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GOVT. OF ASSAM
OFFICE OF THE DEPUTY COMMISSIONER
BONGAIGAON

No DSWO (BNGN) 429/2019-20/794

Dated, the 7th July 2021

ADVERTISEMENT

Applications 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 "District Level Centre for Women (DLCW)" for the District of Bongaigaon under "National Mission for Empowerment of Women (NMEW)" to support all the Women Welfare schemes including "Mahila Shakti Kendra (MSK)

Sl.No.	Name of the Post.	No. of Post.
1.	Women Welfare Officer	1 (One)
2.	District Coordinator	2 (Two)

Remuneration:

1. Women Welfare officer: Rs 35,000/-(fixed)
2. District Coordinator: Rs 20,000/-(fixed)

How to Apply:

A candidate can apply only for one post.

Candidates shall be required to download the prescribed application form from the website <http://bongaigaon.gov.in> w.e.f 09/07/2021 and send duly filled in application with the requisite documents indicated below:

A. One copy of recent passport size photograph (size of 3.5 X 4.5) to be properly pasted on the space provided in the application form. **Do not staple the photograph.**

B. Age-proof certificate (Admit Certificate of HSLC or equivalent examination)

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

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

The envelope sending the application should be superscripted "**Application for Women Welfare Officer or District Coordinator in the District Level Centre for Women (DLCW)**" on the top of the envelope and it should be addressed to the Deputy Commissioner, Bongaigaon Assam, PIN-783380.

Applications not signed by the candidates will be summarily rejected.

Duly filled Application Forms will be received till **5 pm of 23/07/2021 only in the Office of the Deputy Commissioner, Bongaigaon.**

Applications (including through post) received after the last date shall not be entertained.

Eligibility:

- a) Nationality: The candidate must be an Indian citizen.
- b) Age: The candidates should not be more than 35 years of age as on 01/01/2021
- c) Candidates must possess the prescribed qualification on the date of submission of their applications
- d) Required qualification/skills for **Women Welfare Officer.**
 - Masters in Social Work (from a recognized university) with understanding of schemes/programmes implemented with focus on women.
 - Minimum six months Diploma in Computer Application from a recognized Institution.
 - Capable of communicating in the local language/dialect and effectively liaison with district officials.
 - Proficiency with computers for report writing & MIS
 - Preference will be give to candidates who have experience of working with civil society organizations and are well versed with issues related to women in the District.
 - Preference will be given to women candidates & resident of Bongaigaon.
- e) Required qualification/skills for **District Coordinator.**
 - Graduate in Humanities & Social Sciences/ Social Work (from a recognised university)
 - Minimum six months Diploma in Computer Application from a recognized institution
 - Preference will be give to candidates who have experience of working with civil society organizations and are well versed with issues related to women in the District.
 - Preference will be given to women candidates & resident of Bongaigaon
- f) Candidates awaiting results of the qualifying examination for eligibility on the closing date of submission of application need not apply.

g) Details of examination for selection of candidates:

Mode of examination.	Marks	Duration	Subject	Date of Examination
1. Written Test	50	1 hour	General English, Logical reasoning & Aptitude, General Knowledge	To be notified in due course. Candidates must check the website https://bongaigaon.gov.in/ regularly for any update related to the examination.
2. Computer Exam	30		MS Word, Excel, Power point	
3. Viva-voce	20			
Total	100			


h) All candidates to compulsorily submit valid email-ID and contact numbers (preferably WhatsApp numbers) at the time of application.

i) Admit card will be sent at the email address of the candidates and it will also be available online in the website <https://bongaigaon.gov.in>.

j) Candidates must keep checking the website <https://bongaigaon.gov.in> regularly for updates related to the examination.

The undersigned reserves the right to re-schedule/cancel the written test at any point of time.

Canvassing directly or indirectly shall disqualify a candidate.


 Deputy Commissioner
 Bongaigaon