

**GOVT OF ASSAM**  
**WOMEN & CHILD DEVELOPMENT DEPARTMENT**  
**OFFICE OF THE DISTRICT SOCIAL WELFARE OFFICER :::: JORHAT**

No.DSWO (J) 437/2025-26/ 303

Dated Jorhat the 28<sup>th</sup> November 2025

**ADVERTISEMENT**

The office of the District Social Welfare Officer, Jorhat under Women & Child Development Department, Jorhat invites applications from eligible candidates who are citizen of India as defined under Article 5 to 9 of the Constitution of India and fulfilled the prescribed eligibility norms of educational qualifications, age etc. as mentioned below against each category of purely temporary post on a contractual basis with fixed pay under Shakti Sadan (Integrated Relief and Rehabilitation Home for Women), Mission Shakti for Jorhat District. Interested candidates having the requisite qualification and experience may submit duly filled up application form (Standard Application Form of Assam Gazette Part IX) at the office of the District Social Welfare Officer, Jorhat, Phukan Ali, Pin- 785001 from 1<sup>st</sup> December 2025 to 10<sup>th</sup> December 2025 during office hours.

Name of Position	No. of Vacancies	Eligibility Criteria	Fixed Remuneration per month (Rs.)
Resident Superintendent	1(One)	<ul style="list-style-type: none"> <li>Any woman having a Masters in Law/ Social Work/ Sociology/ Social Science/ Psychology with at least 5 years'' experience of working on women 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 counselling either within or outside the same set-up.</li> <li>She should be preferably a resident of the local community so that local human resource and expertise is utilised for effective functioning of the centre.</li> </ul>	21000/-
Office Assistant	1(One)	<ul style="list-style-type: none"> <li>The services could be outsourced to any person 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.</li> </ul>	17000/-
Multi-purpose Staff	1(One)	<ul style="list-style-type: none"> <li>The multi-purpose activity could be outsourced to any person who is literate with knowledge / experience of working in the relevant domain.</li> </ul>	10500/-
Cook	1(One)	<ul style="list-style-type: none"> <li>The activity could be outsourced to any person who is literate with knowledge / experience of working in the relevant domain. High School pass or equivalent will be preferred.</li> </ul>	10500/-

Security Guard/ Night Guard	1(One)	<ul style="list-style-type: none"> <li>The services could be outsourced to any person having at least 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.</li> </ul>	9000/-
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General Terms and Conditions:

- The applicants must submit duly filled up application form along with self- attested copies of requisite documents as mentioned below:

Name of the Post	Clearly mention the name of the Post Applied for in Standard Application form.
Resident Superintendent	3 copies of latest passport size photographs, HSLC Admit Card for age proof, HSLC Certificate and Marksheet, H.S. Marksheet and Certificate, B.A./ B.Sc./ B. Com Certificate and Marksheets, Marksheets and Certificates of Masters in Law/ Social Work/ Sociology/ Psychology, Work Experience Certificate, Voter Id/ Aadhaar Card as address proof, Caste Certificate, 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 Certificate and Marksheet, H.S. Certificate and Marksheet, B.A./ B.Sc./ B. Com Certificate and Marksheets, Work Experience Certificate, Voter Id/ Aadhaar Card as address proof, Caste Certificate, PwD Certificate (if any), and other relevant certificate (if any).
Multi-Purpose Worker	3 copies of latest passport size photographs, HSLC Admit Card for age proof, HSLC Certificate and Marksheet, Last qualification Certificate and Marksheet, Work Experience certificate, Voter Id/ Aadhaar Card as address proof, Caste Certificate, PwD Certificate (if any), and other relevant certificate (if any).
Cook	
Security Guard/ Night Guard	

- The candidate must be a minimum of 21 years and a maximum of 40 years of as on 01/01/2025 with a relaxation of 5 years in upper age limit for candidate under SC, ST (H), ST (P), 3 years for OBC/MOBC and 10 years for Person with Disabilities (PwD) Category.
- The name of the eligible candidates will be displayed in the office notice board and also communicated through their respective Email IDs as mentioned in the application form. No separate call letter will be issued to the candidates, and no TA/ DA will be provided for attending the interview.
- Incomplete application will be summarily rejected at any stage of selection process.
- Any matter which is not specially provided in the advertisement will be decided by the Selection Committee.
- The Authority reserve the right to cancel / postponed the advertisement without assigning any reason thereof.

Sd/-  
District Commissioner  
Jorhat