



23

GOVERNMENT OF ASSAM
DEPARTMENT OF WOMEN & CHILD DEVELOPMENT ASSAM
OFFICE OF THE DISTRICT SOCIAL WELFARE OFFICER KAMRUP
AMINGAON, GUWAHATI
Email- dhwkamarup2023@gmail.com

No. DSWO(K) Esstt/OSC/248/2019-23/14(A)

Dated Kamrup the 11th November, 2025

**ADVERTISEMENT FOR PURELY TEMPORARY AND CONTRACTUAL ENGAGEMENT AT
THE ONE STOP CENTRE, KAMRUP UNDER MISSION SHAKTI**

Applications are invited from eligible candidates who are the citizens of India and fulfill the eligibility norms of educational qualification, experience, age etc. as mentioned below against each category of purely temporary contractual posts of One Stop Centre under Mission Shakti for Kamrup District. Interested candidates having the requisite qualification and experience may submit the applications mentioning the Name of Post at the Office of the District Social Welfare Officer, Kamrup, Amingaon (Hajo Chowk), PIN-781031, from 12-11-2025 to 26-11-2025 during the office hours with the self-attested necessary documents as follows:-

Documents to be submitted along with the application:-

1. Educational Qualification certificate
2. Age-proof certificate
3. Voter ID Card
4. Aadhaar Card
5. Experience Certificate
6. Employment Exchange Registration card

The short listed candidates will be intimated through the personal Email IDs of the candidates mentioned in the application form. No TA/DA will be provided to the candidates. The candidates must be of minimum 21 years of age as on 01/01/2025. The candidates should mandatorily provide their personal working **phone numbers and E mail IDs.**

Post details:-

1. Name of post: **-CENTRE ADMINISTRATOR**

Nos of post: -01

Monthly Remuneration-**Rs. 36,000/-**per month (fixed)

Eligibility Criteria: -Any Woman having Masters in Law/Social Work/Sociology/Social Science/ Psychology with at least 5 years of experience of working on woman related relevant domains in an administrative set-up with a Government or Non-Government project/programme and preferably with at least 1 year experience of counseling either within or outside the same set-up.

For existing staff, 3 years of experience is mandatory for applying for the post. The applicant should be a resident of Kamrup district.

2. Name of post: **-CASE WORKER**

Nos of post:-02

Monthly Remuneration-**Rs. 25,000/-**per month (fixed)

Eligibility Criteria: -Any Woman having a Bachelor in Law/Social Work/Sociology/Social Science/Psychology with at least 3 years experience of working on woman related domains in a Government or Non-Government project/programme. The applicant should be a resident of Kamrup District.

3. Name of post: **-COUNSELLOR**

Nos of post: -01

Monthly Remuneration-**Rs. 25,000/-**per month (fixed)

Eligibility Criteria: -Any Woman having professional degree/diploma in Psychology/ Psychiatry / Neuro science with a background of health sector and preferably with at least 3 years experience of working within a Government or Non-Government health project/programme at District level.

4. Name of post: **-OFFICE ASSISTANT**

No. of post: -01

Monthly Remuneration-**Rs. 20,000/-**per month (fixed)

Eligibility Criteria: -Any Graduate with at least Diploma in computer/IT etc.,with a minimum of 3 years experience in data management, process documentation and web-based reporting formats, video conferencing at state or district level with Government or Non-Government/IT-based organizations.

5. Name of post: **-MULTIPURPOSE WORKER/ COOK (MPW)**

Nos of post: -03

Monthly Remuneration-**Rs. 14,000/-**per month (fixed)

Eligibility Criteria: -Any women who is literate with knowledge/experience of working in the relevant domain. The candidates should be minimum Class VIII Passed.

6. Name of post: **-SECURITY/NIGHT GUARD**

Nos of post: -03

Monthly Remuneration-**Rs. 12,000/-**per month (fixed)

Eligibility Criteria: -Any person has 2 years experience of working as security personnel in a Government or reputed organization at the districts/state level. He/she should preferably be retired Military/Para-Military personnel. The candidates should be minimum Class HSSLC Passed (12thPassed).

Selection Procedure:

1. **Centre Administrator, Case Worker, Counselor, Office Assistant, Multi-Purpose Worker/Cook(MPW), Security Guard/Night Guard:**

- Viva-Voce (Interview) only/ Walk -in- Interview only.

Any matter which is not specially mentioned in this advertisement will be decided by the Selection Committee. The Authority reserves the rights to cancel/ postpone the advertisement without assigning any reason thereof. The post of Centre Administrator, Case Worker and Counselor are transferable. Centre Administrator has to reside within the One Stop Centre premises.


District Commissioner
Kamrup

Memo No: DSWO(K) Esstt/OSC/248/2019-23/814(A) -A-

Dated 11/11/2025