



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

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19-06-2025

## **ADVERTISEMENT FOR TEMPORARY/CONTRACTUAL POSTS IN THE OFFICE OF THE COMMISSIONER, PANCHAYAT & RURAL DEVELOPMENT, ASSAM**

Commissioner, Panchayat & Rural Development, Assam, invites applications from eligible candidates who are citizen of India as defined under Article 5 to 9 of the Constitution of India and fulfill the eligibility norms of educational qualification, age, work experience etc. as mentioned for temporary/contractual posts as follows:

1. Senior State Program Manger (MGNREGA)
2. State Program Executives (Finance, Accounts, and Procurement)
3. Quality Control Officer

The posts have been created under the flagship scheme Mahatma Gandhi NREGA.

The detailed terms and references are available in <https://rural.assam.gov.in>.

Candidates are mandatorily required to apply in the prescribed Application Form available in the said website and send the duly filled-up Form with supporting documents to [recruitment.cprd@gmail.com](mailto:recruitment.cprd@gmail.com). Candidates shall also fill-up the Google Form through the link given in the website. Interested candidates having requisite educational qualifications, 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 any decision regarding the process of selection to be in due course of time. Applications are to be submitted online on or before **05th July, 2025, till 6 P.M.** Incomplete applications shall not be considered.

Digitally signed by

JALLI KEERTHI

Date: 19-06-2025

Commissioner,

Panchayat & Rural Development, Assam

### **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 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 following three (03) positions advertised here are under Mahatma Gandhi National Rural Employment Guarantee Act at O/o Commissionerate P&RD Assam, Juripar , Panjabari Road, Guwhati-37.

- a. Senior State Program Management  
(This position is based in Guwahati).
- b. State Program Executives (Finance, Accounts, and Procurement)  
(This position is based in Guwahati).
- c. Quality Control Officer  
(This position is based in Guwahati).

**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. Senior State Program Manager under MGNREGA will be responsible for overall implementation of the scheme along with preparation of Annual Action Plans and Micro Plans. She/ he has to monitor the scheme and human resource engaged under the scheme .He /She will co-ordinate with Ministry of Rural Development, Govt. of India as well as other stakeholders for smooth implementation of all verticals of the scheme and ensure state performance remain best in country.
- b. State Program Executives (Finance, Accounts, and Procurement) will be responsible of all financial works, PFMS, implementation of SNA Sparsha/DBT along with preparation of Labor Budget under MGNREGA.
- c. Quality Control Officer will be responsible for monitoring of daily assets created under MGNREGA through MIS, field visit to asses for quality of assets created under MGNREGA and preparation of reports etc. He/she is also responsible for the overall monitoring of issues related to the Ombudspersons, Project Unnati and for coordinating with districts and blocks authorities to ensure the provision of 90 to 95 days of unskilled labor wages for PMAY-G beneficiaries."

**2. Qualification Requirement and Minimum Experience:**

Sl no.	Name of the Post	Proposed required Qualification and work experience	Proposed Remuneration in Rs. Per Month	Proposed age limit
1	Senior State Program Manger	Education Qualification:  1. M. Tech (Computer Science/IT/Civil/Electronics and Communication) or M.E (Computer	Rs. 75,000/- to Rs. 82,500/- + applicable	45 years as on 01-01-2025

		<p>Science/IT/Civil/Electronics and Communication) or MBA (HR/Finance) with excellent Computer knowledge.</p> <p>2. Works Experience : Candidates for this position should have a minimum of 10 years of experience in Managerial Cadre in any public sector/reputed private sector along with excellent knowledge of I.T.</p> <p>3. Knowledge of English, Hindi and local language is mandatory.</p>	allowances will be provided	
2	State Program Executives (Finance, Accounts, and Procurement)	<p>Education Qualification:</p> <p>1. M.com/MBA with specialization in Finance/Accounting from a recognized Institute/ University with minimum 60% marks in the qualifying exam.</p> <p>2. Works Experience: Minimum 5 years of post-qualification working experience with industry or in government sector or in Rural Development works in similar job profile with adequate computer knowledge. Candidates should have good knowledge in finance software like finacle, fintech and Sparsh.</p> <p>3. Knowledge of English, Hindi and local language is mandatory.</p>	Rs. 55,000/- + applicable allowances will be provided	40 years as on 01-01-2025
3	Quality Control Officer	<p>Education Qualification:</p> <p>1. Degree in Civil Engineering from any recognized university with minimum 60% .</p> <p>2. Minimum 3 years of works experience (having at least 1 years of work experience in Rural Development works/project</p> <p>3. Knowledge of English, Hindi and local language is mandatory.</p>	Rs. 40,000/- + applicable allowances will be provided	40 years as on 01-01-2025

## 6. 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.

**7. Additional Information:**

1. The department reserves the right to cancel any or all position at any stage of the recruitment process.
2. At any stage of recruitment, if it is found that the candidate does not fulfil 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.
3. 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.
4. Initially this engagement will be for 364 days. Based on performance, fund availability and requirement of the schemes, contract may further be extended.
5. The candidates should bring a set of self-certified copies of all marksheets & testimonials along with all originals at the time of interview.

e-Signed  
Commissioner,  
Panchayat & Rural Development, Assam