Government of Assam
OFFICER OF THE DISTRICT SOCIAL WELFARE OFFICER
:: DHUBRI::ASSAM::

No. DSWO (D) O.E.C/36/2018/200 Dated Dhubri the 29/11/2019

ADVERTIESMENT

Application are invited from the eligible candidates who are citizen of India as defined under Article 5 to 9 of the constitution of India and fulfill 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 “One Stop Centre for Women (OSC) for the District. Of Dhubri under “National Mission for Empowerment of Women NMEW “to support all the Women Welfare scheme.

Remuneration:
1. Centre Administrator Rs. 26,000/- (Fixed)
2. Case Worker Rs. 14,000/- (Fixed)
3. Councilor Rs. 14000/- (Fixed)
4. IT Staff Rs. 12000/- (Fixed)
5. Multi purpose worker Rs. 10,000/- (Fixed)
6. Security guard / Night Guard Rs. 9,000/- (Fixed)

How to Apply:
Candidates shall be required to download the prescribed application form from the website http://dhubri.nic.in/ http://dhubri.govt.in w.e.f 30/11/19 and send duty filled in application to the Office of the Dist. Social Welfare Officer, Dhubri with the requisite documents indicated below, alongwith email ID.

A. One copy of the recent passport size photograph (size of 3.5x4.5) to be properly pasted on the space provided in the application form. Do not staple the photograph.

B. Age - proof certificates (Admit / Certificate of HSCL or equivalent examination).

C. Particular of all examination passed commencing with Matriculation or equivalent Examination.

A candidate could apply only for one post. The envelope sending the application should be superscripted “Application for the post of in the One Stop Centre; Dhubri” on the top of the envelop and it should be addressed to the Deputy Commissioner, Dhubri, Assam, Pin- 783301.

The applicant shall furnish self-attested photocopies of the above mentioned documents with declaration as “Certified to be true copy of the original” along with the application.
<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of the post</th>
<th>No. of post</th>
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<tbody>
<tr>
<td>1.</td>
<td>Centre Administrator</td>
<td>1 (One)</td>
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<tr>
<td>2.</td>
<td>Case Worker</td>
<td>3 (Three)</td>
</tr>
<tr>
<td>3.</td>
<td>Councilor</td>
<td>1 (One)</td>
</tr>
<tr>
<td>4.</td>
<td>IT Staff</td>
<td>3 (Three)</td>
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<tr>
<td>5.</td>
<td>Multi purpose worker</td>
<td>2 (Two)</td>
</tr>
<tr>
<td>6.</td>
<td>Security guard / Night Guard</td>
<td>2 (Two)</td>
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</tbody>
</table>

However, in case of detection of any false declaration made by the candidate/applicant, he/she will be penalized as per rules /law.

Application not signed by the candidates will be summarily rejected.

Duly filled application forms will be received till 5:00 P.m. of 12/12/19 Only.

**Eligibility:**

(A). Nationality:- The candidate must be an India citizen.

(B). Age:- The candidates should be age group 30 to 50 years of age as on 01/01/2019.

(C) Candidates must possess the prescribed qualification on the date of submission of their applications.

(D) Required qualification / Skills for Centre Administrator.

- Women having a law degree/Masters in Social Work with at least 5 years, experience of working on violence against Women issue.

(E) Required qualification /Skills for case worker.

- Women having a law degree/Masters in Social Work with at least 3 years, experience of working on violence against Women issue.

(F) Required qualification /Skills for Councilor.

- Women having a post graduate degree in Social Work/ Clinical Psychology with at least 3 years experience of working as Councilor/ Psychotherapist in a reputed Mental Health institution/ clinic at the District / State Level.

(G) Required qualification /Skills for IT Staff.

- Any person who is a graduate with a diploma in computer / IT etc with minimum of 3 years of experience in data management, process documentation and web based reporting formats, Video conferencing in either at the Level of State/district/ Non-Government/IT based organization.

(H) Required qualification/skill for Multipurpose Worker.

- Any person who is Matriculate with at least 3 years of experience of working as a helper, peon etc.

(I) Required qualification /Skills for Security guard / Night Guard.

- Any person who is matriculate with at least 2 years of experience of working as Security personnel in a Government or reputed organization in the District/State Level. He / She should preferably be retired military personnel and should be hired after Police verification and registration.
(J) Candidates awaiting results of the qualifying examination for eligibility on the closing Date of submission of application need not apply.

Only short listed candidates will be called for interview for which no T.A/D.A, will be paid, list of shortlisted candidates will be published in the website http://dhubri.nic.in/ http://dhubri.gov.in on _______________. The date of the interview will be notified in the website http://dhubri.nic.in subsequently, therefore, the candidates are advised to visit the website regularly. No separate call letters with be sent for attending written exam & interview.

The candidates have to bring their original document at the time of the interview.

The undersigned reserve the right to re-Schedule/ cancel the interview as well as to reject any or all applications without assigning any reasons thereof.

Canvassing directly or indirectly shall disqualify a candidate.

Deputy Commissioner,
Dhubri.

Memo No. DSWO (D) ... A

Copy to:-

1. The P.S to the Addl. Chief Secy. to the Govt. of Assam social welfare Deptt. Dispur, Guwahati -6 for kind appraisal of the Addl. Chief secy.
2. The Director, Social welfare, Assam Guwahati - 1 for favour of kind information.
3. The Deputy Commissioner, Dhubri/ South Salmara - Mankachar for favour of kind information.
5. The SDO (Civil) Bilasipara for favour of kind information.
6. The Circle Officer, Golaghat, Agomani, Dhubri, Bilasipara, Chapar-Salkocha, South Salmara, Mankachar, Bagribari for favour of kind information.
7. Office Notice Board.

Deputy Commissioner,
Dhubri.