অসম শক্তি উন্নয়ণ অভিকৰণ
ASSAM ENERGY DEVELOPMENT AGENCY
(Under Science & Technology Department, Govt. of Assam)
Bigyan Bhawan, Near IDBI Building, G.S. Road, Guwahati -781005
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No. AEDA/804/2026/8072 Date : 28/10/2026

Advertisement for Appointment of Finance & Accounts Officer (FAO)

Applications are invited from Indian citizens in a sealed envelope for engagement of 01 (one) no. of **Finance & Accounts Officer (FAO)** in the **Assam Energy Development Agency (AEDA)** on a contractual basis, initially for a period of 03 **(three) years** as per following details :

Name of the Post	:	Finance & Accounts Officer (FAO)
No. of Post	:	01 (One)
Age Limit	:	The eligible candidate should be not less than 40 years and not more than 50 years of age as on 01-09-2026
Essential Educational Qualification	:	Masters in Commerce (M. Com) in Accountancy from a recognised University Or, CA Intermediate Passed, Or, CMA Intermediate Passed
Essential Professional Experience	:	The candidate must have a minimum of 10 (ten) years of post-qualification experience in the field of Accounts & Finance in any Government Department/Organization, Semi-Government Organization, Public Sector Undertaking (PSU), Autonomous Body, reputed Multi National Company.
Essential Knowledge & Skills	:	The incumbent must have sound practical knowledge and experience in the field/area of general accounting systems, preparation & finalisation of annual accounts including Balance Sheet etc., compliances relating to Income Tax, GST, TDS, Labour Cess, Forest Royalty including deduction, deposition and return filing, CPF/Provident fund related matters, operation and transactions through PFMS portal, matters relating to procurement through GeM, assam tenders etc. preparation of budgets/estimates, UC & SoE, Salary/Payroll Payments/Disbursal etc. Moreover, the candidate should have knowledge of handling CAG and A.G. (Audit) related matters.
Period of Engagement	:	The engagement will initially be for a period of 03 (three) years.

		However, continuation of engagement shall be subject to satisfactory performance, conduct and yearly performance review by the competent authority. The engagement will be purely on a contractual basis and shall not confer any right or claim for regular appointment under the AEDA or Government of Assam.
Monthly Remuneration	:	Rs. 70,000/- per month + CPF, as applicable.
Application Submission	:	Interested and eligible candidates may submit their application in the **Standard Form of Application (Assam Gazette Part IX)** along with his/her **Curriculum Vitae (CV)**, 02 (two) copies of recent passport-size photographs and self-attested copies of all testimonials/documents in support of their educational qualifications (from Matriculation onwards), experience, age and other relevant particulars, along with a valid Government-issued ID proof (PAN Card/Aadhaar Card/Voter ID) and valid Employment Exchange Registration Certificate. The application must be submitted **in a sealed envelope** and deposited in the designated application box at the office of the **Director, Assam Energy Development Agency (AEDA), Bigyan Bhawan, G.S. Road, Guwahati - 781005.** The words **"APPLICATION FOR THE POST OF FINANCE & ACCOUNTS OFFICER"** must be clearly superscribed on the top of the envelope. The **last date for submission of applications is 17/11/2026 up to 2:00 PM.** No other mode of application will be accepted. Incomplete applications or applications submitted without the requisite supporting documents shall be liable to be rejected.
Selection Procedure	:	1. The selection will be made through **shortlisting of candidates based on their educational qualifications and relevant professional experience(s)** followed by personal interview by the Selection Committee. 2. **Only shortlisted candidates will be called for interview.** 3. The date, time and venue/mode of the interview shall be **communicated to the shortlisted candidates through the e-mail address provided in the application form only.** 4. The Agency reserves the right to **adopt any other appropriate selection procedure, as deemed necessary, depending upon the number of applications/candidates received.**

General Conditions :

1. Candidates must possess the prescribed educational qualification and experience as on the last date of submission of applications.
2. The experience claimed by the candidate must be supported by valid documentary evidence issued by the concerned organization/employer.
3. The Agency reserves the right to **shortlist candidates** for interview based on qualification, experience and suitability.
4. Mere fulfilment of eligibility criteria shall not confer any right to be called for interview or selection.
5. No TA/DA will be admissible for appearing in the interview.
6. The selected candidate will have to require to perform such duties and responsibilities as may be assigned by the competent authority from time to time in addition to the assigned duties and responsibilities as mentioned in the advertisement.

Director
Assam Energy Development Agency
Bigyan Bhawan, Guwahati-05