



**GOVERNMENT OF ASSAM  
OFFICE OF THE DISTRICT COMMISSIONER:::NALBARI  
(e-GOVERNANCE CELL)**

03624-220496(O)/220218(R)-220469/220371(Fax)

e-mail: dc-nalbari@nic.in

eCF No.102288/82

In pursuance of notification no. IT.206830/3 Dated 20/10/2023 of the Information Technology Department, Government of Assam, the District Commissioner cum Chairperson, District e-Governance Society (DeGS), Nalbari invites applications from the eligible Indian citizens and permanent resident of Assam for the contractual engagement of 1(One) District Project Manager (DPM) and 2 (two) District Technical Support Staff (DTSS) posts under the District e-Governance Society, Nalbari as per the following criteria.

Sl. No	Name of the Posts	Total posts	Monthly Remuneration (fixed)	Qualification & Working experience	Place of engagement
1.	District Project Manager	1	Rs22,000/-	i. Graduate in any discipline ii. Working knowledge of Computer with minimum 2 years in the IT field and having knowledge of computer operations	DC's Office, Nalbari and its amalgamated establishments.
2.	District Technical Support Staff	2	Rs14,000/-	i. 10+2 and diploma in IT with minimum 1 year of working experience in IT field	

The details of age criteria, selection procedure, application procedure and application form are provided at **Annexure-I** which is available on the official district website (<https://nalbari.assam.gov.in/>) and on the Notice Board, O/o the District Commissioner, Nalbari.

**Digitally signed by  
NIBEDAN DAS PATOWARY  
Date: 2025.08.20 23:08:43**

District Commissioner  
-cum-  
Chairperson, DeGS, Nalbari

Memo No. eCF No.102288/82-A

Copy to:

1. The Director, DITEC, Govt. of Assam, for kind information.
2. The Joint Secretary to the Government of Assam, Information Technology Department for kind information.
3. The DI&PRO, Nalbari for wide publicity of the advertisement.
4. The DIO, NIC, Nalbari for uploading of this advertisement at the district website (<https://nalbari.assam.gov.in/>).
5. Notice Board, O/o the District Commissioner, Nalbari.
6. Office copy.

(e-Signed)  
District Commissioner,  
-cum-  
Chairperson, DeGS, Nalbari

**Annexure-I****1. Academic Qualification, Experience and Age Criteria:****Academic Qualification & Experience:**

Sl No.	Name of the post	Minimum academic qualification	Work experience
1.	DPM	Graduate in any discipline with working knowledge of computer	Minimum 2 (two) years of experience of working in IT field and having knowledge of Computer System.
2.	DTSS	10+2 passed with diploma in IT	Minimum 1 (one) year of working experience in IT field and having knowledge of Computer System.

**Age Criteria:**

- The maximum age for applying for the post of DPM & DTSS shall be 41 years as on 01/01/2023
- The age limit shall be relaxed for the applicant who had been serving for similar position under any District Administration, by numbers of years served up to a maximum of 8 years.

**2. Job role of DPM/ DTSS:**

- To assist and support to the District Manager, DITEC and other stakeholders in implementing and managing various e-Governance initiatives and activities within the district.

**3. Duration of Assignment:**

The engagement is purely on contractual basis and the incumbent would not have any claim for permanent retention under DeGS. The initial contract of DPM & DTSS shall be for 11(eleven) months, which may be extended for next term based on satisfactory performance & good conduct.

**4. Selection Criteria:**

- A written examination followed by a personal interview will be conducted separately for both the DPM and DTSS posts.
- Candidates whose applications meet the eligibility criteria will be invited to appear for the written examination
- The written exam will consist of 50 multiple-choice questions carrying a total of 50 marks. The questions will cover Information Technology Fundamentals, English and General Awareness. The duration of the examination will be 1 hour and 30 minutes.
- The personal interview will carry a weightage of 50 marks.
- Final selection of the candidate will be based on the combined scores of the written examination and the personal interview, totalling 100 marks.
- The date of written examination will be notified later on and will be published in the official district website and the notice boards of District Commissioner's Office, Nalbari.
- Candidates currently serving in a similar position under any District Administration across the state will be awarded 2 (two) marks for each completed year of service, up to a maximum of 16 marks, during the personal interview.

**5. How to Apply:**

- Interested candidates must submit their application as per the **Application Form (mentioned below)** along with self-attested copies of minimum educational qualification, relevant experience, valid photo identity proof, three copies of recent passport sized photograph and any relevant document related to a diploma in IT.
- The duly filled application form along with all required documents, should be enclosed in a **sealed envelope** addressed to the District Commissioner, Nalbari. Applications will be accepted from 13<sup>th</sup> August, 2025 to 27<sup>th</sup> August, 2025 (working days) between 10 AM to 4:30 PM, at the drop box placed in the Public Facilitation Centre, O/o the District Commissioner, Nalbari.
- Applications can be submitted either **by post** or **by in person**. The sealed envelope must be clearly superscribed with the **name of the post applied for**.
- Candidates wishing to apply for more than one post must submit **separate application forms/envelope** for each post.
- Applications submitted after the last date will not be considered.

**Note:-**

- The list of selected candidates and other communications shall be notified at the district website at (<https://nalbari.assam.gov.in/>) and at the notice board of the O/o District Commissioner, Nalbari.
- No TA/ DA shall be admissible for appearing in written test/ personal interview.

**APPLICATION FORM FOR THE POST OF DPM/DTSS UNDER DeGS, NALBARI**

Name of the Post Applied for:

☐ DPM

☐ DTSS

<b>Personal Profile</b>				Affix your passport size photograph			
Name of the Candidate							
Mother's Name							
Father's Name							
Date of Birth (DD/MM/YYYY)			AADHAAR No:				
Address	Village/Ward No/House No.etc.						
	Post Office						
	Police Station						
	District			State	PIN		
Phone No			Email Id				

---

Educational Profile			
Educational Qualification	Board/University	Percentage/CGPA	Year of Passing
10th/HSLC			
12th/HS			
Graduation			

Working Experience			
Name of the Organization	Designation	Key Responsibilities	Duration(Start Date & End Date)

#### Declaration

I, hereby declare that the above information is true to the best of my knowledge. If any discrepancy is found, my candidature to the applied position may be forfeited anytime.

(Signature of the candidate)

Digitally signed by  
Rajiv Kumar Das  
Date: 13-08-2025  
12:04:22  
Addl. District Commissioner, e-Gov  
Nabam

Digitally signed by  
NIBEDAN DAS PATOWARY  
Date: 13-08-2025 23:10:25  
District Commissioner,  
Nabam

**APPLICATION FORM FOR THE POST OF DPM/DTSS UNDER DeGS, NALBARI**

Name of the Post Applied for:      ☐ DPM                      ☐ DTSS

Personal Profile						Affix your passport size photograph
Name of the Candidate						
Mother's Name						
Father's Name						
Date of Birth (DD/MM/YYYY)		AADHAAR No:				
Address	Village/Ward No/House No.etc.					
	Post Office					
	Police Station					
	District		State		PIN	
Phone No		Email Id				

Educational Profile			
Educational Qualification	Board/University	Percentage/CGPA	Year of Passing
10th/HSLC			
12th/HS			
Graduation			

Working Experience			
Name of the Organization	Designation	Key Responsibilities	Duration(Start Date & End Date)

**Declaration**

I, hereby declare that the above information is true to the best of my knowledge. If any discrepancy is found, my candidature to the applied position may be forfeited anytime.

(Signature of the candidate)