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In pursuance to Govt. of Assam Letter No:PMU(SHEW) Receurit/03/2022/Pt-II/263 Dated the 25th June, 2025, application are invited from the citizens of India who are permanent residents of Kokrajhar District in Standard form of Applications as published in Assam Gazette in Part-IX as defined in articles 5 to 8 of the constitution in India for applying against the vacant post District Programme Assistant (IT Mission Shakti) & Data Entry Operator (IT PMMVY) on purely temporary and contractual basis under SANKALP: District Hub for Empowerment of Women (DHEW), Mission Shakti, Women & Child Development Department, Kokrajhar as admissible under Rule:

Name of the Post	No of Post	Required qualification	Experience	Remuneration per month (fixed)
District Programme Assistant (IT Mission Shakti)	1 Nos	Graduation with working knowledge in computers/ IT etc.	At least 3 years" experience in data management, process documentation and web-based reporting formats, at state or district level with government or Non-Governmental/ IT-based organizations.	Rs.20,800/-
Data Entry Operator (IT PMMVY)	1 Nos	Graduation with working knowledge in computers/ IT etc.	At least 3 years" experience in data management, process documentation and web-based reporting formats, at state or district level with government or Non-Governmental/ IT-based organizations.	Rs.10,400/-

Documents to be enclosed:- **a)** Age proof (Birth Certificate/ HSLC Admit Card), **b)** Proof of Education Qualification **c)** All Marksheets & Certificate from HSLC onwards, **d)** Experience Certificate, **e)** Address proof & Identity Proof **f)** 2 Copies passport size Photos

Selection Procedure :- Written exam, computer efficiency and oral test for all candidates under Mission Shakti.

Special Note :- **a)** District Level Selection Committee under Mission Shakti reserves the right of rejecting the candidate or cancelling the requirement process at any step/stage. **b)** No TA/DA will be entertained and all the candidate should be Permanent residence of Kokrajhar District **d)** Candidate must be a minimum of 21 years and a maximum of 40 years of age on 01.01.2025 with a relaxation of 5 years under ST, SC, 3 years for OBC and 10 years for PWD candidates.

e) The shortlisted candidates will be called for written test (Multiple Choice Question), Skill Test and Personal Interview **through their respective email id as provided in the submitted application form as well as on the office notice board.**

No separate call letter will be issued to concerned candidates and no TA/DA will be provided for attending the same.

f) Incomplete applications will be summarily rejected at any stage of selection process.

g) Intending candidate may apply for any post as per advertisement. The envelope sending the application should be superscripted "Application for **District Project Assistant**" (IT Mission Shakti), "Data Entry Operator" (IT PMMVY), in the District Project Management Unit (DPMU) SANKALP: Hub for Empowerment of Women, Kokrajhar on the top of the envelope with candidate email-id and it should be addressed to the Office of the **District Social Welfare Officer/ District Nodal Office, Mission Shakti, Kokrajhar, Dist-Kokrajhar, Assam, PIN – 783370**. The envelope needs to be drop-off at the designated Drop Box in the Office of the District Social Welfare Officer, Kokrajhar office premises from **24/12/2025** Time: **10:30 AM to 09/01/2026 Time: 4:30 PM** Office hours.

**Sd/-District Social Welfare Officer/
Member Secretary, DLSC, Mission Shakti,
Kokrajhar.**