

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

No.DSW(E)9/2019/141

Dated Guwahati, the 23rd September, 2019

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 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.	Junior Assistant	14,000/- to 60,500/-	PB-2	6,200/-	Non-Gazetted

Vacancies and Reservation:

Sl. No.	Position	Total Number of Vacancies	Reservation
1.	Junior Assistant	8	<p style="text-align: center;">UR- 4 OBC/MOBC – 1 ST(P) – 1 ST(H) – 1 EWS – 1</p> <p>Out of the total 8 nos. of vacancies reservation for women and Persons with Disabilities are as follows : Reservation for women – 2 Reservation for Persons with Disabilities - Nil</p> <p>The reservation for women & Persons with Disabilities as per existing Govt. rules.</p>

Age:

- The candidate should not be less than 18 years and more than 38 years of age as on 01.01.2019.
- The upper age limit is relaxable by five (5) years for ST/SC candidates and is relaxable by three (3) years for OBC/MOBC candidates.
- The upper age limit for Persons with Disabilities is relaxable by 10 years (irrespective of caste).
- The upper age limit for Ex-Servicemen is relaxable by 2 years.
- The age limit of the candidates will be calculated on the basis of Birth Certificate /HSLC Admit Card/ Certificate issued by a recognized Board/Council. No other document shall be accepted in lieu thereof for the purpose.

The decision of the Director, Social Welfare, Assam as to the eligibility or otherwise of a candidate for admission to the examination shall be final.

Educational Qualification:

Sl. No.	Position	Education Qualification	Essential Qualification	Remarks
1.	Junior Assistant	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 12 (twelve) 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.

How to Apply:

- **Candidates are required to apply online (only) by visiting the website <https://womenandchildren.assam.gov.in> with effect from 10.30 AM of 25th September, 2019 to 11.59 PM of 15th October, 2019.** 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.
- Instructions for filling up the prescribed form will be available in the above-mentioned website.
- No application fee is required.
- Before applying online, candidates are advised to carefully go through the instructions provided in the website. Candidates are required to upload a latest passport size photograph, photocopy of Birth Certificate /Admit Card/ Certificate of H.S.L.C/ AHM examination, Educational Qualification certificate, Essential Qualification certificate, Scanned Signature, Employment Exchange Registration Certificate, Caste Certificate (in case of reserved category candidates), Income and Asset Certificate (in case of candidates belonging to Economically Weaker Section (EWS), Disability Certificate (in case of PwD), Discharge Certificate (applicable to Ex-Serviceman only) issued by the competent authority.
- Candidate belonging to OBC/MOBC/SC/STP/STH category should produce Caste Certificate issued by the competent authority along with the application form.
- Candidate belonging to PwD category should produce Disability Certificate issued by the competent authority along with the application form.
- Candidate belonging to Economically Weaker Sections (EWSs) should produce their recent Income and Asset Certificate issued by the Circle Officer or Circle Officer(A) of the Revenue circle where the candidate and/or her/his family normally resides as per Govt. Office Memorandum No.ABP.07/2019/4, dt. 10th April, 2019.
- **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.***
- ***Director, Social Welfare, Assam reserves the right to reject any application or cancel this Advertisement without assigning any reasons thereof.***
- ***Canvassing directly or indirectly shall disqualify a candidate. No manual application form will be accepted.***
- ***Candidates do not having requisite qualification and age his/her candidature will be summarily cancelled.***

Mode of Selection:

Phase-I:

- 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.
- The **Syllabus** of the OMR based **Objective Type Written Test** for the position of **Junior Assistant** 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:

- The candidates qualifying in the OMR based Objective Type Written Test shall be called for a **Computer Proficiency Test** 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.
- The venue and date etc. for **Computer Proficiency 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 Proficiency Test will be of **100 marks**.

- **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 his/her 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 as to the eligibility or otherwise of a candidate for admission to the examination shall be final.**

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 Proficiency Test.



Director
Social Welfare, Assam
Uzanbazar, Guwahati-1