

**G
V
M****গ্রাম্য বিকাশ মঞ্চ
GRAMYA VIKASH MANCHA
ग्राम्य विकास मंच****Address**Vill. : Kardaitola
(Near Barbari Chowk)
P.O.- Barbari
Via.: Kalag
Pin-781351
Nalbari (Assam)

Ref.

Date : 25 07 2025

Vacancy AnnouncementAdvertisement No: *GVM/VA/external/09/2025*

Applications are invited from eligible candidates for filling up following post mentioned below, in Gramya Vikash Mancha (GVM), situated at village: Kardaitola, P.O: Barbari, PIN: 781351, District: Nalbari, Assam.

SL No	Name of the position	Number of Vacant Position	Essential qualification/Experiences	Period of engagement	Honorarium
1.	ADMIN ASSISTANT	1	Graduation in any discipline from a recognized institution along with Computer Certificate/Diploma of minimum 6(six) months duration from a recognized Institution. Preferably Minimum 1 year of experience. Essential Skill: Computer Operation, Commands over MS Office, Good Communication Skill in Assamese & English, multiple task handling	Initially for a period of 12 months (Including 3 months probation period), which may be extended based on performance	Organization will provide a consolidated amount maximum upto 15,000/- per month based on experience, which also include social security cost, relevant taxes. Travelling Allowance will be provided according to the policy of the organisation

Interested person can mail soft copy of application (in Specified Application form) along with updated CV to reportgvm@yahoo.com**Last date for submitting application:** 31/07/2025. Before 11.59 pm**Selection procedure:** Candidates will be selected through personal interview.**Tentative date for interview:** Interview will be held before 7 August, 2025. Shortlisted candidates will be informed by email and over telephone/ mobile, details about interview (date, venue, and time) in three days advance. Job description against each position is attached herewith. For further information, if any, please call at +91 8133907778/ +916900957047 (from 10.30 am to 5.30 pm).
President
GVM
Gramya Vikash ManchaGVM is a not-for-profit, people oriented developmental organisation, registered under the Societies Registration Act. XXI of 1860
Society Regd. No. RS/NAL/246/B/39 of 2000-2001, FCRA Regd. No. 020640005
Telephone No. (03624)291232 :: email: gvmassam@gmail.com :: website: www.gvmassam.org

Application Form

Paste your passport
photo here

Announcement No: GVM/ VA/external/01/2015

Post applied for:

A. Introductory profile:

1	Name (in block letter)	
2	Father/ Mother/ guardian	
3	Postal Address	
4	Sex	
5	Caste	
6	Date of birth	
7	Contact Number (preferably two numbers)	
8	Email id	
9	Working Experiences, if any	

B. Academic profile:

Examination / qualification	Year	Institution	Board / university	Percentage/ grade

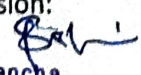
C. Others qualification, if any:

D. Notes on Language (ability to read, write and speak):

E. Notes on working experience, if any, related to the position:

Name: _____

Date of submission: _____

President 
Gramya Vikash Mancha

JOB DESCRIPTION

Gramya Vikash Mancha is a non-political, secular, non-profit, and professionally managed people-oriented developmental organization, registered under the Society Registration Act XXI of 1860. GVM was established in 1999 and has since been working with a vision to create a peaceful, prosperous, egalitarian, and exploitation free society in every village. GVM is based in Vill: Kardaitola (Near Barbari Chowk), P.O.- Barbari, Via: Kalag, Dist: Nalbari, Assam, India, Pin: 781351.

Post Title: Admin Assistant

Duty Station: Gramya Vikash Mancha (GVM), Head Office Campus, P.O.- Barbari, Via: Kalag, Dist: Nalbari, Assam, India, Pin: 781351.

Supervisor : Admin Coordinator & GVM Authority.

Duration: Initially for 12 (Twelve) months with possibility of extension.

Key Responsibilities:

1. Office Administration

- Maintain office supplies and equipment.
- Organize files and records (both digital and physical).
- Ensure smooth day-to-day operations.

2. Scheduling & Coordination

- Manage calendars for meetings, training, and field visits.
- Coordinate with internal teams and external stakeholders.
- Arrange travel and accommodations for staff.

3. Assist HR & Staff Support

- Maintain employee records and attendance.
- Assist in recruitment and onboarding processes.
- Handle basic HR documentation.

4. Support for Events & Outreach

- Help organize workshops, training, and awareness campaigns.
- Support logistics for community programs.
- Manage guest lists, materials, and venues.

5. Communication & Liaison

- Handle incoming calls, emails, and correspondence.
- Act as the first point of contact for visitors.
- Liaise with vendors, partners, and community members.


President
Gramya Vikash Mancha