

GOVERNMENT OF ASSAM
DIRECTORATE OF SOCIAL WELFARE, ASSAM
UZANBAZAR :: GUWAHATI-1

No. DSW(G)66/2018/58

Dated, Guwahati, the 21st April, 2018

ENGAGEMENT IN TEMPORARY/CONTRACTUAL POSTS UNDER THE DIRECTORATE OF SOCIAL WELFARE, ASSAM.

In supersession of earlier advertisement, if any, (including advertisement vide no. Janasnyog/5020/14 published on Dtd. 13.11.2014) in this regard, the Directorate of Social Welfare, Assam, invites applications from eligible candidates who are citizen of India as defined under Article 5 to 9 of the Constitution of India (Original inhabitant of state of Assam) and fulfil the eligibility norms of educational qualification, age etc. as mentioned below against each category of purely temporary contractual posts. The posts have been created under "State Resource Centre for Women (SRCW)" under "National Mission for Empowerment of Women (NMEW)" to support all the Women Welfare scheme including "Mahila Shakti Kendra (MSK)". The interested candidates having requisite educational qualification and experience may submit duly filled up Application (Appendix) to **"The Director, Social Welfare, Assam, Directorate of Social Welfare, Assam, Uzanbazar, Guwahati-1"**. The selection will be on the basis of Written Test followed by Interview and Skill Test. Name of Short listed candidates for the Written Test will be intimated through their respective Email ID as mentioned in their Application Form annexed herewith. The candidates who will qualify in the Written Test will be called for Viva-Voce & Skill Test. The schedule of Interview & Skill Test will be published in leading newspapers and will be posted in website <http://socialwelfare.assam.gov.in>. No separate call letters will be issued to concerned candidates. The candidates who applied earlier in pursuance of advertisement vide no. Janasnyog/5020/14 published on Dtd. 13.11.2014 need to be apply again. Application must reach the Directorate of Social Welfare, Uzanbazar, Guwahati - 781001 **on or before 08.05.2018 by 5 p.m.** during office hours for the posts of State Programme Coordinator, Specialist Gender, Research Officer, Training & Research Officer, Assistant (Training & Documentation). No application will be entitled which are received after the specific date and time. The undersigned will not be responsible for non-receipt/ late receipt of any application form due to postal delay or any other delay.

Sl. No.	Name of Post	No. (s) of Post	Educational Qualification	Age	Experience/ Competencies	Remuneration (Fixed)
1	State Programme Coordinator	1	<p>Post Graduate in Social Work/Economics/ Women's Studies/Law/Gov ernenance/any other related field</p> <p><u>Desirable</u></p> <p>i) Ph.D. in relevant field</p> <p>ii) Previous experience of working with Government on policy issues</p> <p>iii) Previous publications, articles and papers on the area of expertise with particular emphasis on women</p> <p>iv) Knowledge of of monitoring and evaluation techniques as</p>	Minimum 40 years & maximum 55 years as on 01/03/2018.	<p>i) Minimum experience of 5 years of working on women's issues with at least 3 years spent in managing and leading projects and teams...</p> <p>ii) Good knowledge of computers and ability to work in MS Office packages. Working knowledge of spread sheet and presentation packages.</p> <p>iii) Excellent understanding and knowledge of women's issues and policies and programmes of the government, at the National and State level.</p>	Rs. 52,000/- per month

			well as conducting impact assessment studies			
2	Specialist Gender	1	Post Graduate in Social Work/Economics/ Women's Studies/Law/Gov ernenance/any other related field <u>Desirable</u> i) Previous experience of working with Government	Minimum 35 years & maximum 45 years as on 01/03/2018.	i) Minimum experience of 3 years of working on women's issues ii) Good knowledge of computers and ability to work in MS Office packages. Working knowledge of spread sheet and presentation packages.	Rs. 36750/- per month
3	Research Officer	1	Post Graduate in Social Work/Economics/ Women's Studies/Law/Gov ernenance/any other related field <u>Desirable</u> i) Previous experience of working with Government	Minimum 30 years & maximum 45 years as on 01/03/2018.	i) Minimum experience of 2 years in the Research Field ii) Must have computers knowledge and ability to work in various MS Office , data analysis packages like SPSS,ATYATA etc.	Rs. 26250/- per month
4	Tanning & Research Officer	1	Post Graduate in Social Work/Economics/ Women's Studies/Law/Gov ernenance/any other related field <u>Desirable</u> i) Previous experience of working with Government	Minimum 30 years & maximum 45 years as on 01/03/2018	i) Minimum experience of 3 years in the training and capacity building on issues related to women. ii) Good knowledge of computers and ability to work in MS Office packages. Working knowledge of spread sheet and presentation packages.	Rs. 26250/- per month
5.	Assistant (Training & Documentati on)	1	Graduate in any discipline . Typing speed of 30 wpm is essential <u>Desirable</u> Diploma in Computer applications. Managing computer systems & hardwares	Minimum 18 years & maximum 35 years as on 01/03/2018	Minimum work experience of 3 years	Rs. 15750/- per month

- Candidates will have to submit duly filled up application(Appendix) along with self attested copies of certificates in support of educational qualifications, age, percentage of disability, caste (in case of SC/ST/OBC candidates only) and experience. Candidates will have to produce the original certificates as and when required.
- Reservation norms will be as per existing rules & regulation.

Sd/-
Secretary to the Govt. of Assam-cum-
Director, Social Welfare, Assam

STATEMENT SHOWING THE CATEGORYWISE POST FOR REQUIREMENT UNDER STATE & DISTRICT MSK

Sl. No.	Name of the Post	Categorywise Reservation	Nos. of Post	Remarks
1	2	3	4	5
1	State Programme Coordinator	Unreserved	01	
2	Specialist Gender	Unreserved	01	
3	Research Officer	Unreserved	01	
4	Tanning & Research Officer	Unreserved	01	
5	Assistant (Training & Documentation)	Unreserved	01	

Sd/-
Secretary to the Govt. of Assam-
cum-
Director, Social Welfare, Assam.

(Appendix)

The application may be submitted in the following format

2(two) recent
Passport size
Photographs

1. Name of the post applied for (*In Capital letter*) _____
2. Name of the Candidate (*In Capital letter*) _____
3. Father's/Husband's/ Guardian's name(*In Capital letter*) _____
4. Date of Birth _____
5. Permanent Address _____
_____ Pin _____
6. Address for communication _____
_____ (Telephone/ Mobile Nos.) _____
Email ID _____ (*Mandatory)
7. Nationality _____
8. Whether belonging to SC/ST/OBC/PH _____
9. Educational Qualifications:

Degree/Course	Year of passing	Name of the University/Institute	Marks obtained	Details of Main Subjects

10. Details of Other Examinations Passed/Trainings undergone:

Name of Examination passed/ Training undergone	Name of the Institute	Duration	Remarks

11. Details of Experience in Chronological order:

Name of organization	Position held, with date	Brief resume of duties	Scale of pay	Total emolument drawn etc.

Declaration:

I do hereby declare that the information furnished above is true and complete to the best of my knowledge and belief.

Date:

Place:

Signature