



GOVT. OF ASSAM
OFFICE OF THE DISTRICT COMMISSIONER:.....SIVASAGAR



No. SVR-2024-18
e-Gov & PFC/2/2024/18

Dated Sivasagar the 15th March 2025

ADVERTISEMENT

In pursuance of notification no. IT.206830/3 dated 20th October, 2023 of the Information Technology Department, Government of Assam, the District Commissioner cum Chairperson, District e-Governance Society (DeGS), Sivasagar invites applications from the eligible Indian citizen and permanent resident of Assam for the following posts under the DeGS, Sivasagar on contractual basis.

1. Category wise breakup of posts

Sl No.	Name of the Post	No. of post	Minimum Academic Qualification	Work Experience	Monthly Fixed Remuneration
1	District Project Manager (DPM)	1 (one)	Graduate in any discipline with working knowledge of Computer	Minimum 2 (two) years of experience of working in IT field and having knowledge of computer system.	Rs.22,000.00
2	District Technical Support Staff (DTSS)	2 (two)	10+2 with Diploma in IT	Minimum 1(one) year of experience of working in IT field.	Rs.14,000.00

2. Age

- The maximum age for applying for the post of DPM & DTSS shall be 41 years as on 1st January, 2023.
- This age limit shall be relaxed for the applicant who has been serving for similar position under that or any other District Administration, by numbers of years served up to a maximum of 8 years.

3. Duration of Assignment

- The initial contract of DPM & DTSS shall be for 11(eleven) months. The duration of contract may be extended for next term based on satisfactory performance & good conduct evaluated on 10th month of every on-going contract period.
- The position of the DPM & DTSS shall be purely contractual and the incumbent would not have any claim to permanent retention under, the DeGS, he/she are currently serving or any other DeGS in the State or to any claim for permanent absorption in the District Administration or to any organizations under the IT Department.

4. Work Location

- The primary work location for DPM shall be Office of the District Commissioner, Sivasagar and the incumbent may be required to provide services across the district.
- The DTSS shall be required to provide technical support at Office of the District Commissioner, Sivasagar or Co-District Offices or Revenue Circle Offices or as required by DeGS, Sivasagar.


Additional District Commissioner,
Sivasagar

5. Selection Criteria

- i. There shall be a written exam followed by personal interview for both DPM& DTSS posts separately.
- ii. The written exam will consist of 50 multiple-choice questions, carrying a total of 50 marks. The questions will cover the following topics: English, General Awareness, Quantitative Aptitude, Knowledge of e-Governance Projects implemented in Assam, and Knowledge of Computer Applications (10 marks for each topic). The duration of the examination will be 1 (One) hour.
- iii. The personal interview shall be of total of 50 Marks and the final selection of the candidate shall be done based on the summation of the marks obtained in Written Exam and the Personal Interview (out of 100).
- iv. For the candidates who has been serving in similar position under any District Administration across the state, 2 (two) marks shall be awarded for each year service offered up to a maximum 16 marks in the Personal Interview for a maximum experience period of 8 years.

6. How to Apply


- i. Interested candidates are required to submit the application form, available at <https://sivasagar.assam.gov.in/> , in the prescribed format. The application must be accompanied by self-attested copies of all educational mark sheets/certificates, experience certificates, photo identity proof, a valid employment exchange registration card of the state of Assam, and any other relevant documents related to a diploma in IT.
- ii. The application form, along with the required documents, should be duly superscribed as "Application for the Post of DPM" or "Application for the Post of DTSS" and must be submitted from 17th March 2025 to 3rd April 2025 between 10AM to 4:30 PM (Except Holidays) at the Drop Box kept at "Room No. 09, 1st Floor, Office of the District Commissioner, Sivasagar, Near Shiv Dol and Head Post Office, Sivasagar, Pin: 785640, Assam".
- iii. Incomplete and defective applications in terms of the advertisement will be summarily rejected. No applications will be entertained after last date of submission of application.
- iv. Candidates applying for both positions must submit separate application forms for each post.

7. Date & Venue of Exam & Personal Interview

- i. All applicants are requested to visit the Sivasagar District website (<https://sivasagar.assam.gov.in/>) to view the list of eligible candidates selected for the Written Examination and to obtain further details about the Written Test and Personal Interview.
- ii. Candidates selected from the Written Examination will be required to produce original certificates before appearing for the Personal Interview.
- iii. The list of selected candidates will be published on the district website (<https://sivasagar.assam.gov.in/>) and on the notice board of the Office of the District Commissioner, Sivasagar.

8. Candidates should also note:-

- i. DeGS , Sivasagar reserves the right not to fill the post, if any suitable candidates are not found and the decision of DeGS ,Sivasagar as to the eligibility or otherwise of a candidate for admission to the examination shall be final.
- ii. If any information declared by the candidates is found false at any stage the candidature will be cancelled.
- iii. Canvassing directly or indirectly shall disqualify a candidate.
- iv. No TA/DA shall be admissible for appearing in Written Test/Personal Interview.


Addl. District Commissioner (e-Gov),
Cum
Member Secretary, DeGS,
Sivasagar


Memo No. SVR/e-Gov & PFC/2/2024/18

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Dated Sivasagar the 15th March, 2025

Copy to:

1. The Secretary to the Government of Assam, Information Technology Department for kind information.
2. The Director, Directorate of Information Technology, Electronics and Communication for kind information.
3. The DIO, NIC, Sivasagar for uploading of this advertisement at the District Website (<https://sivasagar.assam.gov.in>).
4. Office Notice Board.


Addl. District Commissioner (e-Gov),
Cum
Member Secretary, DeGS,
Sivasagar

**Additional District Commissioner,
Sivasagar**

APPLICATION FORM FOR THE POST OF DPM/DTSS UNDER DEGS,SIVASAGAR

Name of the Post Applied for: DPM DTSS

Personal Profile				Affix your passport size photograph		
Name of the Candidate						
Mother's Name						
Father's Name						
Date of Birth (DD/MM/YYYY)		AADHAR No:				
Address	Village/Ward No./House No. etc.					
	Post Office					
	Police Station					
	District		State		PIN	
Phone No			Email Id			
Employment Exchange Number						

Educational Profile			
Educational Qualification	Board/University	Percentage/CGPA	Year of Passing
10th/HSLC			
12th/HS			
Graduation			
Computer Course			

Professional Profile			
Name of the Organization	Designation	Key Responsibilities	Duration (Start Date & End Date)

Declaration

I, hereby declare that the above information is true to the best of my knowledge. If any discrepancy is found, my candidature to the applied position may be forfeited anytime.

(Signature of the candidate)