



OFFICE OF THE SILCHAR MUNICIPAL CORPORATION
SILCHAR :::::::::: CACHAR.

No. SMGP-23/2025-26/4140

Dated, the Silchar 09/01/2026

ADVERTISEMENT

Applications are invited for the below mentioned posts at Goldighi Municipal Market Management Committee, Nazirpatty, Silchar under Silchar Municipal Corporation, Silchar.

SL No.	Name of Post	No. of Post	Qualification	Experience	Age	Salary
1	Front Office Executive	1	Graduate in any discipline from Govt. recognized University/Institution. The candidate must have knowledge to write & speak in English & Bengali language along with any other local languages. The candidate must have Computer proficiency including Tally, MS Office etc. Preference will be given to the candidates those who are from Bachelor of Business Administration, Technology & Finance Administration.	Preference will be given to the candidates with an experience of 02 years in the field of Mall Management, Operations & activities in all the way.	24-32 years. Age must not exceed 32 years as on 01.01.2026	Rs.25,000.00
2	I.T. Co-ordinator	1	B.E./B.TECH preferably in Computer Science from Govt. recognized University/Institution. The candidate must have proficiency in MS Office, Basic Internet, Site Maintenance, HTML, UIUX, knowledge in the field of coding etc.	Preference will be given to the candidates with an experience of 02 years in any field.	24-32 years. Age must not exceed 32 years as on 01.01.2026	Rs.24,000.00
3	Plumber cum Fireman	1	Matriculate or equivalent examination. The candidate must have a certificate in the field of above mentioned post from Govt. recognized I.T.I. A National Trade Certificate (NTC) or National Apprenticeship Certificate (NAC) in the 'Plumber' trade from a government recognized Industrial Training Institute (ITI) is widely required. Candidates must have a valid plumbing license from a competent licensing authority. The candidate must have an experience of 2-3 years in plumbing and sanitation such as Strong understanding of water distribution and drainage systems, pipe fitting, soldering, and the ability to read blueprints and technical drawings.	Preference will be given to the candidates with an experience of 02 years in any field.	24-40 years. Age must not exceed 32 years as on 01.01.2026	Rs.12,100.00



Important Instructions :-



1. The engagement will be purely on Contractual & Temporary basis for a period of 11 (eleven) months which may be extended based on the performance of the candidate and requirement of Goldighi Municipal Market Management Committee.
2. The candidate shall submit the application in **standard form with full bio-data, 2 copies of recent coloured passport size photograph, self-attested relevant documents in sealed envelope at Silchar Municipal Corporation Office, First Floor, Sadarghat, Silchar during Office hours within 28-01-2026 upto 05 P.M. at the specified drop box available in SMC Office only.** No speed post, registered post etc will be accepted. **Valid email id and contact number shall be mandatorily provided on the application form which shall be used for future communication.**
3. The application shall be addressed to the **Chairman, Selection Committee, Silchar Municipal Corporation Office, Silchar** clearly mentioning the name of the post. Incomplete applications will be summarily rejected without assigning any reason thereof.
4. The **selection process for Front Office Executive** shall consist of a written test comprising with 60(sixty) marks which will be divided with 55 (fifty-five) marks for multiple choice objective question & 05 (five) marks of essay writing. The computer test will be of 20 (twenty) marks which will include Presentation on topic provided by the Authority, Speed Typing Test etc. The Viva will be of 20 (twenty) marks.
5. The **selection process of I.T. Co-ordinator** shall consist of a written test with 60(sixty) marks which will be divided into 55 (fifty-five) marks of multiple choice objective question & 05 (five) marks of essay writing. The computer test will be of 20 (twenty) marks which will include Presentation, Speed Typing Test etc. The Viva will be of 20 (twenty) marks.
6. The **selection process of Plumber cum Fireman** shall be done through the help of Industrial Training Institute (ITI) at Srikona, Silchar. The candidate must have the ability to troubleshoot, diagnose, and repair complex plumbing issues. The work of plumbing can be physically demanding, requiring the ability to lift heavy objects and work in various conditions and confined spaces. The candidate must have communication skills for liaising with other team members, engineers, and the public. The selected candidate must have a basic knowledge to overcome the fire incidents. The fireman will be given a training to meet basic fire incidents in the Mall operation activities.
7. The venue of the examination alongwith time will be informed to the candidates through Silchar Municipal Corporation website and the email id as mentioned in their application form.
8. The result of the written test will be notified within 03 (three) working days after the completion of written examination.
9. The Computer Test will be conducted only for those candidates who will qualify the written examination test of Front Office Executive & I.T. Co-Ordinator. The qualified candidates will be informed through through Silchar Municipal Corporation website and the email id as mentioned in their application form only. No other mode of communication will be made.
10. One candidate shall apply for one post only and if two applications of same candidate received than the application for the higher post will be considered.
11. The undersigned deserves the right to cancel the advertisement and the process at any stage without assigning any reason thereof.
12. The document verification shall be conducted after the Viva. Candidates shall bring self-attested copies of the birth certificate, academic qualification certificates, relevant documents and experience certificate as applicable with the original one along with Medical Fitness Certificate.



13. The advertisement shall be published in the leading local daily newspaper and at the **website of the Silchar Municipal Corporation** i.e. www.silcharmunicipality.in
14. The Date of Interview, venue of examination, Officials required for the conduct of the examination process shall be based on the decision of the Chairman, Selection Committee depending upon the availability of resources.
15. **No TA/DA will be provided by the authority to the candidates for attending the examination/interview/viva.**
16. **The duties will be assigned to the selected candidates by the President, GDMMMC as per the existing norms of Goldighi Municipal Market Management Committee, Silchar.**
17. No age relaxation will be given to any candidate.

**Chairman
Selection Committee**

Asstt. Commissioner, Cachar, Silchar
9/01/26

Memo No. SMGP-23/2025-26/ 4140-A

Dated, the Silchar 09/01/2026

Copy to:-

1. The Administrator, Silchar Municipal Corporation, Guwahati/Silchar for favour of kind information.
2. The District Commissioner, Cachar Silchar for favour of kind information.
3. The Senior Superintendent of Police, Cachar, Silchar for favour of kind information.
4. The Commissioner, Silchar Municipal Corporation for favour of kind information.
5. The President, Goldighi Municipal Market Management Committee for favour of kind information.
6. The Deputy Director of Information & Public Relation, Barak Valley Region, Silchar, Cachar to kindly publish the said advertisement in the leading daily newspaper and submit bill accordingly.
7. All members, Selection Committee for favour of kind information.
8. Sri Kawsor Ahmed Laskar, I.T. Co-ordinator, Silchar Municipal Corporation to publish the said & other relevant documents in the website of Silchar Municipal Corporation.
9. Office Notice Board.
10. Book copy.
11. File copy.

**Chairman
Selection Committee &**

Asstt. Commissioner, Cachar, Silchar
9/01/26