

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 Ajeevika Mission (Gramin) (erstwhile Mahatma Gandhi NREGA) at CPRD:

- a) Accounts Officer - Viksit Bharat - Guarantee for Rozgar and Ajeevika 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 Ajeevika 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

SI no.	Name of Programme	Name of Post	No. of Position	Monthly Remuneration	Age	Desired Qualification/Experience
1	Viksit Bharat - Guarantee for Rozgar and Ajeevika	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"> • Degree in M.Com /MBA (Finance) from any recognized university or

	Mission (Gramin) (erstwhile MGNREGA)			also provided. + other applicable allowances.		institution with minimum 60% marks <ul style="list-style-type: none"> • Distance Education (Degree) approved by DEC/UGC/AICTE is valid. • Minimum 3 years relevant experience. • Must possess Diploma in Computer applications for minimum one year. • Knowledge in Accounts keeping with Tally latest version is also required.
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"> • BCA, BSc (Comp. Sc.) BSc (IT). • Candidates should have a minimum of 2 years experience in any public sector/ private sector organizations.

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
 13:30:56
 Commissioner,
Panchayat & Rural Development, Assam