

GOVERNMENT OF ASSAM

OFFICE OF THE DISTRICT SOCIAL WELFARE OFFICER

:::DHUBRI:::ASSAM:::

NO. DSWO(D)14/2025/ 129

Dated, Dhubri the 17th October,2025

ADVERTISEMENT

The office of the District Social Welfare Officer, Dhubri under Women and Child Development Department, Dhubri invites application from eligible candidates who are citizen of India as defined under Article 5 to 9 of the Constitution of India and fulfil the eligibility norms of educational qualification, age, etc. as mentioned below against each category of purely temporary and contractual posts under Shakti Sadan (Integrated Relief and Rehabilitation Home for Women); Mission Shakti for Dhubri district. Interested candidates having the requisite qualification and experience may submit duly filled up Application (Application form may be downloaded from official website <https://dhubri.assam.gov.in/>) at Office of the District Social Welfare Officer, Dhubri, Jogomaya Ghat (Ferry Ghat), PO- Dhubri, PS&Dist- Dhubri, Assam, PIN-783301 from 17th October, 2025 to 6th November, 2025 till 05.00 PM during office hours by hand or by post.

Name of Post	No. of Vacancies	Eligibility Criteria	Fixed Remuneration Per month
Resident Superintendent	1	- Any women having a Masters in Law / Social Work / Sociology / Social Science / Psychology with at least 5 years experience of working on women related domains in an administrative set up with a Government or Non-Government 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	Any women who is a graduate with a minimum of 3 years experience in handling office documentation related job with proficiency in working on computers, at state or district level with Government or Non-Governmental organizations.	Rs.17,000/-
Multi-Purpose Worker	1	Any woman having qualification of class VIII passed with knowledge / experience of working in the relevant domain.	Rs.10,500/-
Cook	2	Any woman having qualification of HSLC passed with knowledge / experience of working in the relevant domain.	Rs.10,500/-
Security Guard / Night Guard	1	Any person (either male or female) having qualification of Class VIII passed and having 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 / Para military 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 as mentioned below:

Name of Post	Documents to be submitted along with Application form.
Resident Superintendent	3 copies of latest Passport Size Photographs, HSLC Admit Card for age proof, HSLC Marksheet and Certificate, H.S. Marksheet and Certificate, Graduation Marksheet and Certificate, M.A Mark Sheet and Certificate, Minimum 6 months computer education certificate, Work Experience Certificate, Voter ID Card/AADHAAR card, Caste Certificate (if any), PwD certificate (if any) and other relevant certificate (if any).
Office Assistant	3 copies of latest Passport Size Photographs, HSLC Admit Card for age proof, HSLC Marksheet and Certificate, H.S. Marksheet and Certificate, Graduation Marksheet and Certificate, Minimum 6 months computer education certificate, Work Experience Certificate, Voter ID Card/AADHAAR card, Caste Certificate (if any), PwD certificate (if any) and other relevant certificate (if any).

Multi-Purpose Worker (MPW)	3 copies of latest Passport Size Photographs, Class VIII passed marksheet and certificate, Work Experience Certificate, Voter ID Card/AADHAAR card, Caste Certificate (if any), PwD certificate (if any) and other relevant certificate (if any).
Cook	3 copies of latest Passport Size Photographs, HSLC Admit Card for age proof, HSLC Marksheet and Certificate, Work Experience Certificate, Voter ID Card/AADHAAR card, Caste Certificate (if any), PwD certificate (if any) and other relevant certificate (if any).
Security Guard/ Night Guard	3 copies of latest Passport Size Photographs, Class VIII passed marksheet and certificate, Work Experience Certificate, Voter ID Card/AADHAAR card, Caste Certificate (if any), PwD certificate (if any) and other relevant certificate (if any).

2. The candidate 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.

3. There will be a written examination test, computer skill test and oral test for the post of Resident Superintendent and Office Assistant. Admit Card or call letter of shortlisted candidates will be sent through their respective Email id as mentioned in their application form as well as candidate may collect hardcopy of same from office of the District Social Welfare Officer, Dhubri. No TA/DA will be provided for attending the test.

4. Only Walk-in-Interview will be conducted for the post of Multi-Purpose Worker (MPW), Cook and Security Guard / Night Guard. The shortlisted candidates will be called for Walk-in-Interview through their respective Email id as mentioned in their application form as well as through office notice board. No separate call letter or admit card 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. The Authority reserves the right to cancel / postpone the advertisement without assigning any reason thereof.



Addl. District Commissioner (SW)
Cum
Chairman, DLSC, Shakti Sadan, Dhubri

Memo NO. DSWO(D)14/2025/ 129

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Dated, Dhubri the 17th October, 2025

Copy to :-

1. The Director, Women and Child Development Department, Assam for favour of your kind information.
2. The District Commissioner, Dhubri for favour of your kind information.
3. The DLSC member for your information and necessary action.
4. The DIO, NIC, Dhubri, You are requested to upload this advertisement and application form in Dhubri District Administration official website.
5. The DIPRO, Dhubri, You are requested to publish this advertisement in daily news paper for publicity.
6. Office copy.



Addl. District Commissioner (SW)
Cum
Chairman, DLSC, Shakti Sadan, Dhubri

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

Applied for the post of.....

Paste your
self-attested
colored
photograph
here

1. Name in Full (Block Letter).....
2. Father’s Name
3. Mother’s Name
4. Sex (Male/Female/Others)
5. PermanentAddress.....
.....
.....
6. PresentAddress.....
.....
.....
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 (Yes/No).....
12. Educational Qualification

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 certificate 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 two copy to be stapled with the application form.

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

