



GOVERNMENT OF ASSAM
DEPARTMENT OF WOMEN & CHILD DEVELOPMENT ASSAM
OFFICE OF THE DISTRICT SOCIAL WELFARE OFFICER KAMRUP
AMINGAON, GUWAHATI
Email- dhewkamrup2023@gmail.com

No. DSWO(K) R/DHEW/309/pt-1/2024/798(B)

Dated: Kamrup the 31st October, 2025

ADVERTISEMENT

Applications are invited from eligible candidates who are citizens of India as defined under Articles 5 to 9 of the Constitution of India and who fulfill the eligibility norms of educational qualification, age, etc., as mentioned below, for the purely temporary contractual post. The post has been created under SANKALP: HEW (District Hub for Empowerment of Women), Department of Women and Child Development, Kamrup.

| Name of the Post | No of Post | Remuneration Per Month | Required Qualifications & Experiences |
|--------------------------------|------------|--|--|
| Data Entry Operator (IT PMMVY) | 1 | Rs. 10,400/- (Ten Thousand Four Hundred)only | Qualification: Graduate with working knowledge in computer/IT etc. Experience: At least 3years' experience in data management, process documentation and web-based reporting formats, at State or District |

How to apply :-

The applicant must submit duly filled up application form (Standard Application Form of Assam Gazette Part IX) along with self-attested copies of requisite documents as mentioned below at Office of the District Social Welfare Officer, Kamrup, Amingaon (Hajo Chowk), PIN-781031 from **3rd November, 2025 to 24th November, 2025** during office hours.

1. Two copies of the recent passport size photograph (size of 3.5x 4.5) and one copy is to be properly pasted on the Standard Form of Application.
2. HSLC Admit Card for age proof, HSLC Certificates, Mark sheet, Mark sheet and Certificate of Graduation, Computer Diploma certificate, if any, Work Experience Certificate, Voter ID/AADHAAR card, Caste Certificate, PwD certificate (if any) and other relevant certificate (if any).

Selection procedure :-

Skill Test/Viva-Voce (Interview)

N:B:

1. The applicants must be a minimum of 21 years and a maximum of 40 years of age as on 01.01.2025 with a relaxation of 5 years in upper age limit for candidates under SC, ST(H), ST (P); 3 years for OBC/MOBC and 10 years for Person with Disability (PwD) Category.
2. The names of the shortlisted candidates will be displayed in the office notice board and also communicated through their respective Email IDs as mentioned in the application form. And the admit card will also be published in the official website <https://kamrup.assam.gov.in> . No separate call letter will be issued to the candidates, and no TA/DA will be provided for attending the interview.
3. Incomplete applications will summarily be rejected at any stage of selection process.
4. The applicants must have valid Employment Exchange registration card.
5. Any matter which is not specially provided in this advertisement will be decided by the Selection Committee.
6. The authority reserves the right to cancel/ postpone the advertisement without assigning any reason thereof.


District Commissioner
Kamrup

Memo No: DSWO(K) R/DHEW/309/pt-1/2024/~~7980~~A-
Copy to:-

Dated : Amingaon 31/10/2025

- 1) The Director Cum State Nodal Officer, Mission Shakti for necessary information.
- 2) The Addl. District Commissioner (WCD), Kamrup.
- 3) The District Informatics Officer, NIC, Kamrup for necessary publication of the recruitment related matters on the districts website.
- 4) The District Social Welfare Officer, Kamrup for kind information and necessary action.
- 5) Office File.


District Commissioner
Kamrup