



**GOVERNMENT OF ASSAM**  
**OFFICE OF THE DISTRICT SOCIAL WELFARE OFFICER**  
**LAKHIMPUR :: NORTH LAKHIMPUR**

No. DSWO(NL)HEW-Recruit/569/2025/1016

Dated, the North Lakhimpur 30/07/2025

**ADVERTISEMENT**

Applications are invited from eligible candidates who are citizen of India as defined under Article 5 to 9 of the Constitution of India and fulfill the eligibility norms of educational qualification, age etc. as mentioned below against each category of purely temporary contractual posts. The post has been created under SANKALP:HEW (District Hub for Empowerment of Women), Department of Women and Child Development, Lakhimpur.

Name of Post	No of Post	Remuneration in Rs. Per Month	Required Qualification & Experience
Account Assistant	1	Rs. 19000/- (Nineteen Thousand Only)	<u>Qualification:</u> Graduate/ diploma in accounts/ other disciplines having accounts as a subject. <u>Experience:</u> At least 3 years' experience of working with the Government/ Non-Government organisation in related domain.
Data Entry Operator (IT PMMVY)	1	Rs. 10400/- (Ten Thousand Four Hundred) only	<u>Qualification:</u> Graduate with working knowledge in computers/ IT etc. <u>Experience:</u> At least 3 years' experience in data management, process documentation and web- based reporting formats, at State or District level with Government and Non-Governmental/ IT based organisation

**How to Apply:**

- Candidates shall be required to fill in Standard Form of Application (Assam Gazette Part IX).
- Two copies of the recent passport size photograph (size of 3.5 x 4.5) to be properly pasted on the Standard Form of Application. (1 copy stapled).
- Age- proof certificate (Admit/ Certificate of HSLC or equivalent examination). Applicant age limit as per office memorandum, Letter No. ABP.6/2016/51 Dated Dispur, the 2nd September, 2020. For determination of cut off age as on 01/07/2025 will be determined with reference to the above mentioned O.M.
- Distribution of total marks of entire examination: Total Marks will be 150, out of which 80 marks will be for written test, 30 marks for computer efficiency, 20 marks for oral test and 20 marks for qualification, as mentioned below,

Graduation	60% or above = 20 marks	Below 60% and upto 45%= 10 marks	Below 45% = No marks
Class XII	60% or above = 20 marks	Below 60% and upto 45%= 10 marks	Below 45% = No marks

- Particulars of all examination passed commencing starting with Higher Secondary and above Examination.
- The applicant shall submit self-attested photocopies of the above-mentioned documents including Experience Certificate, Aadhar/ Voter ID, Caste Certificate, PwD certificate etc. with declaration as 'Certified to be true copy of the original' along with the application form.
- Reservation of PwD candidates will be considered as per OM issued by the Government.
- Intending candidate may apply for any post as per advertisement. The envelope sending the application should be superscripted "Application for Account Assistant" or "Data Entry Operator" (IT PMMVY) (separately) in the District Project Management Unit (DPMU) on the top of the envelope and it should be addressed to the Office of the District Social Welfare Officer, Lakhimpur, North Lakhimpur, Tirtheswar Hazarika Path, Ward No. 7, Dist.- Lakhimpur, Assam, PIN - 787001. The envelope needs to be drop-off at the designated Drop box in the Office of the District Social Welfare Officer, Lakhimpur office premises.
- Intending Candidates who are residing of Lakhimpur district will be preferred.
- In case of detection of any false declaration made by the candidate/ application, candidate will be cancelled.
- Applications not signed by the candidates will be summarily rejected.
- Duly filed Application Forms will be received from 1<sup>st</sup> August 2025 to till 5 pm of 11<sup>th</sup> August 2025 only.
- Applications (by hand/ through post) received after the last date and incomplete application shall not be entertained.
- Shortlisted candidates list/ admit card will be published in district website:

(i) <https://lakhimpur.assam.gov.in>, (ii) <https://lakhimpur.nic.in>

*\*No TA / DA will be entertained.*

*sd/-*

Addl. District Commissioner, WCD,  
-cum-Chairman, DLSC  
Lakhimpur, North Lakhimpur.

Dated, North Lakhimpur, the 30/07/2025

No.DSWO(NL)HEW-Recruit./ 569/2025/1016-A

Copy forwarded for favour of kind information to:

- The State Nodal Officer, SHEW, Mission Shakti, and Director, Women and Child Development, Assam.
- The Joint Director & District Informatics Officer, NIC, Lakhimpur.
- The DIPRO, Lakhimpur for necessary action.
- CA to DC for kind appraisal to the District Commissioner, Lakhimpur.
- Office Copy.

*[Signature]*  
Addl. District Commissioner, WCD,  
-cum-Chairman, DLSC  
Lakhimpur, North Lakhimpur.

## ASSAM GAZETTE (PART -IX)

## STANDARD FORM OF APPLICATION

PHOTO

To,

The .....

Name of the Post .....

Department/Office .....

1. Name in Full (Block letter) : .....
2. Present Address : ..... Vill/Town.....
3. Permanent Address : ..... Vill/Town.....
4. Father's Name & Address : .....
5. Place of birth including Police Station and District & P.O : .....
6. Are you a citizen of India and if so how? (Copy of citizenship certificate should be enclosed where necessary) : .....
7. Educational qualification and also the name and full address : .....
8. Other Qualifications : .....
9. Community : .....
- (a) State your religion : .....
- (b) Are you a member of Schedule Caste/Schedule Tribe : .....
- (Answer 'Yes' or 'No') If 'Yes' give particulars supported by a certificate copy of which should be enclosed.
10. Age on the 1<sup>st</sup> January 20.... (According to H.S.L.C certificate copy of which should be enclosed) : .....
11. Present occupation (if any) : .....
12. Previous appointment held (if any) : .....
13. Are you a temporary or retrenched personal of Temporary Departmental of the Govt. of Assam (Answer 'Yes' or 'No') State particulars : .....
14. Are you trained in or a member of the National Cadet Corps of Territorial Army or trained Home Guards and Civil Defence Volunteers, if so give particulars. : .....
15. Employment Registration No. : .....
16. Whether there is any Govt./Semi Govt. Employees in your family if any, Particulars of such family member like relationship, name of the job, pay drawn, place of posting, permanent /Temporary etc. should be furnished. : .....
17. Family's income certificate from the Gaon Panchayat /DC/SDO/Circle Officer to be furnished : .....
18. Examination Centre : .....

I am a candidate for the post ..... and the stated above are true to the best of my knowledge and behalf. In case of any false statement, I am liable to any action the Government deem fit and proper.

A treasury challan of Rs ..... is attached herewith.

## 19. To be filled in by Candidate

Date: .....

Place: .....

Signature of Candidate



1500

GOVERNMENT OF ASSAM  
DEPARTMENT OF PERSONNEL:::PERSONNEL(B)  
DISPUR:::GUWAHATI

OFFICE MEMORANDUM

No. ABP.6/2016/51

Dated Dispur, the 2<sup>nd</sup> September, 2020

Subject : Raising the Upper Age Limit for entry into State Government Service for Grade-III and Grade-IV posts from 38 years to 40 years.

1. The undersigned is directed to invite attention to the instructions contained in this Department's O.M. NO.AAP.115/72/Pt.I/194 dated 10-03-2008 and to state that after careful consideration of all aspects of the matter, the Government have decided to further raise the Upper Age Limit for entry into the State Government Service from **38 years to 40 years for Grade-III and Grade-IV posts**. The Government have also decided to further raise the Upper Age Limit by 5 years over the general age Limit i.e up to **45 years from existing 43 years** for entry into State Government Services in respect of candidates who belong to Scheduled Caste and Scheduled Tribes and by **3 years i.e. up to 43 years** in respect of OBC/MOBC candidates, **2 years i.e. up to 42 years** in respect of Ex-Servicemen and **10 years i.e. up to 50 years** in respect of Persons With Disabilities.

2. The contents of the aforesaid O.M.'s may be treated as modified to the extent indicated above only in so far as Upper Age Limit for entry into the State Government Services is concerned.

3. There shall be no change in the procedure of recruitment or any relaxation of educational or other qualification or service conditions such as year or age of retirement, etc. This relaxation shall be applicable only to those candidates who have attained the necessary educational or other qualifications prior to crossing of their existing upper age limit of 40 years. The application of this O.M. will also be limited to vacant posts for which advertisements are made on or after the date of effect of this O.M. .

4. This Department's O.M. No.AAP.115/72/39, dated 29-08-77 with regard to age of Non-Gazetted ranks of Police Department remains unchanged.

5. This order will come into force from the date of issue of the OM.

Sd/-Niraj Verma, IAS  
Principal Secretary to the Govt. of Assam  
Personnel (B) Department.

Memo No. ABP.6/2016/51 -A

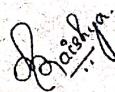
Dated Dispur, the 2<sup>nd</sup> September, 2020

Copy forwarded to :

1. The Chairman, Assam Administrative Tribunal, Guwahati.
2. The Chairman, Assam Board of Revenue, Guwahati.
3. The Chairman, Assam Electricity Board, Guwahati.



4. The Accountant General (A&F) Audit, Assam, Maidumgaon, Beltola, Guwahati-29.
5. All Principal Secretaries/Commissioner & Secretaries/Secretaries to the Govt. of Assam.
6. The Principal Secretary to the Chief Minister, Assam.
7. The Chief Electoral Officer, Assam, Dispur.
8. The Secretary to the Governor of Assam, Guwahati,
9. The Secretary, Assam Legislative Assembly, Dispur.
10. The Secretary, Assam Public Service Commission, Khanapara, Guwahati-22.
11. The OSD (Press & PR) to the Chief Minister, Assam.
12. The Resident Commissioner, Government of Assam, Assam House, New Delhi.
13. The Agriculture Production Commissioner, Assam.
14. All Commissioners of Divisions, Assam.
15. The PPS to Chief Minister, Assam.
16. All Principal Secretaries of the Autonomous Councils, Assam.
17. All Deputy Commissioners/Sub-divisional Officers, Assam.
18. The Secretary, State Election Commission, Assam.
19. The Secretary, Assam Information Commission, Janata Bhawan, Dispur.
20. The PS to Chief Secretary, Assam.
21. The PS to Addl. Chief Secretaries, Assam.
22. The PS to Ministers/Ministers of State, Assam.
23. The PS to Adviser (I&PR) to the Chief Minister, Assam.
24. The P.S. to the Commissioner & Secretary to the Govt. of Assam, Political (Cabinet Cell)/Finance/A.R. & Training/P&RD Department, Dispur, Guwahati.
25. All Administrative Departments/All Heads of Departments .
26. The Deputy Director, Assam Government Press, Guwahati-21 for publication of the O.M. in the Assam Gazette. He is requested to supply 1000 printed copies to this Department.



Deputy Secretary to the Govt. of Assam  
Personnel (B) Department.