

**GOVT. OF ASSAM
DIRECTORATE OF WOMEN & CHILD DEVELOPMENT, ASSAM
UZANBAZAR, GUWAHATI-1**

No.DWCD(E)/2/2023/15

Dated Guwahati, the 3rd February/2024

ADVERTISEMENT

Online applications are invited from intending and eligible candidates who are citizens of India having registration number in Employment Exchange in the state of Assam for filling up of the vacancies as indicated below under the Directorate of Women & Child Development, Assam, Uzanbazar, Guwahati-1.

There will be reservation of posts for Statistical Assistants as per existing Govt. Rules.

1. Name of the Post: - Statistical Assistant

Number of vacancies -33 (Tentative)

The post will be filled up against existing vacancy in ICDS Projects.

Educational Qualification: Graduate in Arts, Science & Commerce with Economics/Statistics /Mathematics as one of the subjects at degree level.

Desirable :-Diploma in computer application .

Reservation:- UR-17, SC-2, STP-3, ST(H)-2, OBC/MOBC-9
RFW(Reservation for Women)-10, PwD-1

Scale of Pay: -: Pay Band 2, Rs.14,000-70,000/-, Grade Pay of Rs. 7400/-p.m.

2- Age:

- The candidate should not be less than 21 years and more than 40 years of age as on 01.01.2024. The upper age limit is relaxable as follows:-
 - (a) 5 years for SC/ST candidates
 - (b) 3 years for OBC/MOBC candidates.
 - (c) 2 years for Ex-servicemen.
 - (d) 10 years for PwD candidates.
- The age limit of the candidates will be calculated on the basis of the Matriculation/ HSLC Admit Card/HSLC passed certificate issued by a recognized Board/Council. No other document shall be accepted in lieu thereof for the purpose.

The decision of the Director, Women and Child Development, Assam as to the eligibility or otherwise of a candidate for admission to the examination shall be final.

3. Application Fee:-

- (a) There will be no application fee for all the categories of candidates.
- (b) Candidates are not required to pay application fee for submission of their online applications.

4- Application Procedure:-

- **Candidates are required to apply in prescribed form through online mode only by visiting the website <https://womenandchildren.assam.gov.in/> and using the link i.e. <https://www.wcdassam.com> with effect from 4th February/ 2024 (10.30 AM) to (5:00 PM) 24th February /2024.** No application will be filled up after expiry of the given time as the link will be disabled. No email or offline or other form for submission of application is allowed.
- Candidate should be cautious while submitting the online application form. Once final submission is clicked there will be no scope for editing / correction/ resubmission.
- Before applying online, candidates are advised to carefully go through the instructions provided in the website. Candidates are required to upload a latest passport size photograph, scanned Signature, Age Proof Certificate, Educational Qualification certificate (as mentioned in the advertisement), computer application diploma holding certificate , Voter ID, Caste Certificate, Updated Employment Exchange Registration Certificate, issued by the competent authority.
- Candidate belonging to OBC/MOBC/SC/STP/STH category should produce Caste Certificate issued by the competent authority along with the application form.
- **It is mandatory for the candidates to mention a valid email address and individual mobile phone number as the same will be required to convey related information. The email address and mobile phone number should be specific to each candidate.**
- Since only online applications will be accepted, the question of submission of applications through proper channel in case of the candidate already employed becomes redundant. However, such candidate shall intimate their appropriate Appointing Authorities about submission of application in writing.
- The candidates already employed should note that the prerogative for according permission to appear in Written Examination /join services on being selected by “Directorate of Women and Child Development, Assam” in due course of time shall rest upon the appropriate Authority. Director, Women and Child Development, Assam shall not be anyway responsible/ accountable in the event of not according permission to appear in the Written Examination / join service after selection.
- Incomplete/defective/invalid application will be summarily rejected. *No manual application form will be accepted.*
- *Candidates do not having requisite qualification and age his/her candidature will be summarily cancelled.*
- **Director, Women and Child Development, Assam reserves the right to cancel/amend the whole or part of the process of recruitment at any time without assigning any reason thereof.**

5- Selection Procedure:-

- a) The candidates whose applications are accepted will be required to appear in an **OMR based objective type written test** to be held at a venue and date to be notified later through local newspaper and official website.

- b) The **Syllabus** of the OMR based **Objective Type Written Test** for each position will be as follows:

Sl. No.	Subject	Total Marks
1.	General awareness	175
2.	Computer Skill Test	25
	Total	200

- a) The candidates qualifying in the OMR based Objective Type Written shall be called for a computer **Skill Test** which will be **25 marks**. The candidates shall be called for skill test, the ratio of 1:4 in order of merit as per the written test marks with a fair consideration of the reservation policy.
- b) The venue and date etc. for Skill Test will be notified in due course through local newspaper and official website.

6:- Other conditions: -

- **No TA/DA is admissible for appearing in the OMR based Objective Type Written Test and Skill Test (wherever required).**
- **There will be no Viva-Voce Interview.**
- **Canvassing directly or indirectly shall disqualify a candidate.**
- **Eligible candidates have to appear in all the stages of recruitment. If an eligible candidate is absent from any stage of recruitment process his/her candidature will be cancelled.**
- **Candidature will be summarily rejected at any stage of the recruitment process, if found not conforming to the official format/ having incomplete information/ incomplete requisite certificate/ misrepresentation of facts/ impersonation.**
- **If any information declared by the candidates is found to be false at any stage, the candidate will be penalized as per prevailing law/rules.**
- **The decision of the Director, Women & Child Development, Assam as to the eligibility or otherwise of a candidate for admission to the examination shall be final.**

Verification of Original Documents:

The candidates must attend the verification process. The candidates will have to bring their original testimonials for verification along with a set of self-attested photocopies of testimonials. Original documents are to be produced by the candidates as per date, time and venue which will be notified later on.



Director
Women & Child Development, Assam