

**GOVERNMENT OF ASSAM**  
**OFFICE OF THE COMMISSIONER OF PANCHAYAT AND RURAL DEVELOPMENT**  
**PANJABARI ::: JURIPAR ::: GUWAHATI – 37**

No: DRD-5(RH)3/2018/7-8

Dated: 6<sup>th</sup> March 2018

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**PILOT PROJECT ENGAGEMENT OF ASSISTANT PROGRAMME OFFICER ON CONTRACTUAL BASIS**

**Introduction:**

Office of the Commissioner, Panchayat and Rural Development, Government of Assam, intends to engage Assistant Programme Officer on Contractual basis under the Block Development Office in three (3) different Blocks in Assam namely Boginadi, Dhakuwakhana and Ghilamara Dev Block under Dhakuwakhana Sub Division under Lakhimpur District .

Initially the period of engagement will be for a period of 1 year (on probation basis) and thereafter, the engagement may be extended for further period as desired by CPRD (Commissioner, Panchayat and Rural Development) on satisfactory performance and subject to availability of fund. The Assistant Programme Officer to be engaged will be responsible to monitor all the programmes and projects of P & RD Department under implementation in the block office and he/she shall be answerable to the BDO Concerned

**Purpose of Engagement:**

The Assistant Programme Officer to be engaged will be therefore responsible to deal with all the programme and projects under implementation in the block office engagement and he/she shall be answerable to the BDO.

**Roles and responsibilities:**

1. She/He will analyse the daily progress report and submit the same to the BDO/CEO Concern for better monitoring of Programme as well as performance of the person concerned.
2. She/He will prepare and submit report from time to time to the DPC/State Project Office on behalf of her/his Block.

**Reporting:**

The Assistant Programme Officer shall be responsible for reporting to the BDO concerned. In respect of approved scheme under implementation she/he will also be responsible to prepare and submit progress report to the DPC/State Project Office.

**Financial:**

The proposed consolidated remuneration to the Assistant Programme Officer will be Rs. 40,000/- per month.

**Area of Operation:**

The area of Operation of APO will be the territorial jurisdiction of the Block Development Office of her/his engagement.

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**Educational Qualification:**

The educational qualification for APO will be MSW or Post Graduate in Rural Development/Rural Management with at least 2 years experience in the rural development. The candidate should be proficient in Computer Skills. Preference will be given to the person having proficiency in the local language (Assamese/Bengali/Boro).

**Age Qualification:** The age of the candidate should be minimum 22 years and maximum upto 35 years as on 1.1.2018

The intending candidates may submit application by visiting <http://pnrdhcms.org> on or before 15<sup>th</sup> March 2018. The short listed candidates will be called for written/ interview on short notice. The candidate shall be called for interview vide email id and no post or any other mode of communication be made to call the candidates. The post of engagement is purely on contractual basis for a period of 1 year only.

Sd/-  
Commissioner  
Panchayat and Rural Development  
Govt. of Assam