

GOVERNMENT OF ASSAM
OFFICE OF THE DISTRICT COMMISSIONER, JORHAT
(PERSONNEL BRANCH)

Tel 0376-2320020(O), 2320025(R), Fax-2320073, e-mail.dc-jorhat@nic.in
No -E-29795

Dated.....

ADVERTISEMENT

In pursuance of the approval received from the Jt. Secretary to the Govt. of Assam General Administration Department vide Letter No. GAD-579754/27 Dt. 20.06.2025, applications are hereby invited from intending candidates in prescribed format for the post of "District Administrative Head Assistant" in the Amalgamated Establishment of the District Commissioner, Jorhat in the Pay Band-3 ,Rs. 22000/- to 97,000/- Grade Pay Rs-10,300/- PM plus other allowances as admissible as per the provisions of the Assam Services (ROP) Rules 2017 and under the "Assam Ministerial District Establishment Service Rule" 1967 as amended.

Sl No	Name of Post	No of Post	Pay Band	Reservation Category	Category	Place of Posting
1	District Administrative Head Assistant	1	PB-3, 22000- 97000 + GP Rs. 10,300/-	nil	UR	Office of the District Commissioner, Jorhat

1. Qualification: Applicant should have rendered not less than 2(two) years of continuous service as District Administrative Supervisory Assistant in concerned District Commissioner's establishment as per provision of Assam Ministerial District Establishment Service Rules 1967 and the Assam Ministerial District Establishment Service (Amendment) Rules 2015.
2. How to apply:
 - a. Candidates are requested to fill applications in standard form, published in the Assam Gazette, Part-IX
 - b. Application should be accompanied with all relevant documents/certificates.
3. Required documents/testimonials to be mentioned:
 - a. Age Certificate certifying age.
 - b. Recent Passport size photographs(Two copies)
 - c. Educational qualification.
 - d. ACRs of last 5(Five) consecutive years.
 - e. Present & permanent address.

- f. Experience in different branches with period of incumbency in each branch.
g. NOC from current employer.
4. Mode of submission:
Application should be submitted through proper channel to the District Commissioner's Office, Jorhat, Pin-785001
5. Last date of submission of application is 31st July, 2025.
6. The candidates may have to appear for an interview when called for.
7. Selection will be made by the Selection Board as per the Assam Ministerial District Establishment Service Rule, 1967.
8. No TA/DA shall be admissible for appearing before the Selection Board.

E-Signed
District Commissioner,
Jorhat

Memo No: E-29795
Copy to:

1. The Commissioner & Secretary to the Govt. of Assam, General Administration(B) Department, Dispur, Guwahati-6. for kind information.
2. The Commissioner & secretary to the Govt. of Assam, Finance(B) Department, Dispur, Guwahati-6, for kind information.
3. The All District Commissioners/ The Co-district Commissioners Assam. They are requested to forward the applications of the intending candidates working under them with Service Books and ACRs of last five consecutive year so as to reach the undersigned on or before the fixed date.
4. The DIO, NIC, Jorhat. He is requested to upload the advertisement at the District Website.
5. The D.I.P.R.O., Jorhat. He is requested to give wide publicity of the advertisement in two wide circulated newspapers of the state in both Assamese and English news paper.

Digitally signed by
JAY SHIVANI
Date: 08-07-2025
22:57:22 Jorhat