



GOVERNMENT OF ASSAM

OFFICE OF THE DISTRICT SOCIAL WELFARE OFFICER :: SIVASAGAR

No: SVD/ HUB Interview/39/2025/5

Dated, Sivasagar the 24th July, 2025.

ADVERTISEMENT

A walk-in interview for eligible candidates for engagement for the following posts (purely on contractual basis) under District Hub for Empowerment of Women (DHEW), Department of women and Child Development, for Sivasagar District is scheduled to be held as mentioned below.

Sl No	Name of Post	No of Post	Remuneration per month (in Rs.)	Required Qualification	Age Limit	Experience/ desirable qualification	Date & Time of Walk-in Interview	Venue
1	Accounts Assistant	1	19,000/-	Graduate/ diploma in accounts/ other disciplines having accounts as a subject	40 years as on 01 st Jan, 2025	At least 3 years experience of working with the government/ non government organizations in related domain.	7 th August, 2025 from 09.30 AM onwards	Office of the District Commissioner, Sivasagar
2	Data Entry Operator (IT PMMVY)	1	10,400/-	Graduate in any discipline.	40 years as on 01 st Jan, 2025	Minimum 3 years experience in data management, process documentation and web based reporting formats, at state or district level with government/ non government IT based organizations/ projects		
3	Multi Tasking Staff	1	7,200/-	10 th Class passed under 10+2 system from any recognized board.	40 years as on 01 st Jan, 2025	Not required. Driving license (if available). Candidates without DL can also apply.		

General Instructions:

1. Duly filled application in standard form as prescribed in Assam Gazette part IX along with the Original documents of age proof certificate, address proof, identity proof, educational certificates from class X onwards, Caste certificate, Experience certificate & NOC from current employer (wherever applicable) and a self attested photocopies of all the documents as mentioned above along with 2 (Two) recent passport size photographs are to be produced at the time of interview.
2. **The registration process for all the three posts will be started at 09.30 AM on 07/08/2025 and will end at 11.00 AM on the same day. No candidates will be allowed to participate in the recruitment process thereafter. Only registered candidates will be allowed to appear in the further stages of the recruitment process.**
3. **For the post of Accounts Assistant and DEO (IT PMMVY), candidates have to appear for a written examination followed by computer efficiency test and oral test. However for Multi Tasking Staff only Oral test and general aptitude of the candidate shall be considered.**
4. The candidate should preferably be a permanent resident of Sivasagar District.
5. The recruitment process is intended to be completed in the same day however the authority reserves the right to extend the process by one or more days based on the number of candidates. No TA/DA shall be provided.
6. Incomplete and defective applications will be summarily rejected. Canvassing in any form will lead to disqualification.
7. The competent authority reserves the right to cancel/postpone the interview at any time without assigning any reason thereof and without any intimation to the candidate.

Additional District Commissioner (SW)
Sivasagar

Dated, Sivasagar the 24th July, 2025.

Memo No: SVD/ HUB Interview/39/2025/5-A

.Copy to:

- 1) The State Nodal Officer, Mission Shakti, Assam and Director, Women and Child Development Assam for favour of kind information.
- 2) The DIPRO, Sivasagar with a request to publish the advertisement in a leading daily local newspaper.
- 3) The DIO, NIC with a request to publish the advertisement in the District Website.
- 4) The CA to DC, Sivasagar for kind appraisal to the District Commissioner.
- 5) Office Notice Board of District Commissioner's Office, Sivasagar.

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