

GOVERNMENT OF ASSAM**FLOOD AND RIVER EROSION MANAGEMENT AGENCY OF ASSAM, (FREMAA)**Address: 4th floor, Assam Water Centre, Basistha Chariali, NH-27, Guwahati-29, Phone/Fax-(0361)2339896,Email: ceo-fremaa@assam.gov.in Website: www.fremaa.assam.gov.in

E – No. 553759/963

Dated: (as on e-sign)

Advertisement for Walk In Interview

The Flood and River Erosion Management Agency of Assam (FREMAA), an autonomous society of the Government of Assam and the implementing agency for the Externally Aided projects of Water Resources Department, Assam, invites eligible Indian citizens for a Walk in Interview to provide the Services against the following post on contractual basis as mentioned below.

1.	Name of the Post	PA to CEO
2.	Period of Contract	1 (One) year; extendable based on satisfactory performance
3.	Number of Vacancy	01 (One)
4.	Place of Work	Office of the Chief Executive Officer, FREMAA, Guwahati
5.	Job Profile	(i) Assist CEO in all matters from drafting to co-ordinating within FREMAA and other offices/departments/institutions. (ii) Receipt of all letters/documents/files, etc. and dispatch accordingly as directed by CEO. (iii) Checking email of CEO and informing CEO of the same. (iv) Maintaining the schedule of CEO and reminding CEO of meetings, appointments, etc. from time to time. (v) Maintaining Tour Diary of CEO. (vi) Any other work assigned by CEO from time to time.
6.	Age	Above the age of 26 years and not more than 45 years as on 01/01/2026.
7.	Qualification	At least Graduate in any discipline with at least 60% marks from a recognised university
8.	Experience	2 years of experience preferably in Govt/ Semi Govt. sector/ Agency. Experience in similar roles will be preferred.
9.	Skills	Fluency in English, Assamese and Hindi is required. Should be proficient in MS Word, MS Excel, MS Powerpoint and usage of Internet and peripherals. Candidates with proficiency in Stenography will be preferred.
10.	Remuneration	Rs 35,000/- pm. TA/DA and other allowances admissible as per FREMAA norms
11.	Documents to be submitted	Candidates should come with a copy of a duly filled prescribed application format, which can be downloaded from FREMAA's website, one passport sized photograph and one set of self-attested copies of all certificates/mark sheets pertaining to Age/Qualification/Experience etc. Original certificates/mark sheets pertaining to Age/Qualification/Experience etc., should be carried along for verification on the day of interview.
13.	Date and Time of Walk In Interview	26 th June 2026 from 10:00 A.M to 1:00 P.M

Other General conditions:

1. Selection would be through the process of Walk-In-interview.
2. The candidates should fill the application format in English language in the **prescribed application format** along with a set of self-attested copies of certificates supporting age, address, qualification and marks obtained, experience, trainings received, last drawn salary slip, etc. The Candidate will bring the original of the self-attested certificates/documents for the interview for verification; The Originals will be returned after

corroboration with the self-attested copies brought by the candidate. If at any stage, it is found that information furnished in the application or supporting documents is misleading/misrepresented/incomplete/false, candidature shall be liable for cancellation.

3. Only candidates who fulfil the eligible qualification and experience will be allowed to appear before the interview panel.
4. The Salary will be fixed based on i) eligible qualification and experience and (ii) performance in the interview.
5. In case, sufficient candidates with requisite experience cited above are not available, FREMAA may shortlist candidates having lesser years of experience for the interview. However, if selected he/she will be offered a lower salary. In absence of suitable candidates FREMAA reserves the right not to recruit any candidates.
6. FREMAA reserves the right to increase or decrease the number of positions or scrap any or all of the positions and also reject applications without assigning any reason, thereof.
7. FREMAA reserves the right to modify the required qualification/experience at any stage during the recruitment process depending on the number of applications received.
8. Canvassing in any form will lead to disqualification and rejection.

Digitally signed by
JEEVAN BASAVARAJAPPA
Date: 04-06-2026
14:10:07

(Dr Jeevan B., IAS)
Chief Executive Officer,
FREMAA