



GOVERNMENT OF ASSAM
DEPARTMENT OF WOMEN AND CHILD DEVELOPMENT
OFFICE OF THE DISTRICT SOCIAL WELFARE OFFICER
DISTRICT PROJECT MANAGEMENT UNIT, SANKALP-HEW, MISSION SHAKTI
CHARAIDEO:: SONARI

No.DSWO(CHD)/152/DHEW-Recruitment/2025-26/2398

Dated:- 18/07/2025

ADVERTISEMENT

**ENGAGEMENT IN TEMPORARY/CONTRACTUAL POSTS AT "SANKALP: HEW (DHEW)" UNDER
Mission Shakti of Ministry of Women & Child Development, GOI**

Applications invited from eligible Candidates who are citizen of India as defined under Articles 5 to 9 of the Constitution of India (Original inhabitant of State of Assam) and fulfil the eligibility norms of educational qualification, age etc. as mentioned below against each category of purely temporary contractual posts. The Posts have created under "**MISSION SHAKTI**" Charaideo under the Ministry of Women and Child Development, GOI. The interested candidates having requisite educational qualification and experience may submit duly filled up application to the O/o the District Social Welfare Officer, Charaideo, Sonari (Assam). The prescribed application may be downloaded from the official website (<https://charaideo.assam.gov.in/document/advertisements>) . The selection will be on the basis of Written Test / Skill Test amongst the shortlisted candidates whatever applicable. No separate call letters will be issued to concerned candidates. Application must reach to the Office of the District Social Welfare Officer, Charaideo, Sonari, on or **before 31/07/2025 by 5.00 p.m** for the following vacancies. No application will be entitled which are receiving after the specific date and time. The undersigned will not be responsible for non-receipt/late receipt of any application due to postal delay or any other delay.

Sl No	Name of Post	No. of Vacancies	Remuneration per month	Required qualification
1	Data Entry Operator (DEO) (IT-PMMVY)	1	Rs. 10,400/-	<ul style="list-style-type: none">• Graduation with working knowledge in computers/IT etc with a minimum of 1 year experience in data management, process documentation and web based reporting formats, at state or district level with government or Non-Government /IT-based organizations.• Maximum age limit of 38 years as on 01/04/2025.

General terms and conditions:

1. The applicant must submit duly filled up application along with self-attested copy of requisite documents. Candidate must submit relevant testimonials (2 copy of latest Passport Size Photograph, HSLC Admit Card for age proof, Certificate of HSLC examination, H.S Marksheet, HS. Certificate, Last Educational Qualification with Mark Sheet (as mentioned against each post), Work Experience Certificate, Voter ID Card/AADHAR card, Caste Certificate, PwD certificate etc.) along with application form.

Addl. District Commissioner
Charaideo

2. The candidate must be a minimum of 21 years and a maximum of 38 years of age as on 01/01/2023 with a relaxation of 5 years in the upper age limit for candidates under SC, ST (P), ST (H), and persons with disability category.
3. The shortlisted candidates will be called for Viva-voice/Skill test through their respective Email Id as mentioned in their application form as well as office notice board. No separate call letter will be issued to concerned candidates and no TA/DA will be provided for attending the same.
4. On the basis of result of Skill Test, candidate will be called for Viva-voice.
5. Incomplete application will be summarily rejected as any stage of selection process.
6. Any matters which are not specially provided in this advertisement will be decided by the Selection Committee.
7. Candidates appearing the skill test will have to 1 (one) hour of the schedule time of skill Test.
8. The Authority reserves the right to cancel/ postpone the advertisement without assigning any reason thereof.

Addl. District Commissioner (WCD)
cum Chairperson, DLSC
Charaideo

Memo No:- DSWO(CHD)/152/DHEW-Recruitment/2025-26/19 -A Dated:- 18/07/2025
Copy for kind information and necessary action to:-

- 1) The State Nodal Officer, SHEW, Mission Shakti cum Director Women & Child Development Department, Assam for kind information.
- 2) The District Social welfare officer, Charaideo for your kind information & necessary action.
- 3) The DIPRO (i/c), Charaideo, She is requested kindly to make necessary arrangement for wide publicity in Print Media at least two local vernacular dailies and one English daily on the issue of 19/07/2025.
- 4) The DIO, NIC, Charaideo with a request to upload the advertisement in the District Website urgently.
- 5) CA to the District Commissioner Charaideo kindly appraisal to the DC.
- 6) All members of DLSC- for information and necessary action.
- 7) Office File.

Addl. District Commissioner (WCD)
cum Chairperson, DLSC
Charaideo

APPLICATION FORM FOR THE ENGAGEMENT OF CONTRACTUAL POST
DATA ENTRY OPERATOR (IT-PMMVY) UNDER SANKALP-HEW, MISSION
SHAKTI, CHARAIDEO

Applied for the post

of.....

Paste your self-
attested
coloured
photograph
here

1. Name in Full (Block letter):
2. Father's/ Mother's/Spouse Name:
3. Sex: (Male/Female/Others):
4. Permanent Address:

5. Present Address:

6. Police Station and Post Office:

7. Religion:

8. Date of Birth: _____ Age as on 01st January, 2025: _____

9. Caste:

10. Are you a citizen of India (Yes/No):

11. Educational qualification:

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

12. Other Qualifications, if any:.....

.....

13. Present occupation (if any):

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

14. Details of Experience (Experience certificate should be enclosed):

15. Name of Employment Exchange & Registration No.:

16. Email Id (Mandatory):

17. Mobile Number (Mandatory):

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

Date:

Place:

Signature of the Applicant

NB: (1) One copy of the photograph should be pasted in the space provided and one copy to be stapled with the application (2) Self Attested copies of testimonials/certificates relating to age, educational qualification and experience should be enclosed.