

**REQUIRED**  
**DIRECTOR**  
**STATE RESOURCE CENTRE FOR ADULT EDUCATION**  
**DISPUR, ASSAM**

We are a leading voluntary agency of Assam located at the state capital of Assam. We have an excellent track record of performance in the field of adult education. We are running the State Resource Centre for Adult Education for a number of years and have provided excellent support to the literacy and adult education programme being run in all districts of Assam. Our area of work includes material preparation, training, research, evaluation, etc.

We are looking for a dynamic person to head the organization as its DIRECTOR. The DIRECTOR would be the Member-Secretary of the Governing Board and would be in charge of providing the organization with leadership, direction and drive. He/ She would also be fully in charge of all day-to-day activities. The DIRECTOR is expected to have proven capabilities of motivating and leading a team of professional. He/ She should have good human resource management skills and be a team builder.

**QUALIFICATIONS AND EXPERIENCE**

**ESSENTIAL:**

- (i) Second class Masters Degree from a recognized University or equivalent.
- (ii) Seven year of experience in a supervisory capacity preferably, but not necessarily, in the field of education or Social Science research.
- (iii) Working knowledge of local language.

**DESIRABLE:**

- i.) Experience in Administration or Management.
- ii.) Experience in leading a team.
- iii.) Experience in heading an organization.
- iv.) Experience in guiding/conducting or research or evaluation.

**AGE:**

Maximum 55 years as on the date of application.

**TERMS & CONDITIONS**

The selected candidate will be paid a remuneration of Rs.20, 000/- (Twenty Thousand) only per month. Facilities would be provided for transport, provident fund, residential telephone and residential accommodation and medical reimbursement etc. as per official norms. If in due

course any changes will be made by the Governing Body of SRC, Dispur regarding the norms of remuneration of Director, than the revised norms will be applicable automatically.

The appointment would be for five years and the first year of the term will be the probation period.

Interested persons may send in their applications with full bio-data and supporting documents to:

**Chairperson**  
**State Resource Centre Dispur**  
**H/N 31, Faguna Rabha Path, Jatia, Kahilipara Road**  
**Dispur, Guwahati-781006**  
**Ph. 0361-2388990**  
**E-Mail: srcdispur@yahoo.com**

The last date for receipt of application is one month after the date of appearance of the advertisement.

This position may also be filled up by persons on Promotion/Deputation. In such cases, emoluments will be decided by the Board of Management but these will not be less than what is being currently drawn by the candidate in his/her parent department.

Eligible candidates will be short-listed and called for interview. Outstation candidates called for interview, will be reimbursed to and fro First Class/AC two or three-tier rail fare.

Persons employed in organization would be required to have applications sent through proper channel. They would be required to furnish a "No Objection Certificate" from their employer at the time of interview.

Date: 28.1.2016  
Place: Guwahati

**Chairperson**  
**State Resource Centre Dispur**