

GOVERNMENT OF ASSAM  
**DIRECTORATE OF SOCIAL WELFARE, ASSAM**  
UZANBAZAR :: GUWAHATI-1


No. DSW(ICDS)G/NNM/56/2018/48

Dated, Guwahati, the 3<sup>rd</sup> November, 2018

**ADVERTISEMENT FOR TEMPORARY/CONTRACTUAL POSTS UNDER**  
**THE DIRECTORATE OF SOCIAL WELFARE, ASSAM.**

The Directorate of Social Welfare, Assam, invites applications from eligible candidates who are citizen of India as defined under Article 5 to 9 of the Constitution of India and fulfil the eligibility norms of educational qualification, age etc. as mentioned below against each category of purely temporary contractual posts. The posts have been created under the scheme POSHON Abhiyaan. The Application Form and details of terms of reference can be obtained from the notice board of Directorate and in the website- [www.socialwelfare.assam.gov.in/](http://www.socialwelfare.assam.gov.in/) [www.womenandchildren.assam.gov.in](http://www.womenandchildren.assam.gov.in) . The interested candidates having requisite educational qualification and experience may submit duly filled up Application (Appendix) to **"The Director, Social Welfare, Assam, Directorate of Social Welfare, Assam, Uzanbazar, Guwahati-1"**. The short listed candidates will be intimated regarding date & venue of the interview through Email as mentioned in the Application Form. The undersigned reserves the right to make decision regarding the process of interview to be taken in due course of time which will be published in leading newspapers and will be uploaded in website. No separate call letters will be issued to concerned candidates. Application must reach the Office of the undersigned on or before **19<sup>th</sup> November, 2018 by 5 p.m.** during office hours. No application will be accepted which are received after the specific date. The undersigned will not be responsible for non-receipt/ late receipt of any application form due to postal delay or any other delay as well as loss, damage of application.

- Candidates will have to submit duly filled up application (Appendix) alongwith self attested copies of certificates in support of educational qualifications, age and experience. Candidates will have to produce the original certificates as and when required.
- Incomplete application shall not be entertained.

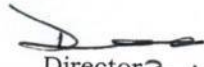
  
Director, 3.11.2018

Social Welfare, Assam  
Uzanbazar, Guwahati-1



STATEMENT SHOWING THE CATEGORYWISE POST FOR REQUIREMENT  
FOR STATE PROJECT MANAGEMENT UNIT , ASSAM UNDER POSHAN ABHIYAAN

Sl. No.	Name of the Post	Nos. of Post	Remarks
1	2	3	4
1	Consultant	5 nos.	Contractual
2	Accountant	2 nos.	Contractual
3	Project Associate	2 nos.	Contractual
4	Secretarial Assistant/ DEO	2 nos.	Contractual
5	Office Messenger/ Peon	2 nos.	Contractual

  
Director, 3.11.2013  
Social Welfare, Assam  
Uzanbazar, Guwahati-1  
A 103/11/13

**Terms of Reference (ToR)  
or Hiring Technical Consultants in SNRC-SPMU,  
POSHAN Abhiyaan (National Nutrition Mission)**

Sl No.	Position	No.(s) of Posts	Consolidated Remuneration	Age	Essential Qualification and Experience	Desirable	Scope of Work
1)	Consultant (Planning Monitoring & Evaluation)	1	Rs. 60,000/- per month.  Annual increase @ 3% of remuneration may be granted, subject to performance of the Consultant.	21 - 38 years  as on 01-01-2018	PG degree/ diploma in Management/ Computer Applications/ Computer Science or B. Tech/ BE in IT/ Computer Engineering or PG in Science with formal training on IT/ computer with at least 55% marks.  <ul style="list-style-type: none"> <li>• At least 3 years experience in IT/ ICT Systems implementation and analysis.</li> <li>• Project management experience.</li> <li>• Extensive experience in development and implementation of web- based applications and mobile applications and demonstrated knowledge and proficiency in M&amp;E methodologies</li> <li>• Excellent oral and written communication skills in English and conversant in local language.</li> <li>• Good computer skills.</li> </ul>	5 years of experience in IT system implementation and analysis. Experience in managing large scale technology implementation in Government. Experience of working with Government/ Government organizations.  <ul style="list-style-type: none"> <li>• Experience in implementation of mobile technology for community health or nutrition (m-Health) programmes.</li> <li>• Knowledge of statistical software packages (e.g. SPSS, STATA, etc.)</li> <li>• Knowledge of project management techniques.</li> </ul>	<ol style="list-style-type: none"> <li>1. Design a project plan detailing various activities to be performed along for the implementation of Information and Communication Technology enabled Real Time Monitoring (ICT-RTM) of ICDS with completion dates for the same;</li> <li>2. Prepare periodic progress reports detailing tasks completed and issues/ escalations/ risks;</li> <li>3. Assist the Nodal Officer in overseeing the on-time completion of activities of the Procurement, Operations, Training, Publicity, Recruitment, etc.;</li> <li>4. Coordination with the State Department of Women and Child Development/Social Welfare, SPMU team, training institutes, State Skill Development Mission, State IT Mission and relevant Development partners for effective implementation of ICT-RTM;</li> <li>5. Follow-up and facilitate necessary assistance to ensure that the Mission (POSHAN Abhiyaan) plan is implemented in project districts in a timely manner;</li> <li>6. Facilitate dissemination of relevant guidelines, reporting formats, training manuals and other documents relevant to the Mission (POSHAN Abhiyaan), developed by the NNRC- CPMU, at the state, district and sub-district level.</li> <li>7. Develop a program evaluation framework to identify areas for improvement;</li> <li>8. Ensure data for indicators on implementation within the results monitoring framework of the project is updated every six months and made available to MWCD;</li> <li>9. Support documentation and dissemination of best practices on ICT-RTM in the Mission (POSHAN Abhiyaan) and facilitate cross learning on the same across districts;</li> <li>10. Support the Director and Joint Project Coordinators in the preparation of quarterly and annual progress reports;</li> <li>11. Develop processes for the smooth functioning of ICT-RTM, like, transfer of devices in case AWWs quit/new AWWs join etc;</li> <li>12. Assist the Director in obtaining necessary approvals, inputs and feedback on implementation, monitoring and evaluation of related activities;</li> </ol>

Sl No.	Position	No.(s) of Posts	Consolidated Remuneration	Age	Essential Qualification and Experience	Desirable	Scope of Work
							<p>13. Periodically share progress reports detailing tasks completed and issues/ escalations/ risks related to the implementation of ICT-RTM with relevant counterparts at the MWCD and collate and provide relevant information as and when required by the MWCD;</p> <p>14. Monitor and liaison with the State, District and Block Helpdesk to ensure technical support issues are addressed satisfactorily and promptly and that issues are being properly triaged;</p> <p>15. Guide and support State, District and Block level officials in the usage of ICT-RTM in a timely manner, with quality.</p> <p>16. Any other activity, identified by the Director in-charge of Mission (POSHAN <i>Abhiyaan</i>), as relevant to the Mission;</p>
2)	Consultant (Health & Nutrition)	1	Rs. 60,000/- per month. Annual increase @ 3% of remuneration may be granted, subject to performance of the Consultant.	21 - 38 years as on 01-01-2018	<p>PG degree in Nutrition/ Public Health/ Social Sciences/ Rural Development Community Medicine with at least 55% marks.</p> <ul style="list-style-type: none"> <li>At least 3 years experience in planning, implementation and monitoring of child and women nutrition programmes.</li> <li>For applicants with Ph.D (in nutrition related subjects), 3 years of doctoral time would be counted as 3 years of experience.</li> <li>Expertise in MS Office including Word, Excel and PowerPoint.</li> <li>Good understanding of decentralized planning and supportive supervision.</li> <li>Excellent oral and written communication skills in English and ability to converse in local language.</li> </ul>	<ul style="list-style-type: none"> <li>5 years of experience of working in nutrition/ public health/ social development programmes.</li> <li>Experience of working with Government/ Government organizations/ inter-organizations.</li> <li>In-depth knowledge of key nutrition issues and nutrition programmes.</li> <li>Knowledge of project management techniques.</li> </ul>	<ol style="list-style-type: none"> <li>Provide technical leadership and facilitate designing of nutrition related activities and pilots to be implemented in the Mission (POSHAN <i>Abhiyaan</i>).</li> <li>Provide managerial leadership and facilitate development of annual Mission's work plans.</li> <li>Facilitate implementation of all nutrition related activities in the Mission (POSHAN <i>Abhiyaan</i>), including multi-sectoral nutrition actions.</li> <li>Provide necessary assistance to ensure that plans are implemented in a timely manner to achieve the agreed milestones of the Disbursement Linked Indicator</li> <li>Facilitate the dissemination of relevant guidelines, reporting formats and documents relevant to the Mission (POSHAN <i>Abhiyaan</i>), developed by MWCD, at the state, district and sub-district levels.</li> <li>Ensure data for the results monitoring framework of the project is updated every six months and made available to the MWCD.</li> <li>Monitor and review progress of all project interventions and indicators of the results monitoring framework, identify bottle necks in achievement/reporting of results and facilitate supportive action to resolve these.</li> <li>Ensure availability of state approved project related documentation on the website of DWCD/DoSW.</li> <li>Facilitate verification of achievement of milestones of Disbursement Linked Indicators by the Independent Verification Agency.</li> <li>Identify emerging needs from the Mission and facilitate action through Director in-charge of Mission (POSHAN <i>Abhiyaan</i>).</li> </ol>

Sl No.	Position	No.(s) of Posts	Consolidated Remuneration	Age	Essential Qualification and Experience	Desirable	Scope of Work
							<ol style="list-style-type: none"> <li>11. Support the Director in facilitating meetings with technical expert committees, relevant line departments such as, Departments of Health and Family Welfare, Rural Development, Social Welfare, Agriculture, Horticulture, Food Processing etc. and other stakeholders on nutrition &amp; multi-sectoral issues.</li> <li>12. Support documentation and dissemination of best practices in the Mission (POSHAN <i>Abhiyaan</i>) and facilitate cross learning on the same across districts.</li> <li>13. Monitor and review progress of all nutrition related Mission activities and indicators, identify areas and districts in need of support and take follow up supportive action as required.</li> <li>14. Support preparation of quarterly and annual project progress reports.</li> <li>15. Liaison and coordinate with external stakeholders.</li> <li>16. Any other activity, identified by the Director, as relevant to the Mission.</li> </ol>
3)	Consultant (Financial Management)	1	Rs. 60,000/- per month. Annual increase @ 3% of remuneration may be granted, subject to performance of the Consultant.	21 - 38 years as on 01-01-2018	<ul style="list-style-type: none"> <li>• CA/ CS/ CMA (CWA) or MBA (Finance) from reputed institute with at least 55% marks.</li> <li>• At least 3 years qualification experience out of which 1 year should be in Government / PSU/ international agencies.</li> <li>• Exposure to budgeting, audit and treasury functions.</li> <li>• Knowledge of state budgetary, treasury and finance rules.</li> <li>• Expertise in MS Office including Word, Excel and Power Point.</li> </ul> <p style="text-align: center;"><b>Or</b></p> <p>Government employees retired as Under Secretary(Pay Level-11) or equivalent with at least 5 years' experience of financial management /budget/ Government treasury accounting.</p>	<ul style="list-style-type: none"> <li>• 5 years of experience in finance management.</li> <li>• In-depth knowledge and expertise in financial management, internal controls/ systems &amp; development &amp; implementation, government treasury accounting, auditing &amp; reporting, taxation, general management and ability to resolve problems or situations that requires the exercising of good judgement.</li> </ul>	<ol style="list-style-type: none"> <li>1. Ensure proper financial control and management of Mission (POSHAN <i>Abhiyaan</i>) in implementation in the State.</li> <li>2. Provide support to timely preparation of annual budget estimate keeping in view of the approved allocations and past expenditure under the Mission (POSHAN <i>Abhiyaan</i>).</li> <li>3. Facilitate allocation of budget to districts and blocks and maintain budget allocation register.</li> <li>4. Keeping track and maintain database of funds released by MWCD and utilized in the State. Process the revalidation of unspent balances, if any.</li> <li>5. Prepare the Financial Management Reports (FMR) under Eligible Expenditure Program (EEP) of POSHAN <i>Abhiyaan</i>(NNM) and arrange to send the duly approved one to MWCD on time.</li> <li>6. Collection of monthly financial reports from districts and blocks and ensuring reconciliation with Treasury and Accountant General (A&amp;E) on a monthly quarterly basis.</li> <li>7. Liaison with the State Finance Department, Treasury and MWCD on financial matters under the directions of Director for budget allocation, re-allocation and other approvals.</li> <li>8. Keep track and maintain ledger book of all expenditures incurred and ensure reconciliation with the Finance Department/Treasury.</li> </ol>

Sl No.	Position	No.(s) of Posts	Consolidated Remuneration	Age	Essential Qualification and Experience	Desirable	Scope of Work
							<p>9. Liaison with the Accountant General Office at the State level for annual audit of the project financial statements for expenditures at the State level. This will involve preparation of annual financial statements based on reconciled expenditures, schedules of pending AC Bills and UCs and facilitate in completion of audit by the AG as per standard Terms of Reference by July 31 of each year and submit it to MWCD by September 30 of each year.</p> <p>10. Coordinate with Accountant General Office to address the audit objections / internal control weaknesses, issues of disallowances, if any, in consultation with Director.</p> <p>11. Provide financial and commercial advices and assistance in various procurement proposals for goods and services.</p> <p>12. Provide orientation training as required to the District Mission teams on the financial issues.</p> <p>13. Any other finance related activities of the Mission (POSHAN Abhiyaan) that may be assigned by the Director, including payment of bills etc. and ensuring adequate internal controls to support the payments.</p>
4)	Consultant (Capacity Building & BCC)	1	Rs. 60,000/- per month. Annual increase @ 3% of remuneration may be granted, subject to performance of the Consultant.	21 - 38 years as on 01-01-2018	<ul style="list-style-type: none"> <li>PG degree in Social Sciences/ Health Communication/ Mass Communication/ Rural Development that includes courses on training/ capacity building management in nutrition / public</li> </ul>	<ul style="list-style-type: none"> <li>5 years of experience of working in nutrition/ public health/ social development programmes.</li> <li>Good knowledge and understanding of public health/ nutrition programmes.</li> <li>Experience of working with Government/ Government organizations/ international agencies</li> <li>Knowledge of project management techniques</li> </ul>	<p>1. Provide technical leadership and facilitate development and deployment of Behaviour Change Communication and Capacity Building interventions in the Mission (POSHAN Abhiyaan).</p> <p>2. Support development of work plans and budget for all training plans under the Mission (POSHAN Abhiyaan) in consultation and collaboration with the Director in-charge of Mission and other technical consultants.</p> <p>3. Coordination with the State Department of Women and Child Development/Social Welfare, SNRC-SPMU team, training institutes, State skill development mission, State IT missions and relevant Development &amp; NGO partners for effective deployment of training programs.</p> <p>4. Facilitate dissemination of relevant guidelines, reporting formats, training manuals and other documents relevant to the Mission, developed by the NNRC-CPMU, at the state, district and sub-district level.</p> <p>5. Provide technical support to training programs at state, district, block, sector and Anganwadi Center levels; ensure adherence to training modules and guidance provided by the MWCD</p> <p>6. Identify high quality master trainers in the states, organize training of master trainers for various interventions, including CAS deployment, and Incremental Learning and follow up on quality of training program.</p>

Sl No.	Position	No.(s) of Posts	Consolidated Remuneration	Age	Essential Qualification and Experience	Desirable	Scope of Work
							<ol style="list-style-type: none"> <li>7. Follow-up and facilitate necessary assistance to ensure that training plans are implemented in a timely manner to achieve agreed milestones of the Disbursement Linked Indicator</li> <li>8. Coordinate documentation relating to assessment of training programs.</li> <li>9. Ensure maintenance and management of records and progress reports at sector, block, district and state levels.</li> <li>10. Ensure data for indicators on training within the results monitoring framework of the Mission (POSHAN <i>Abhiyaan</i>) is updated every six months and made available to the NNRC-CPMU.</li> <li>11. Monitor and review progress of all training interventions and relevant indicators of the results monitoring framework, identify bottle necks in achievement/reporting of results and facilitate supportive action to resolve these.</li> <li>12. Support designing of behaviour change communication interventions and pilots, if any.</li> <li>13. Support the Director in organizing and facilitating meetings with technical expert committees, relevant line departments such as, Health and Family Welfare, Civil Society Organizations and other stakeholders on issues related to behaviour change communication &amp; capacity building.</li> <li>14. Monitor and review progress of all behaviour change communication &amp; capacity building interventions and indicators, identify areas in need of support and take follow up supportive action, liaison and coordinate with external stakeholders in consultation with Director.</li> <li>15. Support districts in preparation of annual training plan, planning and organizing trainings as per the finalized training plan.</li> <li>16. Orient and build capacities of district and block level Mission staff on all training related guidelines, manuals, tools etc.</li> <li>17. Carry out periodic supportive supervision visits, prioritizing poor performing districts to monitor the progress of planned trainings.</li> <li>18. Prepare training plan progress report detailing the users who have received/missed training.</li> <li>19. Ensure timely conduction of refresher trainings.</li> <li>20. Facilitate verification of achievement of milestones of Disbursement Linked Indicators for the Independent Verification Agency.</li> <li>21. Any other activity, identified by the Director, as relevant to the project.</li> </ol>

Sl No.	Position	No.(s) of Posts	Consolidated Remuneration	Age	Essential Qualification and Experience	Desirable	Scope of Work
5)	Consultant (Procurement)	1	Rs. 60,000/- per month. Annual increase @ 3% of remuneration may be granted, subject to performance of the Consultant.	21 - 38 years as on 01-01-2018	<ul style="list-style-type: none"> <li>PG degree in Supply Chain Management/ MBA with specialization in Operations / Supply Chain Management</li> <li>At least 3 years experience in application maintenance / 4 years experience in supply chain management and procurement planning.</li> <li>Experience of working with front line workers of Government Department and training on IT / Mobiles/ Computer</li> <li>Problem solving skills</li> <li>Good oral and written communication skills in local language</li> <li>Computer Literacy a must</li> </ul> <p>Or</p> <p>Government employee retired as Under Secretary (Pay Level – 11) or equivalent with at least five year's experience in procurement</p>	<ul style="list-style-type: none"> <li>5 years experience in working on technology and software application support.</li> <li>Proven ability to successfully handle multiple tasks specially IT and Supply Chain Management, within a team with attention to detail.</li> </ul>	<ol style="list-style-type: none"> <li>Review quality of goods procured and disseminated through the project and recommend remedial actions where quality of goods are compromised.</li> <li>Responsible for overall management of the help desk and ensuring that the incidents are being registered and later resolved by the team.</li> <li>Lead the L2 Support team and provide directions to the team member Responsible for ensuring technical support issues are addressed satisfactorily and promptly and that issues are being properly triaged</li> <li>Support in resolving complex problems</li> <li>Interface with Central Helpdesk team on bugs</li> <li>Help the State help desks / Ministry Users in troubleshooting issues with CAS software</li> <li>Flag critical software errors</li> <li>Train the District Help desk</li> <li>Any other related activities of the project that may be assigned by the Director.</li> </ol>
6)	Accountant	2	Rs. 30,000/- per month. Annual increase @ 3% of remuneration may be granted, subject to performance of the Accountant.	18 - 44 years as on 01-01-2018	<ul style="list-style-type: none"> <li>PG Degree in Commerce/ Accounting/ CWA-Inter/CA-Inter with atleast 50% marks</li> <li>At least 3 year's experience in accounting with exposure in budgeting &amp; audit out of which 1 year should be in Government/ PSU</li> </ul>	<ul style="list-style-type: none"> <li>5 year's experience in accounting with exposure in budgeting &amp; auditing.</li> <li>Knowledge of administrative system and procedures of the Central Government, any accounting software will be an added advantage</li> </ul>	<ol style="list-style-type: none"> <li>Provide support to preparation of project budget estimates keeping in view of the approved allocations and past expenditure under the Mission (POSHAN Abhiyaan), revised estimates, if any, and ensure its submission to the MWCD</li> <li>Keep Track and maintain database of funds released by MWCD and the yearly utilisation certificates to be submitted by the State, process timely re-validation of unspent balances, if any.</li> <li>Ensure timely submission of the financial reports (FMRs) to MWCD</li> <li>Process bills for timely payment/ re-imbusement of all expenditures incurred in the SNRC-SPMU including monthly remuneration of the Consultants and other Mission staff, ensuring adequate internal controls to support the payments</li> <li>Liaison with the IFD/Budget Section/ Plan Unit of MWCD for budget allocation, re-allocations and other approvals as may be necessary from time to time.</li> </ol>



SI No.	Position	No.(s) of Posts	Consolidated Remuneration	Age	Essential Qualification and Experience	Desirable	Scope of Work
					<ul style="list-style-type: none"> <li>Expertise in MS Office, including Word, Excel and PowerPoint Or</li> <li>Government employees retired as Accountant with at least five year' experience/Accounts Officer/Audit Officer with at least 3 year' experience.</li> </ul>	<ul style="list-style-type: none"> <li>Strong computer skills, especially in the use of MS Word and Excel</li> </ul>	<ol style="list-style-type: none"> <li>Keep track and maintain ledger book of all expenditures incurred in the SNRC-SPMU and ensure reconciliation with the Pay &amp; Accounts Office on a quarterly basis.</li> <li>Liaison with the AG Civil Audit for annual audit of the Mission and financial statements of the SNRC-SPMU;</li> <li>Any other financial related activities of the project that may be assigned by the Director.</li> </ol>
7)	Project Associate	2	Rs. 25,000/- per month. Annual increase @ 3% of remuneration may be granted, subject to performance.	18 - 44 years as on 01-01-2018	Graduate in Computer Science or IT <ul style="list-style-type: none"> <li>At least 2 years work experience in the relevant field</li> <li>Formal training in IT/mobile applications.</li> <li>Experience in working with technology and software application support.</li> <li>Previous experience in working with front line workers of Government Department and training on IT/Mobiles/ Computer</li> <li>Good oral and written communication skills in local language.</li> <li>Computer literacy must.</li> </ul>	<ul style="list-style-type: none"> <li>PG Degree in Computer Science or IT with 3 years experience in application maintenance and support.</li> <li>Proven ability to successfully handle multiple tasks within a team environment and great attention to detail.</li> <li>Problem solving skills must.</li> </ul>	<ol style="list-style-type: none"> <li>User account management, including updating roles and permissions.</li> <li>Master data management and updating.</li> <li>System administration.</li> <li>Provision of support to State level officials in using CAS web application.</li> <li>Coordination with OEMs, telecom companies, etc. on issue resolution.</li> <li>Training of District helpdesk.</li> <li>Supervision District helpdesk.</li> <li>Escalation of issues to Software Development Agency as needed.</li> <li>Provision of general application support i.e. solve issues escalated from Block level in regard to mobile application, web application or reporting.</li> <li>Management of web application i.e. extend user management support, set and update new roles and permissions and release new apps for auto-update.</li> <li>Management of addition and removal of users from system</li> <li>Data analysis and knowledge extraction.</li> <li>Any other tasks that may be assigned by the Director.</li> </ol>
8)	Secretarial Assistant/DEO	2	Rs. 15,000/- per month. Annual increase @ 3% of remuneration may be granted, subject to performance.	18 - 44 years as on 01-01-2018	<ul style="list-style-type: none"> <li>Graduate Degree in any discipline</li> <li>Minimum 1 year work experience in relevant field, preferably in Government Program</li> <li>Computer Literacy is a must</li> <li>Expertise is in MS Office, Excel, PowerPoint</li> </ul>		<ol style="list-style-type: none"> <li>To organise data coming from the districts</li> <li>To maintain data under POSHAN Abhiyaan</li> <li>To manage program files and store relevant information for future use and analysis</li> <li>To manage program MIS</li> <li>Typing official Letter, Dos etc.</li> <li>To assist in analysing data</li> <li>Writing meeting schedules</li> </ol>

SI No.	Position	No.(s) of Posts	Consolidated Remuneration	Age	Essential Qualification and Experience	Desirable	Scope of Work
					<ul style="list-style-type: none"> <li>Expertise in English and Assamese typing, documentation skills etc</li> <li>Good command over English and Assamese language</li> </ul>		8. Any other work given by SPMU
9)	Office Messenger / Peon	2	Rs. 8,000/- Per month or as per respective State's extant Wage Act.	18-44 years as on 01-01-2018	<ul style="list-style-type: none"> <li>Minimum HSLC pass</li> </ul>		<ol style="list-style-type: none"> <li>Work as an assistant to SPMU office staff by managing office files for them</li> <li>Assisting in various office duties</li> <li>Managing office couriers, GOs, letters and other essential documents</li> <li>Ensuring that cleaning of office and equipment is done properly</li> <li>Any other duties given by office</li> </ol>

**Engagement of Retired Government employee:** For the post at SI No. 3, 5 and 6 for retired Govt. employees, below the age of 65 years may also apply. In case of retired Government employees engaged as Consultant, the remuneration of such Consultant may be fixed in manner so as to ensure that the pension being drawn by such officers/employees and the remuneration payable, taken together, shall not exceed the quantum of last pay drawn.

**TA/DA entitlement:** Consultants getting consolidated remuneration of INR 60,000/- and above per month will be entitled to travel by Air (Economy Class only) and would be eligible to claim TA/DA at par with the Government employees in the Grade Pay of INR 5400/INR 6600/- (pre-revised).

Consultant getting consolidated remuneration less than INR 60,000/- per month will be entitled to travel by 2nd AC/Chair Car (Train) and would be eligible to claim TA/DA at par with the Government employees in the Grade Pay of INR 4200/INR 4600/- (Pre-revised).

Sd-  
Director,  
Social Welfare, Assam

The application may be submitted in the following format

To, **The Director,  
Social Welfare, Assam  
Uzanbazar, Guwahati-1**

2(two) recent  
Passport size  
Photographs

1. Name of the post applied for (*In Capital letter*) \_\_\_\_\_
2. Name of the Candidate (*In Capital letter*) \_\_\_\_\_
3. Father's/Husband's/ Guardian's name(*In Capital letter*) \_\_\_\_\_
4. Date of Birth \_\_\_\_\_ Age (as on 01-01-2018) : \_\_\_\_\_
5. Permanent Address \_\_\_\_\_  
\_\_\_\_\_ PO \_\_\_\_\_ Pin \_\_\_\_\_ Dist: \_\_\_\_\_
6. Address for communication \_\_\_\_\_  
\_\_\_\_\_ PO \_\_\_\_\_ Pin \_\_\_\_\_ Dist: \_\_\_\_\_  
(Telephone/ Mobile Nos.) \_\_\_\_\_ **Email ID** \_\_\_\_\_ (\*Mandatory)
7. Nationality \_\_\_\_\_
8. Whether belonging to SC/ST/OBC/PH \_\_\_\_\_
9. Educational Qualifications:

Degree/Course	Year of passing	Name of the University/Institute	Marks obtained	Details of Main Subjects

10. Details of Other Examinations Passed/Trainings undergone:

Name of Examination passed/ Training undergone	Name of the Institute	Duration	Remarks

11. Details of Experience in Chronological order:

Name of organization	Position held, with date	Brief resume of duties	Scale of pay	Total emolument drawn etc.

**Declaration:**

I do hereby declare that the information furnished above is true and complete to the best of my knowledge and belief.

Date:  
Place:

**Signature**