

ADVERTISEMENT

Applications are invited from eligible candidates who are citizen of India as defined under Article 5 to 9 of the Constitution of India, for engagement in the following posts (purely on contractual basis) on Shakti Sadan, Lakhimpur under Mission Shakti, Ministry of Women and Child Development, GOI, for Lakhimpur District as mentioned below –

Name of Post	No of Posts	Remuneration (in Rs.) Per Month	Required Qualification & Experience
Resident Superintendent	1	Rs. 21000/- (Twenty-One Thousand Only)	*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. *She should preferably be a resident of the local community so that local human resource and expertise are utilised for effective functioning of the centre.
Office Assistant	1	Rs. 17000/- (Seventeen Thousand Only)	Any person who is a graduate with a minimum of 3 years' experience in handling office documentation related job will, proficiency in working on computers, at state or district level with government or non-governmental organizations.
Multi-purpose Staff	1	Rs. 10500/- (Ten Thousand Five Hundred Only)	Any Person who is literate with knowledge experience of working in the relevant domain. High school pass or equivalent will be preferred.
Cook	2	Rs. 10500/- (Ten Thousand Five Hundred Only)	Any person who is literate with knowledge / experience of working in the relevant domain. High School pass or equivalent will be preferred.
Security Guard/ Night Guard	1	Rs. 9000/- (Nine Thousand only)	Any Person having Qualification of HSLC passed or equivalent will be preferred. Minimum 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/paramilitary personnel.

Essential Documents to be carried during the time of interview –

- The applicant must submit duly filled up application form along with self-attested copies of requisite documents- **(2 copies of latest passport size photograph of the candidate, HSLC Admit card for age proof, Marksheet and Pass Certificate of HSLC/ HS/ Graduation/ Post-Graduation examination as per qualification mentioned above and Work Experience Certificate if any, Voter ID Card/ Aadhar card, PwD certificate, if any etc.)** along with application form.
- Age- proof certificate (Birth Certificate /Admit/Certificate of HSLC or equivalent examination). Applicant age limit will be considered as per office memorandum, Letter No. ABP.6/2016/51 Dated Dispur, the 2nd September, 2020. For determination of cut off age as on 01.01.2025 will be determined with reference to the above mentioned O.M.
- No separate call letters will be issued to concerned candidates for attending the Interview.
- Intending candidate may apply for any post as per advertisement. The envelope sending the application should be superscripted "Application for the post of Resident Superintendent/ Office Assistant/ Multi- Purpose Staff/ Cook/ Security Guard/Night Guard in the Shakti Sadan" 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 Hub for Empowerment of Women, 2nd Floor, Room No 16, District Commissioner, Lakhimpur office premises.**
- Incomplete applications will be summarily rejected at any stage of selection process and Canvassing in any form will lead to disqualification; in case of detection of any false declaration made by the candidate application will be cancelled.
- The submission of application for all the five posts will be started at 20.12.2025 to till 5 pm and last date of submission of application will be 05.01.2026 till 5.00 pm.
- The registration process for all the five posts will be staed at 09.30 AM on the day of Interview and will end at 11.00 A.M on the same day. No candidates will be allowed to participate in the recruitment process thereafter; only registered candidates will be allowed to appear in the further stages of the recruitment process.
- The posts are purely on contractual basis 11 (eleven) months and further extension will be made on satisfactory performance, also any claim for any regular employment against these posts in due course of time under any circumstances will not be entertained.
- The candidate should preferably be a permanent resident of Lakhimpur District.
- For the post of Resident Superintendent and Office Assistant, a computer test followed by viva voce will be conducted; for remaining posts only viva-voce will be conducted.
- The recruitment process is intended to be completed in one day; however, the authority reserves the right to extend the process by one or more days based on the number of candidates. No TA/DA shall be provided.
- The competent authority reserves the right to cancel/postpone the interview at any time without assigning any reason thereof and without any intimation to the candidate.
- Any matter which are not specially provided in this advertisement will be decided by the selection committee.
- The authority reserves the right to cancel/ postpone the interview without assigning any reason thereof.
- Shortlisted candidates list/ admit card will be published in district website:
*No TA / DA will be entertained.

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

Sd/- District Commissioner,
-cum-Chairperson, DLC
Lakhimpur, North Lakhimpur.