

WALK-IN-INTERVIEW

Willing candidates are invited to appear in the walk-in-interview to be held for filling up the post of Data Entry Operator on Contractual basis for a period of 03(three) months under PMAGY (Pradhan Mantri Adarsha Gram Yojana) scheme phase-II at amalgamated establishment of the Deputy Commissioner, Sivasagar.

Under the PMAGY scheme, the Govt. of India aims for integrated development of villages with adequate infrastructure and improvement of socio-economic indicators in which the population of the Scheduled Castes is above 50%.

Name of post : Data Entry Operator

No. of Post : 01 (One)

Eligibility Criteria :

1. He/She must be a permanent and current resident of Assam (Sivasagar).
2. He/She must preferably have good oral and written communication skills in both Assamese and English.
3. He/She should preferably possess a personal functional Laptop.

Educational Qualification :

1. He/She should be a Graduate with a diploma in Computer application.
2. Preference shall be given to candidate having prior work experience.

Age: He/She should not be less than 21 years and more than 35 years of age on the day of publication of the recruitment advertisement.

Remuneration : Monthly fixed remuneration of Rs.11,940/- only per month (As per Govt. Notification No. ALC/41/2004/3173-3241, dtd. 20/04/2022 of Labour Commissioner, Assam. Remuneration for Semi Skilled Labour is Rs.398 per day). No TA/DA will be given for appearing in the interview.

Job Profile : To ensure smooth execution of work, proactive coordination and support officials in process management in connection with implementation of PMAGY in

Sivasagar District.

Selection Procedure : Walk-in-interview will be held on 1st of November, 2023. from 11 AM onwards in Sukafa Conference Hall, Office of the Deputy Commissioner., Sivasagar.

Documents Required: Original Documents/Certificates to be produced during walk-in-interview are:-

1. Age Proof
2. Address Proof
3. Educational Qualification
4. Experience Certificate

Self-attested photocopies of all the aforementioned documents along with Passport size Photographs to be submitted with the application and updated C.V. Candidates shall furnish their Email-id, Phone Number in the Application Form. However, the Deputy Commissioner, Sivasagar reserves the right to reject any or all applications without assigning any reason thereof.

**Sd/- Deputy Commissioner
Sivasagar**