

GOVERNMENT OF ASSAM
DEPARTMENT OF WOMEN AND CHILD DEVELOPMENT
OFFICE OF THE DISTRICT SOCIAL WELFARE OFFICER:::::MORIGAON

Email: dswomorigaon2017@gmail.com

NO: DSWO(M)268/2025-26/27

Dated Morigaon the 20th September, 2025

ADVERTISEMENT

Application is invited from eligible candidates who are citizens of India as defined under Article 5 to 9 of the Constitution of India and fulfill the eligibility norms of educational qualification, age etc. as mention below against each category of purely temporary contractual post vacant in Shakti Sadan, Morigaon under Mission Shakti of Women & Child Development Department. GOI. The engagement will not entitle the candidate with any right to any permanent engagement of Government Post. Further extension will be made based on the satisfactory performance. Interested candidates having the requisites qualification and experience may submit **(DROP BOX)** dully filled up Application (Application form may be download from the official website <https://morigaon.assam.gov.in/>) at Office of the District Social Welfare Officer, Morigaon, Pachatia, Ward No: 2, Pin-78105 w.e.f 22nd September to 15th October ,2025 till 5:00 PM during office hours only.

Name of Post	No. of Vacancy	Desirable Qualification and Experience	Remuneration per month (Fixed)
Resident Superintendent	1	<u>Qualification:</u> Any women having a Masters in Law/Sociology/Social Work/Social Science/Psychology and other similar discipline with at least 5 years of working experience on women related relevant domains in an administrative set-up with a Govt. or Non-Govt. project/programme and preferably with at least 1 year experience of counselling either within or outside the same set-up. She should be preferably a resident of the local community.	Rs. 21,000/-
Office Assistant	1	<u>Qualification:</u> A Graduate at least 3 years' experience working in handling office documentation related job with proficiency in working on computers, at state or district level with Govt. or Non-Govt. org.	Rs. 17,000/-
Multi-Purpose Staff (MPW)	1	<u>Qualification:</u> Any Person who is literate with knowledge/experience of working in the relevant domain. High school pass or equivalent will be preferred.	Rs. 10,500/-
Cook	1	<u>Qualification:</u> Any Person who is literate with knowledge/experience of working in the relevant domain. High school pass or equivalent will be preferred.	Rs. 10,500/-
Security Guard/Night Guard	1	<u>Qualification:</u> Any Person having Qualification of HSLC passed or equivalent will be preferred. Minimum 2 years' experience of working as security personnel in a government or reputed organization at the district/state level. He/She should preferably be retired military/paramilitary personnel.	Rs. 9,000/-

General Terms and Conditions:

1. The applicant must submit duly filled up application form along with self-attested copies of requisite documents- (2 copies of latest passport size photograph of the candidate, HSLC Admit card for age proof, Marksheet and Pass Certificate of HSLC examination, Marksheet and Pass Certificate of HS examination, Graduation Mark sheet with Pass Certificate as per the qualification mentioned above, Last Educational Qualification with Marksheet and Pass certificate, Work Experience Certificate, if any, Voter ID Card/ Aadhar card, PwD certificate, if any etc.) along with application form.

2. The candidate must be a minimum of 21 years and a maximum of 40 years of age on 01.01.2025 with a relaxation of 5 years in upper age limit for candidates under ST(P), ST(H), SC, 3 years for OBC and 10 years for PwD candidates.
3. The selection process shall comprise of Written Test, Computer Efficiency Test and Personal Interview.
4. The shortlisted candidates will be called for the tests through their respective Email Id as provided in the submitted application forms as well as office notice board. No separate call letters will be issued to concerned candidates and no TA/DA will be provided for attending the same.
5. Incomplete applications will be summarily rejected at any stage of selection process.
6. Any matter which are not specially provided in this advertisement will be decided by the selection committee.
7. Candidates appearing the Written Test will have to report before 1 (One) hour of the schedule time of Written Test.
8. The authority reserves the right to cancel/postpone the advertisement without assigning any reason thereof.

Sd/-

District Social Welfare Officer cum Member Secretary
DLSC, (Mission Shakti), Morigaon

**APPLICATION FORM FOR THE ENGAGEMENT OF CONTRACTUAL POST RESIDENT
SUPERINTENDENT/OFFICE ASSISTANT/MULTI-PURPOSE STAFF/COOK AND SECURITY
GUARD/NIGHT GUARD UNDER SHAKTI SADAN, MISSION SHAKTI, MORIGAON**

Applied for the post of.....

1. Name in Full (Block Letter)
2. Father's Name.....
3. Mother's Name.....
4. Sex (Male/Female/Others)
5. Permanent Address.....
.....
.....
6. Present Address.....
.....
.....
7. Police Station and Post Office.....
8. Date of Birth..... Age on 1st January, 2025
9. Caste..... 10 Religion.....
11. Are you a citizen of India (Y/N)
12. Educational Qualification.....

Paste your self-attested Colored photograph here
--

Name of Exam	University/Board	Subjects	Total Marks	Marks Obtained	Percentage	Year of Passing

13. Other Qualification, If Any.....

14. Do you have computer certificate, If Yes Mention.....

15. Present Occupation, If Any.....

16. Details of Occupation (Experience certificates should be enclosed):

Name of the Organization	Designation	From	To	Total Experience in Year/Month	Nature of Duties

17. Name of Employment Exchange and Registration No:.....

18. Email Id (Mandatory).....

19. Mobile No (Mandatory).....

DECLARATION

I Mr./Miss/Mrs. hereby declare that all the information stated above are true to the best of my knowledge and belief. In case of any false statements found I may be punished as per the provision of law.

Date:

Place:

Signature of the Applicant

N.B. 1. One Copy of passport photograph should be pasted in the space provided and one copy to be stapled with the application.

2. Self-attested copies of testimonials/certificates related with age, qualification and experience certificates should be enclosed.