

ADVERTISEMENT

Commissioner, Panchayat & Rural Development, Assam, invites applications from candidates who are citizens of India as defined under Article 5 to 9 of the constitution of India for filling up **1324 vacant** contractual posts, **under** Commissioner, Panchayat & Rural Development, Assam. The candidates who fulfill the eligibility norms of educational qualification, age, work experience, etc. as mentioned against each category may apply. The positions have been created under the flagship programmes like Mahatma Gandhi National Rural Employment Guarantee Act (MGNREGA), Pradhan Mantri Awas Yojana Gram in (PMAY-G) and Cluster Facilitation Project (CFP) of MGNREGA implemented by the office of the Commissioner, Panchayat & Rural Development Department, Assam.

The date and venue of Written Test will be intimated in due course of time by email, SMS and various other means and through the SIPRD Website (<https://www.sird.assam.gov.in>). Online applications will be received with effect from **10.00 a.m of 02-02-2021 and will remain active till 11.59 p.m of 16-02-2021**. Applications submitted or received after the last date will not be entertained.

THERE WILL NO APPLICATION FEE.

1. THE POSITION WISE VACANCIES WITH MONTHLY REMUNERATION ARE GIVEN BELOW:

Sl. No.	Programme	Category	Unit	No. of Posts	Age (Years)	Monthly Remuneration	Desired Qualification	Experience
Cluster Facilitation Project (CFP)								
1	Cluster Facilitation Project (CFP)	Block GIS Coordinator	Block	18	25-40	Rs. 35,000 plus Travelling allowance @ max 20% of Emoluments based on actual bills	M.Tech/M.E./MSc. In Geographic information Science or Technology/Remote Sensing & GIS/Geo Spatial Technology/Geo-Informatics/Geo Spatial Science/Surveying and Geo-informatics/ Or BE/B.Tech with PG Diploma in Geographic information Science/Remote Sensing from recognized University/Institute. Or MCA with PG Diploma in Geographic Information Science/Remote Sensing from recognized University/Institute. Or Post Graduate in Science/Agricultural Science with PG Diploma in Geographic Information Science/Remote Sensing from recognized University/Institute.	At least 1(one) year 6(six) months of work experience in GIS-based projects at field level in reputed Government funded organizations like NIRD&PR, NRSC, SRSAC etc. or similar reputed organizations working on GIS based projects

2	Cluster Facilitation Project (CFP)	Block NRM Expert	Block	37	25-40	Rs. 30,000 plus travelling @ max. 20% of emoluments based on actual bills	B. Tech in civil Engineering/Agriculture Engineering/Diploma in civil Engineering	Al least 2 years work experience for candidate with B. Tech /4 years work experience for candidates with Diploma. The work experience must be on rural infrastructure, infrastructure projects/NRM projects while working with reputed organization.
3	Cluster Facilitation Project (CFP)	Block Livelihood Expert (Agriculture and Allied)	Block	37	25-40	Rs. 30,000 plus Travelling allowance @ max 20% of Emoluments based on actual bills	Masters in Agricultural Economics/Horticulture/Agro-forestry/Agronomy/Forestry	At least 2 years work experience with reputed organizations working towards improvement of rural livelihoods. The work experience should be primarily on use of agriculture and allied activities for enhancement of incomes of rural poor.
			MGNREGA					
4	MGNREGA	MIS Officer (District MIS Manager)	District	3	30-40	Rs 30,000	<ul style="list-style-type: none"> • Degree in Engineering MCA/BCA/PGDCA from any recognized university or institution with minimum 60% marks • Distance Education (Degree) approved by DEC/UGC/AICTE is valid • Knowledge of Assamese, English and Hindi is necessary 	Minimum 3 years work experience in the field of information technology (IT)/Management information system (MIS)
5	MGNREGA	Computer Assistant	Block	25	25-40	Rs 11,250	<ul style="list-style-type: none"> • Graduate in any discipline from any recognised university or institution with minimum 50% marks • Distance Education (Degree) approved by DEC/UGC/AICTE is valid • Basic computer and internet skills. • Candidates well versed in Microsoft Word, Microsoft Excel, Microsoft Power Point etc. • Knowledge of local language is a must. 	
6	MGNREGA	Account Assistant	Block	44	25-40	Rs 11,250	<ul style="list-style-type: none"> • Bachelor Degree in Commerce from any recognised university or institution with minimum 50% marks 	

							<ul style="list-style-type: none"> Distance Education (Degree) approved by DEC/UGC/AICTE is valid Must possess Diploma in Computer applications for a period of minimum six months Knowledge in Accounts keeping with Tally latest version is also required 	
7	MGNREGA	Gram Rozgar Sahayak	GP	723	25-40	Rs 11,250	<ul style="list-style-type: none"> Graduate in any discipline from any recognised university or institution with minimum 50% marks Distance Education (Degree) approved by DEC/UGC/AICTE is valid Candidates well versed in Mobile applications. Knowledge of local language is a must. 	
			PMAY -G					
8	PMAY-G	Assistant District Program Manager (PMAY-G)	District	9	30-40	Rs 30,000	<ul style="list-style-type: none"> Degree in Engineering (CSE/IT)/MCA/M.SC (IT/CS) from any recognized university or institution with minimum 60% marks Knowledge of Assamese, English and Hindi is necessary 	<ul style="list-style-type: none"> Minimum 3 years work experience in the field of information technology (IT) / Management information system (MIS)
9	PMAY-G	Block Program Manager	Block	137	25-40	Rs 20,000	<ul style="list-style-type: none"> Degree in Engineering (CSE/IT)/MCA/M.SC(IT/CS)/BCA from any recognized university or institution with minimum 60% marks Distance Education (Degree) approved by DEC/UGC/AICTE is valid. Knowledge of Assamese, English and Hindi is necessary 	<ul style="list-style-type: none"> Minimum 1 year work experience in the field of information technology (IT) / Management information system (MIS)
10	PMAY-G	Gram Panchayat Coordinator	GP	291	25-40	Rs 11,250	<ul style="list-style-type: none"> Bachelor of Commerce or equivalent from any recognized university or institution with minimum 60% marks Distance Education (Degree) approved by DEC/UGC/AICTE is valid. Must Possess Diploma in Computer application for a period of minimum six months Knowledge of Assamese, English and Hindi is necessary 	
Total				1324				

2. CATEGORY WISE DISTRIBUTION OF VACANCIES AS PER POST BASED ROSTER ARE AS UNDER :-

The details of reservation of posts for Men & Women and category wise reservation for SC/ST/OBC/MOBC/PH are as follows:-

(a) UNDER COMMISSIONERATE OF PANCHAYAT & RURAL DEVELOPMENT, ASSAM

Sl. No	Name of Posts	Category wise distribution														
		Total Vacancies	Unreserved		OBC/MOBC		SC		ST(P)		ST(H)		PH		EWS	
			Total	RFW	Total	RFW	Total	RFW	Total	RFW	Total	RFW	Total	RFW	Total	RFW
1	Gram Panchayat Coordinator	291	108	32	79	24	20	6	29	9	14	5	12	4	29	9
2	Assistant District Program - Manager(PMAY-G)	9	3	1	2	0	1	0	1	0	1	0	0	0	1	0
3	Block Program Manager	137	51	15	37	11	9	3	14	4	7	2	5	2	14	4
4	Block GIS Co-ordinator	18	7	2	5	2	1	0	2	0	1	0	0	0	2	0
5	Block NRM Expert	37	14	4	10	3	3	0	3	1	2	0	1	0	4	1
6	Block Livelihood Expert (Agriculture and Allied)	37	14	4	10	3	3	0	3	1	2	0	1	0	4	1
7	MIS Officer (District MIS Manager)	3	1	0	1	0	0	0	1	0	0	0	0	0	0	0
8	Computer Assistant	25	9	3	7	2	2	0	3	1	1	0	1	0	2	0
9	Accounts Assistant	44	17	5	12	4	3	1	4	1	2	0	2	0	4	1
10	Gram Rozgar Sahayak	723	268	80	195	58	51	15	72	22	36	11	29	9	72	22

Note: RFW= Reserved for Women (30%), ST(P)- Scheduled Tribes (Plain) (10%), ST(H)= Scheduled Tribes (Hills) (5%), SC= Scheduled Caste (7%) EWS= Economically Weaker Section (10%), PH= Physically Handicapped (4%- 1% for Blind (low vision), 1% Deaf Hearing Impaired, 1% Orthopedically & 1% Autism, intellectual disability, mental illness etc).

- Where there is no post reserved for any category, the candidate may apply and will be considered for Unreserved category of post.

3. ELIGIBILITY CRITERIA

The candidate must satisfy the following criteria.

(i) Candidates must be Indian Citizen, permanent resident of Assam.

(ii) Relaxation in maximum age: SC/ST candidates- 5 Years; OBC/MOBC candidates- 3 years; PH candidates - 10 years.

(iii) Candidates should be of sound health, both mentally and physically and free from organic defect bodily infirmity likely to interfere with efficient

performance of his duties and required to undergo medical examination before appointment to the service.

4. HOW TO APPLY:

Applications must be submitted online through SIPRD website <https://sird.assam.gov.in>.

No other forms of application will be entertained.

Candidates will be required to upload scanned copies of the following:-

a) Passport Size Photograph: -

Please pay attention to upload good quality photograph. Poor quality photograph submitted will lead to rejection of application. The Admit card will be printed with the uploaded photograph.

- i) The photograph must be in colour in a white background and must be taken in a professional studio. Photograph taken by a mobile phone and other self composed portraits are not acceptable.
- ii) The photograph must have been taken after 1st January, 2021.
- iii) Face should occupy about 50% of the area in the photograph, and with a full-face view looking into the camera directly.
- iv) The main features of the face must not be covered by hair of the head, any cloth or any shadow. Forehead, both eyes, nose, cheeks, lips and chin should be clearly visible.
- v) If someone normally wear spectacles, glare on glasses is not acceptable in his / her photo. Glare can be avoided with a slight downward tilt of the glasses for the photo shoot.
- vi) Candidate must not wear spectacles with dark or tinted glasses, only clear glasses are permitted.
- vii) Ask the photo studio to provide the image in a JPEG format and also on a standard 4.5cm x 3.5cm (45mm x 35mm) print.
- viii) Maximum pixel resolution for JPEG: 640 x 480 (0.3 Mega Pixel) (Ask the studio to reduce it to this resolution if it is higher).
- ix) Minimum pixel resolution for JPEG: 320 x 240.
- xi) The maximum file size is 100 kb (kilo bytes).
- xii) For own benefit of the candidate, it may be prudent not to intentionally change his /her facial features or hair style as in the photograph until the day of the examination.

b) Signature:-

- i) Please put signature with a black or dark blue ink on a white paper.

- ii) Get the signature digitally photographed / image scanned by a professional photo studio, and get the image cropped by the studio itself.
- iii) Only JPEG image formats will be accepted.
- iv) The maximum pixel resolution for the image is 800 x 300.
- v) The minimum pixel resolution for the image is 400 x 150.
- vi) Dimension of signature image should be 3.5cm (width) x 2.5cm (height).
- vii) The maximum file size is 100 kb.
- viii) Mobile phone photograph of signature is not acceptable, and can result in disqualification of the application.

c) Documents to be upload :-

- i) Admit Card of HSLC or equivalent examination for proof of age.
- ii) ID Proof (PAN card, Voter ID, Driving License etc.)
- iii) Certificate, Mark-sheet of Minimum Educational Qualification for the Post concerned.
- iv) The certificate on computer proficiency for the posts of Computer Assistant.
- v) The certificate on computer proficiency, the certificate of knowledge and proficiency in Accounts keeping with Tally latest version is also required for the post of Account Assistant.
- vi) The certificate of Diploma in Computer Application for the posts of Gram Panchayat Co-ordinator.
- vii) In case of candidates having Degree in Computer Science / Information Technology or equivalent from any Govt. registered / UGC recognized / accredited Universities / Institutions, may also upload separate Diploma certificate in computer, if any.
- viii) Certificate of caste from the competent authority in respect of the candidates belonging to OBC/MOBC, SC, ST (P) & ST(H).
- ix) Disability Certificate from competent authority if applying for such category.
- x) EWS certificate from Competent Authority (**ANNEXURE-I**).

The benefit of reservation under EWS can be availed upon production of an income and asset certificate issued by the Circle Officer or Circle Officer (A) of the revenue Circle where the candidate and/or his family normally resides. The income and asset certificate issued by any one of the authorities in prescribed format as given in **Annexure- I**

The candidates will then click on the 'Complete' button to indicate that they agree to all the entries made in the form. The candidates can then download the registration / application slip with ID. No.

It is mandatory for the candidates to mention their full/proper address with PIN Code, a valid email address and mobile phone number in the application form as the same will be required to inform them regarding the status of their applications and convey other related information.

Candidates will be able to download the Admit Card / Call Letter from <https://sird.assam.gov.in> by entering their ID number. Candidates will be informed through SMS and email on their mobile numbers and email addresses. The CPRD will not be responsible for any discrepancies that may arise due to entry of wrong mobile number and email address by the candidate.

Incomplete / defective / invalid application will be summarily rejected.

The candidates who are employees of Govt. / PSUs / Autonomous bodies must obtain necessary permission in writing from the Competent Authority/Employer and a copy of the same may be produced during scrutiny of documents.

5. MODE OF SELECTION:-

- a) The candidates whose applications are accepted will be required to appear in a written test which will be conducted in the various selected centres in the state. The Commissioner, P&RD will intimate the name of centre in the Admission Certificate of the Written Examination.
- b) The written test will be of 100 marks and will be completely OMR based. There will be 100 questions and each question will be of 1 (one) mark. There will be negative marking of ½ mark for each wrong answer. The questions will be set in five parts (i) Domain Knowledge (ii) Computer proficiency (iii) Logical reasoning, aptitude, comprehension (iv) History and Culture of Assam and India and (v) General Knowledge. Candidates will use black ball pen to answer the OMR based answer sheet. Duration of the test will be of 2(two) hours.
- c) Based on the performance of the candidates in the written Examination, merit list will be prepared category wise for each post/ position. The short-listed candidates may have to appear for Computer Proficiency Test and Personal Interview as decided by **The Commissioner, P&RD**. The total numbers of finally selected candidates will be equal to the numbers of the existing vacancies advertised. No waiting list will be maintained.
- d) The candidates need to submit their application form in hard copy also along with the self attested copies of relevant testimonials in an envelope addressed to the **Office Of The Commissioner, Panchayat & Rural Development, Juripar, Punjabari, Guwahati – 781037**, superscribing the position applied for, after being **qualified in the written test** for the post/ positions applied. Hence, the applicants should take a printout of the application form generated on successful submission of their application form through online.
- e) The candidates who are employees of Govt./PSUs/Autonomous bodies must apply through proper channel or obtain necessary permission in writing from the Competent Authority / Employer.

- f) There will be only ONE merit list for each category i.e. Unreserved /SC/ ST(P) / ST(H)/OBC & MOBC, separately for male and female for the entire State. There shall be no waiting list.

N.B: In case of a tie in marks, the candidate older in age will be placed higher in the merit list. Further, candidates having same date of birth and have obtained equal marks, will be placed in the merit list according to higher education.

6. ADMISSION CERTIFICATES

- a) Candidates applying online will immediately get an acknowledgement through SMS and email.
- b) A candidate whose application is found to be in order shall be issued an Admit Card with ID number, date & time and venue of the recruitment stages, and photograph if available.
- c) Admit cards can only be downloaded from the website <https://sird.assam.gov.in>
- d) The mere fact that an admit card has been issued will not imply that his/her candidature has been finally cleared by the department.
- e) Candidates must produce a photo identity proof like Pan Card/Driving License/Voter ID Card/Bank Pass Book containing photograph/ID Card issued by the Educational Institution where he/she is studying presently/ ID Card issued by Government or public Sector undertaking in the Examination Hall.
- f) The department reserves the right to cancel the candidature of any Candidate as and when any ineligibility condition is detected. If any information declared by the candidates is found to be false at any stage; they will be penalized as per law/rules.
- g) The decision of the department as to the eligibility or otherwise of a candidate for admission to the examination shall be final.

7. OTHER INSTRUCTION:-

A) GENERAL INSTRUCTIONS TO THE CANDIDATES :-

- (i) Canvassing directly or indirectly shall render such candidates unfit for the post.
- (ii) No TA / DA will be admissible to candidates for the journey and stay at any stage of the recruitment process.
- (iii) The selection list confers no right to appointment unless the department is satisfied about suitability of the candidate after a thorough enquiry and verification as may be considered necessary before appointment to the service / post.
- (iv) Candidature will be summarily rejected at any stage of the recruitment process, if found not conforming to the official format / having incomplete information / wrong information / incomplete requisite certificate / misrepresentation of facts / impersonation.
- (v) **The select list will remain valid for appointment from date of announcement of the result for one month or till the date of next advertisement of similar post whichever is earlier.**
- (vi) On appointment, the candidate shall be governed by the existing Rules and Orders of the Government issued from time to time.

- (vii) The Commissioner, Panchayat & Rural Development Department, Assam reserves the right to make changes or cancel or postpone the recruitment process on specific grounds.
- (ix) Fake documents / false information / misrepresentation of facts shall lead to rejection if detected at any stage before / after appointment and shall make the candidate liable to criminally prosecuted as per existing law.
- (x) Selected candidates shall have to sign an agreement whereby he / she will be required to serve a minimum period as offered in the agreement after successful completion of training or in default to refund the cost of training and travelling expenses paid by the government.
- (xi) Offering of bribe or any favour by a candidate or by any individual on behalf of any candidate is a criminal offence. Such an activity shall result in immediate disqualification of the candidature of that particular candidate.
- (xii) Candidates should mention their full / proper address with PIN Code.
- (xiii) In case of any clarification, the decision of the Selection Board will be final.
- (xiv) The number of posts (vacancies) are subject to changes and appointment to such vacancies will be decided by the competent authority at the time of appointment, based on merit, category-wise as per the final merit list.
- (xv) The final appointment after selection is subject to satisfactory Police Verification Report as per existing norms. In case Police Verification Report is found unsatisfactory, the candidature of such candidates will be rejected outright.
- (xvi) The rules & regulations, terms & conditions of training and afterwards will be applicable of the Panchayat & Rural Development Department, Assam.

8. INSTRUCTIONS FOR FILLING UP ONLINE APPLICATION FORM

THE PROCEDURE FOR FILLING UP THE APPLICATION FORM

Before applying online, candidates are advised to—

- a) Carefully go through the Advertisement
- b) Have a scanned image of passport size colour photograph with white background and signature in JPEG format not exceeding 100 KB respectively in size.
- c) Testimonials/Documents required to be uploaded at the time of filling up online application to appear in the written Exam:
 1. For age proof, HSLC Certificate/Admit Card issued by recognized Board/Council.
 2. ID Proof (PAN card, Voter ID, Driving License, etc.)
 3. Certificate of qualifying examination as per applicable case.
 4. Recent Passport Size Photograph.
 5. Scanned Copy of Signature of the Candidate.
 6. Caste Certificate from competent authority if applying for such category.
 7. The size of the above scanned document should be 300 KB.
 8. Keep all academic/experience/personal details ready to fill up the application form correctly.

9. Disability certificate from competent authority if applying for such category.
10. EWS Certificate from competent authority.

9. PRODUCTION OF ORIGINAL DOCUMENTS BEFORE ISSUANCE OF ENGAGEMENT LETTER:

The testimonials / Documents of the selected candidates will be verified by the Selection Committee before issuance of engagement letter. All the selected candidates have to produce their original documents/testimonial before the Selection Committee as and when called for. If any documents are found doubtful or did not match with the original certificate or show any discrepancy in this regard, the candidature of such candidate is summarily rejected or disqualified without any notice. The following documents in original will be verified by the selection Committee in respect of selected candidates.

1. For age proof, HSLC Certificate/Admit Card issued by recognized Board/Council.
2. ID Proof (PAN card, Voter ID, Driving License, etc.)
3. Certificate of qualifying examination as per applicable case.
4. Recent Passport Size Photograph.
5. Scanned Copy of Signature of the Candidate.
6. Caste Certificate from competent authority if applying for such category.
7. Disability certificate from competent authority if applying for such category.
8. EWS Certificate from competent authority.



Commissioner,
Panchayat & Rural Development, Assam.

Government of Assam
(Name & Address of the authority issuing the certificate.)

INCOME & ASSEST CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS
(For seat in educational institutes and posts under govt. of Assam)

Certificate No.

Date.

VALID FOR THE YEAR

This is to certify that Shri/ Smt./Kumari son/ daughter/ wife
of permanent resident of
Village/Street Post Office District
.....in the State of Assam, Pin Code whose photograph is
attested below belongs to Economically Weaker Sections, since the gross annual income* of his/ her
'family'* is below Rs. 6 lakh (Rupees Six Lakh only) for the financial year His/ her
family does not own or posses any of the following assets*.

- I. 15 Bigha of agricultural Land and above in rural area.
- II. 1 Bigha of residential land and above in rural area.
- III. 1.5 Katha of land in notified Municipal Corporation/ Municipal Board/ Town Committee Area.
- IV. House of built up area more than 1000 Sq.ft. and above in notified Municipal Corporation /Municipal Board/ Town Committee area.

2. Shri/ Smt./ Kumari..... belongs to the
..... caste which is not recognized as a Scheduled Caste, Scheduled Tribe and
Other Backward Classes (in the state of Assam).

Recent Passport Size
attested photograph of
the applicant

Signature with seal of Office.....
Name.....
Designation.....

*Note 1: Income covered all sources i.e. salary, agriculture, business, profession, etc.
**Note 2: The term 'Family' for this purpose include the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/ her spouse and children below the age of 18 years.
**Note 3: The property held by 'Family' in different locations or different places / cities have been clubbed while applying the land or property holding test to determine EWS status.