Office of the
JAN SHIKSHAN SANSTHAN, NAGAON

Skill India
कौशल भारत-कुशल भारत

Mobile : 9859232899

Ref. Letter No.JSS/ 08/Staff Appointment/2026-27/723 Dated : 10/09/2026

ADVERTISEMENT

REQUIRED DIRECTOR
JAN SHIKSHAN SANSTHAN NAGAON
B.B. ROAD, RUPKONWAR CHOWK
DIST.- NAGAON (ASSAM), PIN: 782001

We are leading voluntary agency of Jan Shikshan Sansthan located at B.B. Road, Rupkonwar Chowk, Dist: Nagaon (Assam). We have an excellent track record of performance in the field of skill development.

We have been running the Jan Shikshan Sansthan for a number of years / have set up the Jan Shikshan Sansthan to provide skill development training in non-formal mode to the neo-literates, non-literates, school dropouts up to 12th standard, graduate and other under privileged youths in rural areas and urban slums.

We are looking for a dynamic person to head JSS as a Director. The Director would be the Member-Secretary of the Board of Management (BoM) and would be in charge of providing the organisation with leadership, direction and drive. He/she would also be fully in-charge of all day-to-day affairs. The Director is expected to have proven capabilities of motivating and leading a team of professionals. He/she should have good management skills and be a team – builder. He/she should have fluency in spoken and writing knowledge in state/local language.

Qualification and Experience:

Essential:

1. Graduation from a recognized University / Institution or equivalent.
2. Seven years' experience in a supervisory capacity.
3. Working knowledge of the local language both written and spoken.

Desirable:

1. Vocational Degree / Diploma.
2. Experience in Administration or Management/Accounts.
3. Experience in leading a team.
4. Experience in heading an organisation.
5. Experience in guiding/conducting of research or education.

Age: Maximum 55 years as on the last date of application.

Terms and Conditions :

- The position shall be filled purely on contractual basis for a period of ordinarily not exceeding five years out of which the first year of the first term will be the probation period.
- The Board of Management may consider renewal of the contract/extension of the contract period of Director for a further period of five years on the basis of performance on expiry of each five-yeartenure or termination of the scheme whichever is earlier.

Anwara Khatun.

Chairman
Jan Shikshan Sansthan, Nagaon

Under the Ageis of Ministry of Skill Development & Entrepreneurship, Govt. of India.
Registered Under Societies Registration Act. XXI of 1860 vide Registration No. RS/NG/254/1/39 of 2009 dated :30/03/2009
Office Address : B. Bora Road, Rupkonwar Chowk, District. Nagaon, Assam - 782001, E-mail ID : jssnagaon@gmail.com

- Age of superannuation of the Director should be 60 years.
- The selected candidate will be paid by the Board of Management of the Jan Shikshan Sansthan a remuneration of Rs. 30000/-.

Interested persons may send in their application to:

- The Chairman, Jan Shikshan Sansthan, B.B. Road, Rupkonwar Chowk, P.O. & Dist.- Nagaon (Assam), PIN: 782001 or email at jssnagaon@gmail.com .
- The last date of receipt of application is one month after the date of appearance of the advertisement in the newspaper.
- Eligible candidates will be shortlisted and called for interview by the Board of Management. Outstation candidates called for interview will be reimbursed to and fro second AC Rail fare.
- In case, person already employed, would be required to send applications through proper channel. They would be required to furnish "No Objection Certificate" from their employer at the time of interview.

Anwara Khatun.

(Mrs. Anwara Khatun)
Chairman,JSS

Chairman
Jan Shikshan Sansthan, Nagaon

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Situation Vacant

Applications are invited from the eligible candidate(s) for filling up the following post, purely on contractual basis of the project **JAN SHIKSHAN SANSTHAN, NAGAON (ASSAM)** under the Ministry of Skill Development Entrepreneurship, Govt. of India against the criteria mentioned below.

Sl. No.	Name of Post	No. of Post	Educational Qualification	Honorarium per month	Other qualification(s)	**Desirable**
01	Assistant Programme Officer	1	Graduate from a recognized university	20,000/-	Proficiency in Computer	1. Vocational Degree / Diploma in computer 2. Experience in Administration or Management
02	Computer Operator	1	Graduate from a recognized university	13,000/-	Proficiency in Computer	Vocational Degree / Diploma in Computer
03	Field Assistant cum Clerk	1	Graduate from a recognized university	13,000/-	Proficiency in Computer	Vocational Degree / Diploma in Computer
04	Chowkidar	1	Literate	10,166/-	---	---

Age : The candidate should not be less than 18 years and more than 38 years of age as on 1st January' 2026. The upper age limit is relaxable as per norms of the scheme.

Application mode: Offline or online

Application fees: Free

Terms and conditions:

a) The Board of Management of the Sansthan may consider renewal of the Job contract;
b) Those candidates who are already in Govt. service should produce "No Objection Certificate" from the respective HoDs at the time of Application;
c) Canvassing directly or indirectly shall disqualify a candidate Last date of receipt of application(s);
d) No TA/DA will be admissible for attending the interview;
e) Candidate should drop their application forms in a sealed envelope with self attested copies of all supporting documents;
f) Candidates should mandatorily mention their mobile numbers in the application forms;
g) Applications received late or without proper supporting documents will be summarily rejected;
h) The eligible candidates will be called for interview via phone call/ email.
i) The application should be addressed to: The Chairman, Jan Shikshan Sansthan, B.B. Road, Rupkonwar Chowk, Dist: Nagaon (Assam), PIN: 782001 or email at jssnagaon@gmail.com .

Last date of receipt of application(s): The last date of receipt of application is one month after the date of appearance of the advertisement in the newspaper.

Anwara Khatun.

Chairman
Jan Shikshan Sansthan
Nagaon (Assam)

Chairman
Jan Shikshan Sansthan, Nagaon