

GOVT. OF ASSAM
DIRECTORATE OF SOCIAL WELFARE, ASSAM
UZANBAZAR, GUWAHATI-1

No.DSW(E)9/2019/Pt-I/184

Dated Guwahati, the 4th February, 2021

ADVERTISEMENT

Online applications are invited from intending eligible candidates who are Citizens of India as defined in Articles 5 to 8 of the Constitutions of India and ordinarily resident of Assam for filling up of the vacancies as indicated below of sub ordinate offices under the Directorate of Social Welfare, Assam, Uzanbazar, Guwahati-1 in the following Scale of Pay plus other allowances under Rules :

Sl. No.	Position	Scale of Pay (Rs.)	Pay Band	Grade Pay (Rs.)	Nature of Post(s)
1.	LDA cum Typist	14,000/- to 60,500/-	PB-2	6,200/-	Non-Gazetted

Place of work : Any district level establishment in the state under the Directorate of Social Welfare, Assam.

Vacancies and Reservation:

Sl. No.	Position	Total Number of Vacancies	Reservation Status														
1.	LDA cum Typist	64	<table border="1"><thead><tr><th>Category</th><th>No. of Posts</th></tr></thead><tbody><tr><td>UR</td><td>12</td></tr><tr><td>OBC/MOBC</td><td>25</td></tr><tr><td>SC</td><td>7</td></tr><tr><td>ST(P)</td><td>1</td></tr><tr><td>ST(H)</td><td>13</td></tr><tr><td>EWS</td><td>6</td></tr></tbody></table> <p>The reservation for Women and Persons with Disabilities as per existing Govt. rules.</p>	Category	No. of Posts	UR	12	OBC/MOBC	25	SC	7	ST(P)	1	ST(H)	13	EWS	6
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NB:

- (i) The number of posts may likely to be increase or decrease subject to the number of vacancies.
- (ii) Where there is no post reserved for any category, the candidates may apply and will be considered for unreserved category of post.

Nationality:

- (i) Candidates must be Indian Citizen, ordinarily resident of Assam.
- (ii) Candidates must have registered their name in any Employment Exchange of Assam.

Educational Qualification:

Sl. No.	Position	Education Qualification	Essential Qualification	Remarks
1.	LDA cum Typist	The candidate must possess Bachelor's Degree from a recognised University or any examination declared equivalent by the Government.	The candidate must possess a minimum 6 (six) months Diploma/ Certificate in Computer Application from any recognized/registered institute.	The candidate must possess computer skills for handling data and text on computer. The candidate should have proficiency in MS-Word, Excel, Power Point, Internet and Email including typing skill both in English and Assamese.

Age:

A candidate must not be less than 18 years of age and not more than 40 years for unreserved category, 42 years for Ex-Servicemen, 43 years for OBC/MOBC and 45 years for SC/ ST(P)/ST(H) and 50 years for Persons with Disability (PwD) as on 1st January, 2021 as per Govt. Office Memorandum vide No. ABP.6/2016/51 Dated 02/09/2020.

This relaxation shall be applicable only to those candidates who have attained the necessary educational or other qualifications prior to crossing of their existing upper age limit of 40 years.

Essential Documents:

- Admit Card of HSLC or equivalent examination for proof of age.
- Certificate, Mark-sheet of Minimum Educational Qualification for the Post concerned.
- Certificate on computer proficiency for the posts of LDA-cum-Typist. In case of candidates having Degree in Computer Science/ Information Technology or equivalent from any Govt. registered UGC recognized / accredited Universities / Institutions, may also upload separate Diploma certificate in computer, if any.
- Certificate of caste from the competent authority in respect of the candidates belonging to OBC/MOBC, SC, ST(P), ST(H).
- Disability Certificate issued by the competent authority in respect of the candidates belonging to PwD category.
- Employment Exchange Registration Card/Certificate, Registered in any Employment Exchange of Assam
- EWS certificate from Competent Authority.

Application Fees:

- There will be no application fees.

How to Apply:

- Candidates are required to apply online (only) through the link **<https://socialwelfarerecruitment.in>** in the website **<https://womenandchildren.assam.gov.in>** with effect from **10.30 AM of 5th February, 2021 to 11.59 PM of 14th February, 2021**. No application will be filled up after expiry of the given time as the link will be disabled. No email or offline or other form for submission of application is allowed.
- Before applying online, candidates are advised to carefully go through the instructions provided in the advertisement. Candidates are required to upload a latest passport size photograph, Admit Card of H.S.L.C or equivalent examination, Minimum Educational Qualification certificate for the post concerned, Essential Qualification certificate, Scanned Signature, Employment Exchange Registration Card/ Certificate, Caste Certificate from the competent authority (in case of reserved category OBC/MOBC/SC/ST(P)/ST(H) candidates), Income and Asset Certificate from the competent authority (in case of candidates belonging to Economically Weaker Section (EWS), Disability Certificate issued by the competent authority (in case of PwD category), Discharge Certificate (applicable to Ex-Serviceman only) issued by the competent authority.
- Candidate belonging to Economically Weaker Sections (EWSs) should upload their recent Income and Asset Certificate issued by the Circle Officer or Circle Officer(A) of the Revenue circle where the candidate and/or the candidate's family normally resides as per Govt. Office Memorandum No.ABP.07/2019/4, dt. 10th April, 2019.
- Declaration in Form "A" under rule 5(I) of the Assam Public Services (Application of Small Family Norms in Direct Recruitment) Rules, 2019 is mandatory. Specimen copy will available in the link **<https://socialwelfarerecruitment.in>** of **<https://womenandchildren.assam.gov.in>**
- It is mandatory for the candidates to mention a valid email address and individual mobile phone number as the same will be required to convey related information. The email address and mobile phone number should be specific to each candidate.
- Since only online applications will be accepted, the question of submission of applications through proper channel in case of the candidate already employed becomes redundant. However such candidate shall intimate their appropriate Appointing Authorities about submission of application in writing.
- The candidates already employed should note that the prerogative for according permission to appear in Written Examination /join services on being selected by "Directorate of Social Welfare, Assam" in due course of time shall rest upon the appropriate Authority. Director, Social Welfare, Assam shall not be anyway responsible/ accountable in the event of not according permission to appear in the Written Examination / join service after selection.
- Incomplete/defective/invalid application will be summarily rejected.
- In case the posts reserved for EWS are not filled up by candidates belonging to EWS category during the recruitment process due to shortage of eligible candidates, the balance posts will be filled up from candidates under unreserved category.
- Candidates do not having requisite qualification and age, candidature will be summarily rejected.

Mode of Selection:**Phase-I:**

- a) The candidates whose applications are accepted will be required to appear in an **OMR based objective type written test** to be held at a venue and date to be notified later through local news paper and official website.
- b) The **Syllabus** of the OMR based **Objective Type Written Test** for the position of **LDA cum Typist** will be as follows:

Sl. No.	Subject	Total Marks
1.	General English, General Knowledge and Current Affairs	50
2.	General Mathematics and Logical Reasoning	15
3.	Knowledge of Computer (Theory)	5
TOTAL		70

Phase -II:

- a) The candidates qualifying in the OMR based Objective Type Written Test shall be called for a **Computer Based Typing Test (English and Assamese)** which will be of **30 marks**. For every position, candidates shall be called for Computer Proficiency Test in the ratio of 1:4 in order of merit as per the written test marks.
- b) The venue and date etc. for **Computer Based Typing Test** will be notified in due course through local news paper and official website.

Therefore, **the total marks** for OMR based Objective Type Written Test and Computer Based Typing Test will be of **100 marks**.


General Instruction to the Candidates:

- In view of the urgency & time bound nature of works, the stipulated time for receiving the application in the portal has been restricted to 10 (ten) days in place of normal time period of 21 (twenty one) days.
- The candidates belonging to male/female/transgender, who fulfill all the terms and conditions of the advertisement in respect of the posts shall be entertained.
- All other matters which are not specially provided in this advertisement are to be decided by the selection committee.
- No TA/DA is admissible for appearing in the OMR based Objective Type Written Test and Computer Proficiency Test.
- There will be no Viva-Voce Interview.
- Eligible candidates have to appear in all the stages of recruitment. If a eligible candidate is absent from any stage of recruitment process, the candidature will be cancelled.
- Candidature will be summarily rejected at any stage of the recruitment process, if found not conforming to the official format/ having incomplete information/ incomplete requisite certificate/ misrepresentation of facts/ impersonation.
- The decision of the Director, Social Welfare, Assam -cum- Chairman of the Selection Committee as to the eligibility or otherwise of a candidate for admission to the examination shall be final.

- Newly Appointed candidates have to submit an undertaking that they will abide by the NEW PENSION RULES.
- The Director, Social Welfare, Assam -cum- Chairman of the Selection Committee reserves the right to make changes or cancel or postpone the recruitment process on specific grounds.
- Director, Social Welfare, Assam -cum- Chairman of the Selection Committee reserves the right to reject any application or cancel this Advertisement without assigning any reasons thereof.
- Fake documents / false information/misrepresentation of facts shall lead to rejection if detected at any stage before/after appointment and shall make the candidate liable to criminal proceeding as per existing law.
- The appointing authorities should, in the offer of appointment to the candidates claiming to be belonging to EWS, include the following clause:-
"The appointment is provisional and is subject to the Income and Asset Certificate being verified through the proper channels and if the verification reveals that the claim to belong to EWS is fake/false the services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the Indian Penal Code for production of fake/false certificate."
- The final appointment after selection is subject to satisfactory Police Verification Report as per existing norms. In case Police Verification Report is found unsatisfactory, the candidature of such candidates will be rejected outright.

Verification of Original Documents:

The candidates must attend the verification process. The candidates will have to bring their original testimonials for verification alongwith a set of self-attested photocopies of testimonials. Original documents are to be produced at the time of Computer Based Typing Test.


Director,
Social Welfare, Assam
-cum-
Chairman of the Selection Committee
