a retiree from the service in same or equivalent post as advertised from any Govt. departments/ PSUs/Govt. agencies can only apply for the post.



**Managing Director
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ASSAM SEEDS CORPORATION LIMITED

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No. E-890/ASC/Appointment/2024-25/ 39051

Dated: 29/01/2025

TERMS OF REFERENCE (ToR) FOR THE POSITION OF SALES ASSISTANT

Number of posts	Five (5)
Place of posting	Anywhere in Assam
Remuneration	Fixed pay of Rs. 25,000/- per month. However, 2% yearly increment shall be given based on performance.
Employment type	Initial contractual period is for 11 months. However, contract shall be extended based on further requirement of the Corporation as well as on performance. Pattern of job is full time and no part time is allowed.
Age limit	Age of the candidate shall be followed as per Government norms.
Educational qualification	Graduate in any stream from any recognized University/ Institution. The candidate should have a minimum percentage/ score equivalent to 60% marks in the said course.
Work experience	Preference will be given to candidate for having experience in marketing/sales under Govt. departments/ PSUs/ Govt. agencies.
Skills required	Computer Skills: The candidate must have proficiency in the use of Internet based applications, MS Word, MS Excel and MS Power Point and other related applications.


Managing Director
Assam Seeds Corporation Ltd.,
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APPLICATION FORM

1. Full Name of the candidate (In Block Letters):
2. Father's/Husband's Name :
3. Mother's Name :
4. Gender:
5. Marital Status :
6. Nationality:
7. Permanent Postal Address:
8. Current Address:
9. Mobile No.:
10. Email ID :
11. Date of Birth (attach a self-attested copy of evidence)(dd/mm/yyyy):
12. Age (As on 1st January, 2025) :
13. Post applied for:
15. Educational Qualification (attach self-attested copy of certificates):

Paste Self-
attested
Passport photo

S.N	Examination	Subject	Year of Passing	Name of College	Name Board/University	Percentage of marks obtained
1	HSLC (10 th)					
2	10+2/Higher Secondary					
3	Graduation					
4	Post-Graduation					
5	Others (if any)					

16. Total Work Experience (in years and months):

17. Details of Work Experience (Starting from latest **) (attach self-attested copies of experience certificates):

S.N.	Designation	Organization	From (mm/yyyy)	To (mm/yyyy)	Summary of Services

** Attach latest self-attested copy of salary certificate.

1 Computer Proficiency:

Sl.	Course	Duration	Institute	Marks/grade obtained

20. 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 for more than 2 years in a Professional and/or academic capacity during the last 5 years)

Sl	Name of the persons & designation (if any)	Address	Phone no	E-mail id
1.				
2.				

21. Do you have any criminal or corruption charges against you? (If yes furnish details)

22. Have you ever been arrested, indicted or summoned into court as defendant in a criminal proceeding or convicted, fined or imprisoned for the violation of any law? (If yes furnish details)

23. Have you ever been discharged or forced to resign from any position? (If yes furnish details)

Declaration: I certify that the statements made by me in this application are true, complete and correct to the best of my knowledge and belief. Permission is hereby given to the Assam Seeds Corporation Limited to make such investigations as are necessary on the information given above. I understand that any misrepresentation or fraudulence or material omission made herein or in any other document requested by ARIAS Society would render dismissal and termination of my candidature/ service/contract apart from other

Date :
Place :

Signature of the Candidate

Approved
by

