



GOVT. OF ASSAM
OFFICE OF THE DISTRICT COMMISSIONER
MAJULI

No. DSWO(MJL)Recruit/HEW/2025-26/416

Dated Majuli the 21st July, 2025

ADVERTISEMENT

The District Project Management Unit. SANKALP: HEW, Mission Shakti, Majuli under the Department of Women and Child Development, Majuli invites application from the eligible candidates who are the permanent resident of Majuli District and fulfill the eligibility norms of educational qualification, age etc as mentioned below against the post **Data Entry Operator (IT PMMVY)** which is purely temporary contractual post. The post Data Entry Operator (IT PMMVY) which have been created under SANKALP: Hub for Empowerment of Women, Department of Women and Child Development, Majuli. Interested candidate having the requisite qualification and experience may submit duly filled up application(Application form may be downloaded from the official website <https://majuli.assam.gov.in>) to the **Office of the District Social Welfare Officer, Garamur, Majuli, PIN- 785104 from 22nd July to 8th August, 2025 till 05.00 PM during office hours.**

Name of the Post	No of Vacancies	Eligibility Criteria	Fixed Rumuneration Per month(Rs.)
Data Entry Operator(IT PMMVY)	1	Graduation with working knowledge in Computer/IT etc. with a minimum of 3 years' experience in data management, process documentation and web based reporting formats at state or district level with government or Non-government/IT based organizations.	Rs. 10,400/-

General Terms and conditions:

1. The applicant must submit duly filled up application along with self-attested copies of requisite documents. Candidates must submit relevant testimonials (2 copy of latest Passport Size Photograph, HSLC Admit Card for age proof, Certificate of HSLC examination, H.S. Marksheet, H.S. Certificate, Last Educational Qualification with Mark sheets (as mentioned against the post). Work Experience Certificate, Employment exchange certificate, Computer

certificate, Voter ID Card/ AADHAR card, Caste Certificate, PwD Certificate etc.) along with application form.

2. The Candidates must be a minimum of 21 years and a maximum of 40 years of age as on 01.01.2025 with a relaxation of 5 years in upper age limit for candidates under SC, ST(H), ST(P); 3years for OBC/MOBC and 10 years for Person with Disability (PwD) category.
3. The shortlisted candidates will be called for written test & Computer test through their respective Email id as mentioned in their application form as well as office notice board and the date of the interview will be notified in the website <https://majuli.assam.gov.in> subsequently, therefore, the candidates are advised to visit the website regularly. No separate call letter will be issued to concerned candidates and no TA/DA will be provided for attending the same.
4. The candidates have to bring their original documents at the time of the interview.
5. Incomplete applications will be summarily rejected at any stage of selection process.
6. Any matter which are not specially provided in this advertisement will be decided by the Selection Committee.
7. Candidate appearing the Written Test & Computer test will have to report before the 1 (one) hour of the schedule time of the Test.
8. The Authority reserves the right to cancel/ postpone the advertisement without assigning any reason thereof.
9. Application for filling up of Data Entry Operator (IT PMMVY) post, may be invited from the candidate of the Majuli District only.


District Commissioner
Majuli

APPLICATION FORM FOR THE POST OF DATA ENTRY OPARATOR (IT PMMVY)
UNDER SANKALP: HUB FOR EMPOWERMENT OF WOMEN, DEPARTMENT OF
WOMEN AND CHILD DEVELOPMENT,MAJULI

To,

The

Name of the Post.....

passport size
photograph(size
of 3.5 ×4.5)

IMPORTANT INSTRUCTION:

**PLEASE READ THE INFORMATION AND THE INSTRUCTIONS
CAREFULLY BEFORE FILLING UP THE FORM**

- The following information is to be filled in by the applicant neatly in English only with BLACK BALL PEN ONLY.
- Paste a recent Passport size Photograph in the Box with gum/glue (do not staple).
- Do not make any stray marks on this form.
- Application submitted without sign by the candidate shall be rejected.
- Applicant must submit self-attested copies of requisite documents.

1. Name of the Candidate :(in Capital letters as per Matriculation Certificate/Admit Card)

.....

2. (a) Father's/Husband's Name (in Capital letters):.....

(b) Mother's Name (in Capital letters) :.....

3. Present Address (in Capital letters) :Vill.....

Town..... Road/Ward No.....

House No, if any..... P.O.....

P.S.....Dist.....

State.....PIN No.....

Contact No.....

E-mail id.....

4. Permanent Address (in Capital letters) : Vill.....

Town..... Road/Ward No.....

House No, if any..... P.O.....

P.S.....Dist.....

State.....PIN No.....

5. a. Gender (Tick √ in the appropriate box): Male ☐ Female ☐ Other ☐

b. Caste (certificate should be enclosed):.....

c. Are you Physically Challenged: Yes ☐ No ☐

d. Nationality:..... e. Religion:

✓ Date of Birth (According to H.S.L.C certificate copy of which should be enclosed) :.....

(DD/MM/YYYY format)

7. Age on 1st January, 2025: Years.....Month(s).....Day(s)

8. Previous occupation, if any:.....

9. Employment Registration No(certificate should be enclosed):

10. Present occupation, if any (describe briefly):.....

11. Particulars of all examinations passed:

Sl. No	Qualification	School/ College	Subject/Stream/ Course	Year of Passing	Board/ Council/ University	Percentage of Marks

12. Other Qualification (Computer Proficiency) :

I..... hereby declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect or ineligibility being detected before or after the examination/interview, action may be taken against me by this office as may deem fit.

Place.....

Date.....

Signature of Candidate (in full)