

**Terms and Reference for advertisement for temporary/contractual Sr. IT Professional posts under 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 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 positions advertised here are for Sr. IT Based Professional Posts under schemes like - SAP and MGNREGA based and the number of posts is flexible and subject to project requirements.

**2. Source of Fund:**

The remunerations for the position will be paid from the administrative expenses of the respective schemes MGNREGA/Social Assistance Programme (SAP).

**3. Scope of Assignment:**

The Sr. IT Professional to be engaged will be responsible for overseeing the overall implementation of the individual scheme- SAP & MGNREGA by coordinating with concerned authority and as well as with respective Districts/ Blocks/ Gram Panchayats/ VDC/VCDC, regular monitoring and analysis of all matters related to the implementation of the schemes and assisting all officials in preparation of reports and all other aspect of implementation of the scheme as and when required and any other duty assigned from time to time.

These positions are purely temporary in nature and engagement will be for a period of one year only from the date of joining, which may be extended based on performance, but will invariably be co-terminus with the tenure of the scheme/program finally appointed.

**4. Language Skills:**

The candidate should be fluent in English and Hindi language apart from Assamese language.

**5. Qualification and Experience Required:**

Sl.	Nature of	Education Qualification and	Remuneration	Age limit
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	the Position	work experience	(in Rs. per month)	as on 01/01/2025
1.	Sr. IT Based Professionals	1.Educational Qualification: MCA/ B.Tech in CSE/IT or M.Sc.(CS/IT) or MCA with minimum 60% marks or equivalent grade in the qualifying examination. Distance Education (Degree) approved by DEC/UGC/AICTE is valid. 2. Work Experience: Minimum 5 years of post-qualification working experiences with industry or in government sector in similar job profile.	Rs.50000 to Rs.55000/+ Applicable Allowances + PF Benefits	Up to 40 years

### 7. Application Process:

1. Only online application through <https://rural.assam.gov.in> will be accepted. Scanned documents to be uploaded with online application.
2. The link for Online Application will be active from 10:00 Hrs of 3<sup>rd</sup> February 2025 and will remain active till 23:59 Hrs of 18<sup>th</sup> February/ 2025. No communication in respect of submission of Online Application will be entertained once the submission date is over. Mode of Application is online only.
3. The short-listed candidates have to appear for a selection process for which no TA/DA shall be paid.
4. Details of selection process will be communicated only to the shortlisted candidate through email.
5. The candidates should fill up the Self-Assessment form online and 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 the selection process.
6. For any technical issues, candidates may email [recruitment.cprd@gmail.com](mailto:recruitment.cprd@gmail.com) or contact the call center at 1800-123-3230.

### 8. Terms and Conditions:

1. The department reserves the right to cancel the position at any stage of the recruitment process.
2. All selection and assignment of service/ program will be through merit & final decision of the committee is all binding.
3. At any stage of recruitment, if it is found that the candidate does not fulfill the eligibility criteria and /or that he / she has furnished incorrect/false information / certificates / documents or has suppressed any material fact (s), his / her candidature/appointment will stand cancelled and necessary legal action will be initiated.

4. The decision of the Selection Committee in any matter related to the recruitment at any stage of the recruitment process will be final and binding upon the candidates.
5. Initially this engagement will be for 364 days. Based on performance, fund availability and requirement of the schemes, contract may further be extended.
6. The department reserve the right to choose to create waitlist of suitable candidates, which would remain valid for 12 months from the date of declaration of result.
7. Only those candidates who agree to the conditions laid down in the advertisement & terms of reference may apply.

Commissioner,  
Panchayat & Rural Development,  
Assam