

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

No. SRCW/Engagement/14/2019/

Dated, Guwahati, the 2<sup>nd</sup> Sept 2019

**ENGAGEMENT IN TEMPORARY/ CONTRACTUAL POSTS UNDER STATE RESOURCE CENTRE FOR WOMEN, DEPARTMENT OF SOCIAL WELFARE, ASSAM**

The State Resource Centre for Women Assam under Department 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)" to support all the Women Welfare schemes including "Mahila Shakti Kendra (MSK) and purely temporary in nature. 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 Group discussion and Viva-voce. Name of Short listed candidates for the Written Test, Group discussion and Viva-voce will be intimated through their respective Email ID as mentioned in their Application Form annexed herewith. No separate call letters will be issued to concerned candidates. The Application must reach the Directorate of Social Welfare, Uzanbazar, Guwahati - 781001 **on or before 23rd September 2019 by 5 p.m.** during office hours for the posts mentioned below. 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	Specialist Gender	1	Post Graduate in Social Work/Economics/Women's Studies/Law/Governance/any other related field  <u>Desirable</u> i) Previous experience of working with Government	Minimum 30 years & maximum 45 years as on 01/03/2019	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. 36,750/- per month
2	Research Officer	1	Post Graduate in Social Work/Economics/Women's Studies/Law/Governance/any other related field ,  <u>Desirable</u> Previous experience of working with Government	Minimum 30 years & maximum 45 years as on 01/03/2019.	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. 26,250/- per month
3	Training Officer	1	Post Graduate in Social Work/Economics/Women's Studies/Law/Governance/any other related field ,  <u>Desirable</u> Previous experience of working with Government	Minimum 30 years & maximum 45 years as on 01/03/2019	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. 26,250/- per month

4.	Assistant ( Training & Documentati on )	1	Graduate in any discipline . Computer degree or diploma with Mircsoft office, powerpoint etc.  <u>Desirable</u> Tally,Managing computer systems & hardwares	Minimum 22years & maximum 40 years as on 01/03/2019	Minimum work experience of 3 years	Rs. 15,750/- per month
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- Candidates will have to submit duly filled up application(Appendix) along with self attested copies of certificates in support of educational qualifications, age, caste (in case of SC/ST/OBC candidates only) and experience to the Director, Social Welfare Department, Uzan Bazar, Ghy-1 with the envelope superscribed "APPLICATION FOR THE POST OF(Mentioning the name of Post applied for),SRCW Assam" Candidates will have to produce the original certificates as and when required.
- Reservation norms will be as per existing rules & regulation.

Sd/-  
Additional Secretary to the Govt of Assam cum  
Nodal Officer, SRCW Assam

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(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/ Mother'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 \_\_\_\_\_
- 9. Educational Qualifications:

Exam passed/ 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/ Remuneration per month

**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**

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Official use

**Receipt No.**

**Seal.**