

(125)

**GOVERNMENT OF ASSAM**  
**OFFICE OF THE COMMISSIONER PANCHAYAT & RURAL DEVELOPMENT**  
**PANJABARI, JURIPAR, GUWAHATI - 37**

**ADVERTISEMENT**

No. ASSA/DIR/53/2018/125

24  
Dated: 11/06/2019


Applications are invited from the intending candidates for post in the Assam Society for Social Audit (ASSA) under Panchayat & Rural Development, Govt. of Assam for engagement on contractual basis. Details of the post are as follow. The post is purely temporary in nature.

Sl No	Name of Post	No of Post	Minimum Qualification	Experience	Upper Age Limit	Monthly Remuneration
1	Director	1	Post Graduate in Social Science or equivalent.	10 Years of working experience on Social audits and rights based activities.	62 Yrs.	1,10,000/-

1. Please visit [www.pnrd.assam.gov.in](http://www.pnrd.assam.gov.in) or [www.rural.assam.gov.in](http://www.rural.assam.gov.in) for detailed advertisement including Job Profiles, eligibility criteria, pay package and other conditions for positions mentioned above.
2. The department reserves the right to cancel any or all positions at any stage of the recruitment process.
3. At any stage of recruitment, if it is found that candidate does not fulfil the eligibility criteria and / or that he / she has furnished incorrect / false information / certificate / documents or has suppressed any material fact (s), his / her candidature/ appointment will stand cancelled and necessary legal action will be initiated.
4. The decision of the Selection Committee in any matter relating to the recruitment at any stage of the recruitment process will be final and binding upon the candidates.
5. Initially this engagement will be for 11 months. Based on performance and requirement of the mission, contract may further be extended.
6. He /She should have sufficient experience in the field of audit and government account.
7. He / She should also have proven administrative ability to handle human resources with varying skill levels who can be deployed in different areas under his/her jurisdiction.

**HOW TO APPLY**

1. Application to be submitted online only at [www.pnrdhcms.org](http://www.pnrdhcms.org). Scanned documents to be uploaded with online application.
2. The short-listed candidates must appear for an interview and / or written test for which no TA/DA shall be paid.
3. Last date of submission of application is 15 days from the date of publication.

  
 (Dr. P. Ashok Babu, IAS)  
 Commissioner,  
 Panchayat & Rural Development, Assam

Memo No: ASSA/DIR/53/2018/125-A

24  
Dated: 11/06/2019

**Copy to**

1. P.S. to Hon'ble Minister, P&RD, Assam for kind appraisal of the Hon'ble Minister.
2. P.S. to the Principal Secretary to the Govt. of Assam, Panchayat & Rural Development.
3. P.R.O. for favor of information and publication of the advertisement at least in two local newspapers.
4. Director Assam Society for Social Audit (ASSA).
5. Notice Board.
- ✓ 6. Office Copy.

  
 (Dr. P. Ashok Babu, IAS)  
 Commissioner,  
 Panchayat & Rural Development, Assam

## Panchayat and Rural Development Department

Detailed Job Profiles & Eligibility Criteria for the positions in Assam Society for Social Audit

### 1. Background

Rule 4 of Mahatma Gandhi NREGA Audit of the Schemes Rules, 2011 stipulates Government of Assam to identify or establish independent, "Social Audit Unit" (SAU) to facilitate conduct of the Social Audit of MGNREGS works. Government of Assam has registered an independent Society namely Assam Society for Social Audit (ASSA) for conducting the Social Audit of other Rural Development Schemes as well.

### 2. Social Audit

Social Audit refers to the process by which citizens access relevant information from the Government, and disclose them to the public. This is done by comparing official records with actual ground realities with the participation of the community in the verification exercise and reading out the findings of the verification exercise aloud in a public platform. The social audit process goes beyond accounting for the money that has been spent to examine whether the money was spent properly and has made a difference to people's lives. A social audit is directly linked to fundamental rights like the right to access to information and the right to public participation. A Social audit is an ongoing process through which beneficiaries, elected representatives and the general public are involved at every stage of the implementation, planning, implementation, monitoring and evaluation.

Assam Society for Social Audit Shall be responsible for building capacities of Gram Sabha for conducting Social audit by identifying, training and deploying suitable resource persons at village, block, district and state level drawing from primary stakeholders and other civil Society organisations having knowledge and experience of working for the rights of the people. Assam Society for Social Audit will create awareness amongst the community about their rights and entitlements under the Constitution of India in general and will facilitate verification of records with primary stakeholders and work sites. The Society will ensure that MGNREGA and other rights and entitlement based programmes are designed and implemented in a manner that is most suitable to the local conditions and reflects the priorities and preferences of the people affected by the said Act.

### 3. Objectives of Social Audit.

- A) Promote transparency and accountability in the implementation.
- B) Inform and educate people about their rights.
- C) Provide a platform for people to express their needs and grievances.
- D) Promote people's participation in all stages of the implementation.
- E) Strengthen participation in Gram Sabha, make it an inclusive and participatory institution and make it a platform for positive collective action.
- F) Improve the capacity of people who participate in the social audit
- G) Strengthen the scheme by deterring corruption and improving implementation.

### Terms of reference for the different positions

P&RD Department is in process of recruitment of Social auditors for State and Districts Social Audit Units. Detailed ToRs for the offered positions are as follows:

**Name of the position – Director**

Number of post – 1

Reporting to – Governing Body, Social Audit Unit (SAU)



**Statement of Objective** – Director, Social Audit Unit is a full-time responsibility. S/he will lead the Social Audit Unit under the guidance of the Governing Body of SAU. S/he will establish complete participatory, transparent and institutionalized process of Social Audit throughout the state to ensure public accountability in all the relevant projects, laws and policies.

**Detailed Scope of work –**

- a. The Director, Social Audit will be answerable to the Governing Body to the Social Audit Unit as per the norms of SAU.
- b. S/he will manage the day to day functioning of SAU.
- c. S/he will ensure that all the social audits being undertaken by the SAU complies with the Audit of the Scheme, Rules, 2011 and other norms expected.
- d. S/he will comply with the approved calendar of social audit.
- e. S/he will coordinate the process of designing and development of all programmatic guidelines with respect to Process of Social Audit, Capacity Building Strategy, Monitoring and Learning Strategy, Mass Campaign etc. for the smooth functioning of the SAU.
- f. S/he will ensure that all the policy related decisions about SAU are implemented in best of its spirit.
- g. S/he undertakes all activities necessary to fulfil the objective and vision of the SAU.
- h. Will convene the Governing Body meeting and other empowered committee meeting under the guidance of Governing Body, at stipulated intervals, will maintain all records, registers and minutes of the functioning of the SAU.
- i. S/he will anchor all the communication and interactions with all the implementing agencies and Office of the Principal Accountant General (Audit) of Assam.
- j. S/he will ensure transparency in the functioning and expenditure of SAU.
- k. S/he will ensure that each member of the social audit unit maintains the highest level of integrity in their code of conduct.

**Qualification and Experience**

- a. Must be a Post Graduate from any reputed Institutions/University in Rural Development/Social Work/ Rural Management.
- b. S/he should have at least 10 years of experience in Rural Development, Community Mobilisation & Institution Building.
- c. Experience in Social Audit is desirable.
- d. Immense knowledge on transparency and accountability framework.
- e. Must have the ability to speak any of the local language viz. Assamese/Bengali/Bodo.

**Remuneration** – Gross monthly remuneration Rs. 1,10,000/- depending on the verified relevant experience produced at the time of recruitment process.

**HOW TO APPLY:**

1. Application to be submitted online only at [pnrdhcms.org](http://pnrdhcms.org) . Scanned documents to be uploaded with online application.
2. Candidates willing to apply for more than one post shall have to submit separate application for each post.
3. The short-listed candidates must appear for an interview and / or written test for which no TA/DA shall be paid.
4. Last date of submission of application is 15 days from the date of publication.



(Dr. P. Ashok Babu, IAS)  
Commissioner,  
Panchayat & Rural Development, Assam