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In pursuance to Govt. of Assam Letter No:PMU(SHEW) Receurit/03/2022/Pt-II/263 Dated the 25th June, 2025, application are invited from the citizens of India who are permanent residents of Kokrajhar District in Standard form of Applications as published in Assam Gazette in Part-IX as defined in articles 5 to 8 of the constitution in India for applying against the vacant post District Programme Assistant (IT Mission Shakti) & Data Entry Operator (IT PMMVY) on purely temporary and contractual basis under SANKALP: District Hub for Empowerment of Women (DHEW), Mission Shakti, Women & Child Development Department, Kokrajhar as admissible under Rule:

Name of the Post	No of Post	Required qualification	Experience	Remuneration per month (fixed)
District Programme Assistant (IT Mission Shakti)	1 Nos	Graduation with working knowledge in computers/ IT etc.	At least 3 years" experience in data management, process documentation and web-based reporting formats, at state or district level with government or Non-Governmental/ IT-based organizations.	Rs.20,800/-
Data Entry Operator (IT PMMVY)	1 Nos	Graduation with working knowledge in computers/ IT etc.	At least 3 years" experience in data management, process documentation and web-based reporting formats, at state or district level with government or Non-Governmental/ IT-based organizations.	Rs.10,400/-

Documents to be enclosed:- **a)** Age proof (Birth Certificate/ HSLC Admit Card), **b)** Proof of Education Qualification **c)** All Marksheet & Certificate from HSLC onwards, **d)** Experience Certificate, **e)** Address proof & Identity Proof **f)** 2 Copies passport size Photos

Selection Procedure :-Written exam, computer efficiency and oral test for all candidates under Mission Shakti.

Special Note :-a) District Level Selection Committee under Mission Shakti reverse the right of rejecting the candidate or cancelling the requirement process at any step/stage. **b)** No TA/DA will be entertained and all the candidate should be Permanent residence of Kokrajhar District **d)** Candidate must be a minimum of 21 years and a maximum of 40 years of age on 01.01.2025 with a relaxation of 5 years under ST, SC,3years for OBC and 10 years for PWD candidates.

e) The shortlisted candidates will be called for written test (Multiple Choice Question), Skill Test and Personal Interview **through their respective email id as provided in the submitted application form as well as on the office notice board.** No separate call letter will be issued to concerned candidates and no TA/DA will be provided for attending the same.

f) Incomplete applications will be summarily rejected at any stage of selection process.

g) Intending candidate may apply for any post as per advertisement. The envelope sending the application should be superscripted “Application for **District Project Assistant” (IT Mission Shakti),”Data Entry Operator” (IT PMMVY),**in the District Project Management Unit (DPMU) SANKALP: Hub for Empowerment of Women, Kokrajhar on the top of the envelope with candidate email-id and it should be addressed to the Office of the **District Social Welfare Officer/ District Nodal Office, Mission Shakti, Kokrajhar, Dist-Kokrajhar, Assam, PIN – 783370.** The envelope needs to be drop-off at the designated Drop Box in the Office of the District Social Welfare Officer, Kokrajhar office premises from ____/12/2025 Time:10:30 AM to ____/1/2025 Time: 4:30 PM Office hours.

Sd/-District Social Welfare Officer/
Member Secretary, DLSC, Mission Shakti,
Kokrajhar.

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In pursuance to Govt. of Assam letter No. 384033/13 dated, Guwahati, 24th September, 2025 applications are invited from the citizens of India who are permanent residents of Assam in standard form of Application as published in Assam Gazette in Part-IX as defined in article 5 to 8 of the constitution in India for applying against vacant post of **Case Worker** and **Counselor** on purely temporary and contractual for Sakhi-**One Stop Centre, Kokrajhar,** Department of Women and Child Development, Kokrajhar.

Name of Position Fixed	No. of Vacancies	Eligibility Criteria	Remuneration Per month (Rs.)	Remarks
Case Worker	1 nos.	Any Women having a Bachelor in Law/Social Worker/Sociology/Social Science/Psychology with at least 3 years experience of working on women related relevant domains in a Government or Non-Government project/programme, She should be a resident of the local community so that local human resource and expertise is utilized for effective functioning of the centre.	Rs.25,000/-	Reserved for Women
Counselor	1 nos.	Any Women having professional degree/diploma in psychology/psychiatry/neurosciences with a background in health sector and preferably with at least 3 years experience of working within a Government or Non-Government health project/programme at the district level.	Rs.25,000/-	Reserved for Women

General terms and conditions:

1. Document Terms and Conditions:

- a) Age proof (Birth Certificate/HSLC Admit Card)
- b) Proof of Education Qualification.
- c) All Marksheet & Certificate from HSLC onwards
- d) Experience certificate
- e) Address proof & Identity proof
- f) 2 copies passport size photos.

2. Selection Procedure:

The candidates will have to appear through Walk-in interview

3. Special Note:

- a) The Candidate must be a minimum of 21 years and maximum of 40 years of age as on 01/01/2025 with a relaxation of 5 years in upper age limit for candidates under SC, ST(H), ST(P); 3 years for OBC/MOBC and 10 years for Person with Disability (PwD) category.
- b) Incomplete applications will be summarily rejected at any stage of selection process.
- c) Any matters which are not specially provided in this advertisement will be decided by the Selection Committee.
- d) The Authority reserves the right to cancel/ postpone the advertisement without assigning any reason thereof.
- e) The shortlisted candidates will be called for personal interview **through their respective email ID as provided in the submitted application form as well as on the office notice board.** No separate call letter will be issued to concerned candidates and no TA/DA will be provided for attending for attending the same.
- f) Intending candidate may apply for any post as per advertisement. The envelope sending the application should be superscripted the name of the **post on top of the envelopment with candidate email-id** and should be addressed to Office of the District Social Welfare Officer/District Nodal Office, Mission Shakti, Kokrajhar, Dist-Kokrajhar, Assam-783370. The envelope needs to be dropped off at the designated Drop Box in the office of the District Social Welfare Officer, Kokrajhar Office premises from **24/12/2025 time-10:30am to 9/1/2026 time-4:30 pm Office Hour.**

Sd/-District Social Welfare Officer/
Member Secretary, DLSC, Mission Shakti,
Kokrajhar.

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In pursuance to Govt. of Assam Letter No:DWCD(G)90/2011/Pt-IV/9 Dated, Guwahati the 21st August, 2025, application are invited from the citizens of India who are permanent residents of Kokrajhar District in Standard form of Applications as published in Assam Gazette in Part-IX as defined in articles 5 to 8 of the constitution in India for applying against the vacant post under Shakti Sadan on purely temporary and contractual) under Mission Shakti, Women & Child Development Department, Kokrajhar as admissible under Rule:

Name of the post	No of vacancy post	Qualification required & Experience	Remuneration per month (fixed)
Resident Superintendent	1 Nos	Qualification: Any women having a Masters in Law/Sociology/Social Work/Social Science/Psychology and other similar discipline with at least 5 years of working experience on women related relevant domains in an administrative set-up with a Govt. or Non-Govt. project/programme and preferably with at least 1 year experience of counselling either within or outside the same set-up. She should be preferably a resident of the local community.	Rs.21,000/-
Office Assistant	1 Nos	Qualification: A Graduate at least 3 years' experience working in handling office documentation related job with proficiency in working on computers, at state or district level with Govt. or Non Govt. org.	Rs.17,000/-
Multi-Purpose Staff (MPW)	2 Nos	Qualification: Any Person who is literate with knowledge/experience of working in the relevant domain. High school pass or equivalent will be preferred	Rs.10,500/-
Cook	2 Nos	Qualification: Any Person who is literate with knowledge/experience of working in the relevant domain. High school pass or equivalent will be preferred.	Rs.10,500/-
Security Guard/Night Guard	3 Nos	Qualification: Any Person having Qualification of HSLC passed or equivalent will be preferred. Minimum 2 years' experience of working as security personnel in a government or reputed organization at the district/state level. He/She should preferably be retired military/paramilitary personnel.	Rs.9,000/-

General Terms and Conditions:**Documents to be enclosed:-**

- a) Age proof (Birth Certificate/ HSLC Admit Card), b)Proof of Education Qualification
c) All Marksheet & Certificate from HSLC onwards, d) Experience Certificate, e) Address proof & Identity Proof
f) 2 Copies passport size Photos

Selection Procedure :- The candidates will have to appear through Walkin interview.

Special Note :-a) District Level Selection Committee under Mission Shakti reverse the right of rejecting the candidate or cancelling the requirement process at any stage.

b) No TA/DA will be entertained and all the candidate should be Permanent residence of Kokrajhar District

d) Candidate must be a minimum of 21 years and a maximum of 40 years of age on 01.01.2025 with a relaxation of 5 years under ST, SC,3years for OBC and 10 years for PWD candidates.

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**Sd/-District Social Welfare Officer/
Member Secretary, DLSC, Mission Shakti,
Kokrajhar.**