

**Terms and Reference for advertisement for temporary/contractual posts in the Office of the Commissioner, Panchayat & Rural Development, Assam**

**1. Background**

The Panchayat & Rural Development Department plays a pivotal role in enhancing livelihood opportunities, addressing chronic poverty, providing social security, and ensuring the economic inclusion of rural poor families. The Department has been implementing a wide range of programmes across the rural areas of the State, with the objective of empowering the rural poor through the strength of rights-based legislation and initiatives. Its overarching aim is to transform the geography of poverty and promote sustainable development in the State.

The Office of the Commissioner, Panchayat & Rural Development, engages a substantial number of contractual employees in diverse capacities at the State, District, Block, and Panchayat levels, thereby ensuring effective delivery and monitoring of these programmes.

The following 2 (two) positions advertised here are under State program Management Unit (SPMU) of PMAY-G and Viksit Bharat – Guarantee for Rozgar and Aajeevika Mission (Gramin) (erstwhile Mahatma Gandhi NREGA) at CPRD:

- a) Accounts Officer - Viksit Bharat - Guarantee for Rozgar and Aajeevika Mission (Gramin) (erstwhile Mahatma Gandhi NREGA)
- b) IT Assistant - PMAY-G

The positions are based in State HQ i.e O/o Commissionerate P&RD Assam, Guwahati.

**2. Source of Fund**

The remunerations for the position will be paid from the administrative expenses of PMAY-G and Viksit Bharat – Guarantee for

Rozgar and Aajeevika Mission (Gramin) erstwhile Mahatma Gandhi NREGA scheme.

**3. Scope of Assignment**

a. The Account Officer shall be responsible for monthly expenditure statements submitted by Blocks and analysis of expenditure incurred under VB-G RAM-G schemes in respect of different Blocks.

b. IT Assistant — PMAY-G will be responsible for computation of data and assisting all officials in preparation and compilation of data.

**4. Required qualification, minimum experience and Age**

Sl no.	Name of Programme	Name of Post	No. of Position	Monthly Remuneration	Age	Desired Qualification/Experience
1	Viksit Bharat - Guarantee for Rozgar and Aajeevika	Accounts Officer	1	Rs. 38,000/-. Rs 250/- per month as Telephone and Internet Charges will	21-38 years. 01-01-2026	<ul style="list-style-type: none"> <li>Degree in M.Com /MBA (Finance) from any recognized university or</li> </ul>

	Mission (Gramin) (erstwhile MGNREGA)			also provided. + other applicable allowances.		institution with minimum 60% marks <ul style="list-style-type: none"> <li>Distance Education (Degree) approved by DEC/UGC/AICTE is valid.</li> <li>Minimum 3 years relevant experience.</li> <li>Must possess Diploma in Computer applications for minimum one year.</li> <li>Knowledge in Accounts keeping with Tally latest version is also required.</li> </ul>
2	PMAY-G	IT Assistant	1	Rs. 30,000/-. Rs 250/- per month as Telephone and Internet Charges will also provided. + other applicable allowances.	21-30 years. 01-01-2026	<ul style="list-style-type: none"> <li>BCA, BSc (Comp. Sc.) BSc (IT).</li> <li>Candidates should have a minimum of 2 years experience in any public sector/ private sector organizations.</li> </ul>

#### 5. Language Skills

The candidate should be fluent in English and Hindi language apart from Assamese language as they have to communicate with the Ministry of Rural Development, Government of India.

#### 6. Application Process

Candidates are required to fill-up the Google Form available through the link provided on the official website and submit the necessary supporting documents via email to **recruitment.cprd@gmail.com**

Digitally signed by

JALLI KEERTHI

Date: 10-02-2026

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Commissioner,  
Panchayat & Rural Development, Assam