

GOVT. OF ASSAM
DEPARTMENT of SOCIAL WELFARE,
State Resource Centre for Women and PMU BBBP and MSK
Sarumatariya, Guwahati, Assam
Email. srcwassam2019@gmail.com

No. SRCW/Engagement/14/2019/180

Dated, Guwahati, the 8th June 2021

ADVERTISEMENT FOR PURELY TEMPORARY AND CONTRACTUAL ENGAGEMENT UNDER THE STATE RESOURCE CENTRE FOR WOMEN, ASSAM (SRCW), SOCIAL WELFARE, ASSAM

In continuation of the earlier Advertisement No. SRCW/Engagement/14/2019 Dated, Guwahati, the 2nd Sept 2019 and the subsequent Notice No. SRCW/Engagement/14/2019/37 dated 30th Nov 2019, The Nodal officer, Mahila Shakti Kendra/ State Resource centre for Women, Assam invites applications from eligible candidates who are citizens of India as defined under Article 5 to 9 of the Constitution of India and fulfil the eligibility criterion of educational qualification, age etc. as mentioned below against each category of purely temporary contractual engagements. The engagements have been envisaged under the scheme "Mahila Shakti Kendra" (MSK) at State Resource Centre for Women Assam. The interested candidates having requisite educational qualification and experience may submit duly filled up Application (Application form may be downloaded from the website <http://womenandchildren.assam.gov.in>) addressed to "The Nodal Officer, MSK/SRCW, Assam, Sarumataria, Dr. Zakir Hussain Road, near By-lane No.11, Guwahati-36, Kamrup(M), Assam or to the email ID srcwassam2019@gmail.com. The selection will be on the basis of a Written Test among shortlisted candidates followed by Interview or Viva-Voce. The name of shortlisted candidates will be intimated through their respective Email ID as mentioned in their Application Form annexed herewith. The Candidates who will qualify in the Written Test will be called for Interview/ Viva-Voce in the ratio of 1:4. The Schedule of Viva-Voce /Interview will be published in leading News Papers and will be posted in website <http://womenandchildren.assam.gov.in> No separate call letters will be issued to the candidates. Applications must reach the office of the undersigned on or before 11 days of publication of this advertisement during office hours. No Applications will be entertained after specified date and time. The undersigned will not be responsible for non-receipt of any Application or for any delay. Candidates those are applied earlier for the same post need not apply fresh and shall be considered for evaluation.

Name of Post	No. (s) of Contractual Post	Educational Qualification	Age	Experience/ Competencies	Remuneration (Fixed)
Specialist Gender	1	Post Graduate in Social Work/Economics/Women's Studies/Law/ Governance/ any other related field <u>Desirable</u> i) Previous experience of working with Government	Minimum 18 years & maximum 40 years for unreserved category, 43 years for OBC/MOBC and 45 years for SC/ST(P)/ ST(H) and 50 years for persons with disability(PwD) as on 01/01/2021 as per Govt. office Memorandum vide No. ABP.6/2016/51 dated 02/09/2020 For OBC	i) Minimum experience of 3 years of working on women's issues ii) Good knowledge of computers and ability to work in MS Office packages. Working knowledge of spread sheet and presentation packages.	Rs. 36,750/- per month
Assistant (Training & Documentation)	1	Graduate in any discipline. Computer degree or diploma with Microsoft office, powerpoint etc. <u>Desirable</u> Tally, Managing computer systems & hardwares		Minimum work experience of 3 years in relevant field	Rs. 15,750/- per month

Distribution of Marks:

Sl. No.	Subject	Total Marks
Written Test		
1	General English	20
2	International, National and State specific- General Knowledge and Current affairs,	20
3	Thematic Knowledge on Gender, Empowerment, legislations, Research	20
Skill test		
4	Microsoft Word, Microsoft Excel and PowerPoint	20
Interview/ Viva-Voce		
5	Personal Interview/ Viva- Voce	20
Grand Total		100

General terms and Conditions:

1. Candidates must submit duly signed scan copy of the application (Appendix) along with self-attested copies of the certificates in support of educational qualifications, age proof, disability certificate issued by the competent authority for the candidates belonging to PwD, caste (in case of SC/ST/OBC candidates only), Employment Exchange Registration Certificate and Experience Certificates to the email ID srcwassam2019@gmail.com within 11(Eleven) days from the date of issue of this advertisement. Candidates have to produce original certificates as and when required.
2. Incomplete Applications will be summarily rejected.
3. In view of the urgency and time bound nature of works, the stipulated time for receiving the application through email has been restricted to 11(Eleven) days in place of normal time period of 21 days.
4. The number of posts are likely to increase or decrease subject to the number of vacancies.
5. Candidates must be Indian citizens, ordinarily resident of Assam.
6. Candidates must have registered their name in any Employment Exchange of Assam.
7. Only those candidates who fulfil all the terms and conditions in respect of the contractual engagement as mentioned above for which they are applicants shall be entertained.
8. No TA/DA will be given for appearing in the Written Test and Personal Interview/ Viva-Voce. The prospective candidates will have to report before one hour of the Schedule Time of Written Test and Personal Interview. Any last moment change will not entitle any candidate for any reimbursement of any kind. The Candidates are to visit the concerned website regularly for any change.
9. All other matters which are not specially provided in this Advertisement are to be decided by the Selection Committee.
10. Moreover, in view of the recent COVID-19 (Pandemic) and to ensure limited gathering person other than the Candidates are strictly restricted to enter into the examination centre/ office premises on the date of the Written Test, Skill Test and Personal Interview/ Viva-Voce. Wearing **Mask is mandatory**.
11. The Nodal Officer, MSK/SRCW, Assam reserves the right to cancel/ postpone the advertisement without assigning any reason thereof.


Secretary to the Govt. of Assam, SWD
& Nodal Officer, MSK/SRCW, Assam

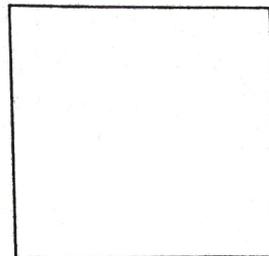
STANDARD FORM OF APPLICATION
(ASSAM GAZETTE PART IX)

To

Sub: -

Madam/Sir,

In response to your advertisement quoted above on the subject I have the honor to offer myself as a candidate for the same with the particulars furnished in the prescribed form.



1. NAME IN FULL (BLOCK LETTERS):
2. FATHER'S NAME:
2. PRESENT ADDRESS:
4. PLACE OF BIRTH INCLUDING POLICE ST. AND DISTRICT:
5. ARE YOU A CITIZEN OF INDIA IF SO, HOW (COPY OF CITIZENSHIP CERTIFICATES SHOULD BE ENCLOSED WHERE NECESSARY-
6. EDUCATIONAL QUALIFICATION AND ALSO THE NAME & FULL ADDRESS OF THE EDUCATION INSTITUTION IN WHICH READ LAST (COPIES OF CERTIFICATE SHOULD BE ENCLOSED):
7. OTHER QUALIFICATION:
8. COMMUNITY
(A) STATE YOUR RELIGION:
(B) ARE YOU A MEMBER OF SC/ST/OBC: (ANSWER 'YES' OR 'NO', IF YES STATE PARTICULAR'S BY A COPY OF CERTIFICATE) :
(C) ARE YOU PHYSICALLY DISABLED, IF SO INDICATE YOU'RE:
DISABILITY
(I) BLINDNESS/LOW VISION
(II) HEARING IMPAIRED
(III) ORTHOPEDICALLY HANDICAPPED (PHYSICALLY DISABLED CERTIFICATE TO BE ENCLOSED).
9. AGE ON THE 1ST. JANUARY 2021 (AGE PROOF CERTIFICATE):
10. PRESENT OCCUPATION, IF ANY:
11. PREVIOUS APPOINTMENT HELD, IF ANY:
12. ARE YOU A TEMPORARY OR RETRENCHED PERSONAL OF A TEMPORARY DEPTT. OF THE GOVT. OF ASSAM ? ANSWER 'YES' OR 'NO'. IF YES, STATE PARTICULARS:
13. ARE YOU TRAINED IN A MEMBER OF THE N.C.C. OR TERRITORIAL ARMY OR TRAINED HOME GUARDS AND CIVIL DEFENSE VOLUNTEER'S IF SO, GIVE PARTICULARS:
14. NAME OF EMPLOYMENT EXCHANGE & REGD. NO:
15. EMAIL ID (IN CAPITAL) & MOBILE NUMBER:

I am a candidate for the post of _____ and the fact states above are true to the best of my knowledge and belief. In case of a false statement, I am liable to any action Govt. may deem fit and proper.

Date:

Signature of the Applicant

NB:-One copy of the photograph should be pasted in the space provided and one copy to be stapled