



**GOVERNMENT OF ASSAM
COMMISSIONERATE OF PANCHAYAT AND RURAL DEVELOPMENT
PANJABARI, GUWAHATI-37.**

*Email: ruralassam@yahoo.co.in
Telephone: 0361-2333645*

No: CPRD/PMAY-G/97/2021/30

Dated 12th April 2022

**ADVERTISEMENT FOR CONTRACTUAL POSTS UNDER THE OFFICE OF THE
COMMISSIONER, PANCHAYAT & RURAL DEVELOPMENT, ASSAM**



Office of the Commissioner
Panchayat & Rural Development Department
Juripar, Panjabari, Guwahati, Assam

Online Applications are invited for 1 (one) post in the state level and 44 (forty four) posts in the district level purely on Contractual/Temporary basis under Social Assistance Programmes and PMAY-G programme under the Office of the Commissioner, Panchayat & Rural Development Department, Assam as stated below:

1. State Finance Officer under Social Assistant Programme – 1 (in state level)
2. Assistant District Programme Manager under Social Assistance Programme/PMAY-G – 44 (in district level)

Key dates:

Application Start Date: 15th April 2022 9:00 AM

Application Last Date: 30th April 2022 6:00 PM

For details and application process please visit:

<https://rural.assam.gov.in>

Commissioner, Panchayat & Rural Development, Assam, invites online applications from eligible candidates who are citizen of India as defined under Article 5 to 9 of the Constitution of India and fulfil the eligibility norms of educational qualification, age, work experience etc. as mentioned for temporary/contractual posts. The posts have been created under Social Assistance Programmes and PMAY-G program of Panchayat & Rural Development Department, Assam. The detailed terms of references are available in <https://rural.assam.gov.in>. Only online application through <https://rural.assam.gov.in> will be accepted. Interested candidates having requisite educational qualifications and experience, and qualifying the age criteria may apply for the positions. Only shortlisted candidates will be intimated regarding date and venue of selection process through email. Undersigned reserves the right to make decision regarding the process of selection to be in due course of time. Applications are to be submitted online before 6:00 PM of 30th April 2022. Incomplete applications shall not be considered.

Commissioner,
Panchayat & Rural Development Department
Assam

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

1. Background

The Panchayat & Rural Development Department largely works to enhance livelihood opportunities, address chronic poverty, provides housing & shelter, social security and works for economic inclusion of rural poor families. The Panchayat & Rural Development Department has been implementing several programmes in the rural area of the State by empowering rural poor through power of rights-based law, aiming to transform the geography of poverty in the State. The office of the Commissioner, Panchayat & Rural Development engages a large number of contractual employees in various capacities at the State, District, Block and Panchayat level.

The following 45 (forty five) positions advertised here are under State Program Management Unit (SPMU) of Social Assistance Programmes and PMAY-G at CPRD:

- a. State Finance Officer under State Program Management Unit (SPMU) of Social Assistance Programme – 1 (This position is based in Guwahati).
- b. Assistant District Programme Manager (ADPM) under Social Assistant Programmes – 33 (These positions are based in the districts).
- c. Assistant District Programme Manager (ADPM) under PMAY-G – 11 (These positions are based in the districts).

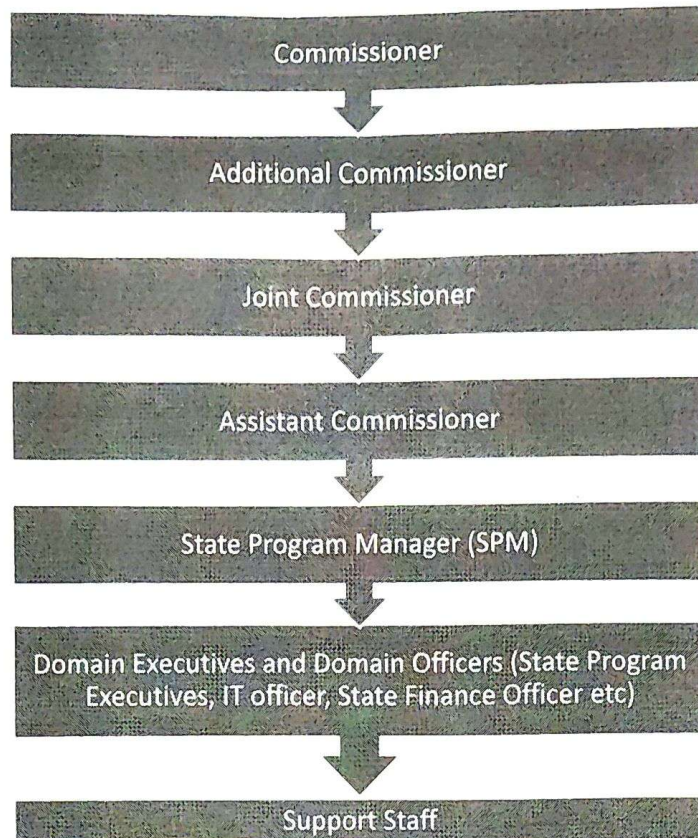
These positions are purely temporary in nature and engagement will be for a period of one year only, which may be extended based on performance, but will invariably be co-terminus with the tenure of the Programmes.

1. Scope of Assignment

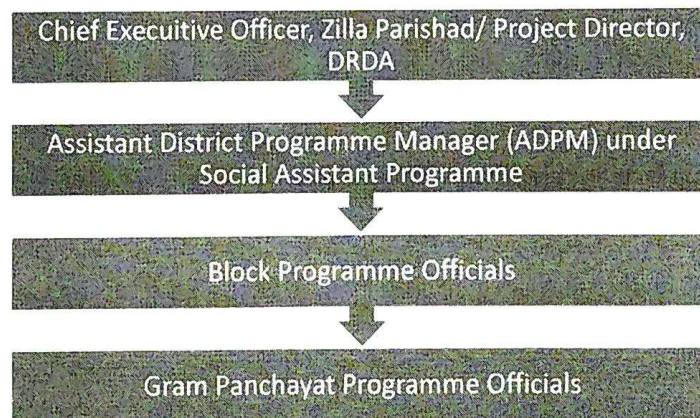
- a. State Finance Officer under Social Assistant Programmes will be responsible for all financial management by maintaining finance & accounts and maintaining book of records under all the Social Assistance Programmes and coordinate with Banks, PMFS etc. and any other duty assigned from time to time.
- b. Assistant District Programme Manager (ADPM) under Social Assistant Programmes will be responsible for implementation & monitoring of the social assistance schemes at district level by coordinating with the blocks/Gaon Panchayats and the State regularly and any other duty assigned from time to time.
- c. Assistant District Programme Manager (ADPM) under PMAY-G will look into the entire process of implementation of the scheme in the district and coordinate with the blocks/Gaon Panchayats and the state regularly and any other duty assigned from time to time.

2. Organizational Structure of SPMU:

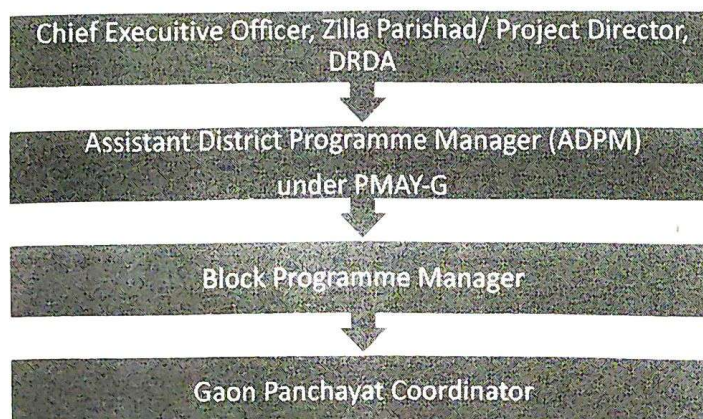
- a. For the post of State Finance Officer under Social Assistant Programmes:



- b. For the post of Assistant District Programme Manager (ADPM) under Social Assistant Programmes:



- c. For the post of Assistant District Programme Manager (ADPM) under PMAY-G



5. Qualification Requirement, Minimum Experience and age limit


Sl. no	Name of the post	Minimum Qualification and work experience required	Remuneration and allowances (in Rs. per month)	Maximum age as on 01.01.2022
1.	State Finance Officer	<p><u>1. Education Qualification:</u></p> <p>M.Com/ MBA with Specialization in Finance/ Accounting from a recognized Institute/ University with minimum 60% marks in the qualifying exam.</p> <p><u>2. Work Experience:</u></p> <p>Minimum 5 years of post-qualification working experience with industry or in government sector in similar job profile.</p>	Rs. 50,000/- + Applicable Allowances will be provided	35 Years
2.	Assistant District Programme Manager (ADPM) under Social Assistant Programmes/PMAY -G	<p><u>1. Educational Qualification:</u></p> <p>Degree in Engineering (CSE/IT)/MCA/M.Sc (IT/CS) from any recognized University or institution with minimum 60 % marks.</p> <p><u>2. Work Experience:</u></p> <p>Minimum 3 years post qualification work experience in the field of Information Technology (IT)/Management Information System (MIS)</p>	Rs. 30,000/- + Applicable Allowances will be provided	30 Years

6. Language Skills

Knowledge of Assamese, English and Hindi Language (both reading and writing) is Compulsory.

7. Application Process

- a. Only online applications will be accepted via <https://rural.assam.gov.in>
- b. The candidates applying for the post of ADPM must mention their preference for the Scheme/ Programme as per his/her interest. Final selection may be based on the preference of the candidate and the marks secured/merit list.
- c. The candidates should download the system generated self-assessment form online after successfully submitting the application online. The candidates should bring the copy of this self-assessment form along with a set of self-certified copies of all marksheets & testimonials at the time of interview.



Commissioner,
Panchayat & Rural Development Department
Assam