



**GOVERNMENT OF ASSAM**  
**OFFICE OF THE DISTRICT COMMISSIONER :: HOJAI**  
**(AADHAAR ENROLMENT CELL)**  
**e-mail : [aadhaarcellhojai@gmail.com](mailto:aadhaarcellhojai@gmail.com)**

**ADVERTISEMENT FOR WALK-IN-INTERVIEW**

**No.ECF: 50329/4, dated:19<sup>th</sup> August, 2024:** The District Commissioner cum Chairman, District Level Aadhaar Monitoring Committee, Hojai invites the eligible Indian citizen and permanent resident of Assam to appear in a “Walk-in-interview” for filling up of 08(eight) Nos. of Aadhaar Centre Operator Posts on temporary basis under office of the undersigned (Enrolment Agency Code-2781 under Registrar Agency Code -118, General Administration Department, Assam). The details of eligible criteria and selection procedure are as mentioned below:

Sl.No.	Criteria	Details
1	Academic Qualifications	i. Minimum – H.S Passed and above.
2.	Professional Qualifications	i. NSEIT Certificate. ii. LMS Certificate.
3.	Knowledge of Skills	i. Proficiency in MS OFFICE. ii. Fluency in Assamese, Hindi, English iii. Effective Communication and team work skills
4.	Experience	i. Minimum 01(one) year experience in the relevant work will be preferred. ii. Working experience in Govt. sector will be preferred.
5.	Age limits	i. Minimum 21 years and maximum 45 years as on 1 <sup>st</sup> January, 2024.
6	Documents to be produced in the time of appearing in the walk-in-interview. (In Original)	i. Standard form of application (Assam gazette part ix) ii. Passport size colour photograph (1 Copy). iii. Photo ID proof (PAN/Aadhaar/DL/EPIC etc.) iv. Address proof (Aadhaar/DL/EPIC/Passport etc) v. HSLC Admit card/Certificate/Birth Certificate vi. HS passed certificate and marksheet vii. Graduation passed certificates/marksheet(optional) viii. NSEIT Certificate. ix. LMS Certificate x. Computer Certificate (Minimum-06 Months) xi. Work experience certificates (if any) xii. A set of Photocopy of all relevant documents duly self-attested by candidate concerned.
7.	Place of Work	Any location within the Hojai district.
8.	Job Responsibility	i. To assist applicants in filling up Aadhaar Enrolment and Update form and also perform Enrolment and Update activities pertaining to Aadhaar. ii. To collect service charge fees and maintain register accordingly (as per rates notified by UIDAI from time to time), deposit the same to the verifier at end of the day. iii. To submit Monthly EOD reports of all E&U transactions in their respective centres to the Nodal Officer, Aadhaar on or before 3 <sup>rd</sup> of every month. iv. To conduct enrolment camps from time to time in venues outside of designated office location as per notified by UIDAI. v. Any instruction pertaining to Aadhaar related matters.
9.	Duration of engagement	Initially for 11 Months and may be renewed subject to satisfactory performance or terminated without citing any reason thereof.

10.	Remuneration	Rs.9000/- per month** ** subject to terms and conditions applicable.
11.	Date and Time of interview	27 <sup>th</sup> August 2024, at 11.00 AM onwards.
12.	Venue of interview	Conference Hall of the District Commissioner's office, Hojai, Sankardev Nagar.

**\*\*Terms and conditions:**

- i. The engagement is purely temporary and candidate shall not make any claim for provision of regularisation of service.
- ii. The payment of remuneration is subject to monthly turnover & performance of the Operator concern.
- iii. Receiving of any complaint in written or verbal against the operator concern and violation of Aadhaar/instruction of the DLAMC shall be deemed for termination from engagement.
- iv. Applicant shall not be entitled for any TA/DA for appearing in the interview or for his/term of engagement.
- v. The office of the undersigned reserve all the rights to conduct of interview process.

**Sd/-**


District Commissioner cum  
Chairman, DLAMC, Hojai  
dated: Hojai, 19<sup>th</sup> Aug 2024

Memo ECF No. 50329/4

(A)

Copy to :-

1. The Joint Secretary to the Govt of Assam, General Administration Department, Dispur-06 for favour of kind information.
2. The Deputy Director, UIDAI, RO Guwahati, Housefed Complex, Guwahati-06, for favour of kind information
3. The DIO i/c, NIC, Hojai, he is requested to upload the advertisement in the district website.
4. The DIPRO, Hojai she is requested to publish the advertisement at least 2 (two) leading newspaper both Assamese & English and also upload the notice in the district social media pages.
5. Notice Board.
6. Office Copy.

  
District Commissioner cum  
Chairman, DLAMC, Hojai  
**Ali District Commissioner  
Hojai**