



GOVT. OF ASSAM
OFFICE OF THE DEPUTY COMMISSIONER:.....BISWANATH.
BISWANATH CHARIALI

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Tel. (03715) 230071

No.BND.68/2020/Orunodoi/ 05

Dated B Chariali, the 25th Aug,2020

ENGAGEMENT NOTICE

Application in prescribed form are hereby invited from the intending candidates contractual engagement of 04 (four) ORUNODOI Sahayak in each LACs i.e. Biswanath, Sootea, Behali & Gohpur LAC for implementation of ORUNODOI Scheme in Biswanath District.

- Eligibility** : a)She/He should be a Permanent Resident of Assam.
b) She/he should preferably should have a personal Desktop/Laptop for the purpose of Data Entry/ Uploading of Application/ Documents in the Online Portal.
- Qualification** : a) She/he should be a Graduate in any stream.
b) She/he should hold certificate in one year Computer Diploma Course from any recognized institution
- Age** : She/he should not be more than 35 years of age, on the day of publishing of this recruitment advertisement.
- Remuneration** : Monthly fixed remuneration of Rs. 15,000/- Per Month for a period of two months only.

Functions:


1. To facilitate the implementation process of ORUNODOI Scheme at District Level and to assist the applicants in filling up of the Detailed Application Form (DAF), to be filled up by the approved beneficiaries in the Legislative Assembly Segment. ORUNODOI Sahayak at GP/ULB shall facilitate this process.
2. Data Entry/Uploading of the Approved list of beneficiaries in Online Portal.
3. To assist Deputy Commissioner, Biswanath in timely implementation of the Scheme.

Selection Procedure: Candidates will be shortlisted based on the eligibility criteria and shortlisted candidates will be called for interview.

Documents to be submitted with application: Graduation Pass Certificate/1 year Computer Diploma Certificate/ Address Proof / Age Proof.

Last Date of Application:


Application in Standard form should reach this office in working hours along with all testimonials within 05.09.2020. Candidate should furnish his/her email id, Phone number along with the application form. Application received after due date will not be entertained. Incomplete applications will be rejected without any information to the applicant. Candidates who do not fulfill the above conditions need not apply.


Deputy Commissioner
Biswanath
Dated: 25.08.2020

Memo. No.BND.68/2020/Orunodoi/ 05 (A)

Copy to:

1. The Hon'ble MLAs, Sootea/Biswanath/Behali/ Gohpur for favour of kind information.
2. The SDIPRO, Biswanath for kind information. She is requested to publish the Engagement Notice in the Daily Newspaper.
3. All the Circle Officers, Biswanath District for kind information. They are requested to display the Engagement Notice in the Notice Board of the respective Circle offices.
4. All the BDOs, Biswanath for kind information. They are requested to display the Engagement Notice in the Notice Board of the respective Block offices.
5. The DIO (i/c), Biswanath for information. He is requested to publish in the DC website, Biswanath.
6. Office file.


Deputy Commissioner
Biswanath