



GOVT. OF ASSAM,
OFFICE OF THE DEPUTY COMMISSIONER:: NAGAON
(Personnel Branch)

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ADVERTISEMENT

NRA.52/2021/108= In pursuance of approval accorded by the Joint Secretary to the Govt. of Assam, General Administration Department, Dispur, Guwahati vide letter No. e file No.225731/1 dated Dispur the 15th November, 2022, applications are hereby invited in prescribed format for the post of "**Administrative Officer**" in the amalgamated establishment of the Deputy Commissioner, Nagaon, in the Pay Band – Rs.22,000-97,000, Grade Pay- Rs.11,500/- per month plus other allowances as admissible as per the provisions of the Assam Services (ROP) Rules, 2017 and amendments thereof, and under "The Assam Ministerial District Establishment Service rules, 1967" as amended.

The candidate must have served at least 15 (fifteen) years in any of the Deputy Commissioners' establishment in Assam and must fulfill the eligibility conditions and have experience in different branches in General and in the Establishment branches in particular as per "The Assam Ministerial District Establishment Service (Amendment) Rules, 2009". The applicant must have possessed a **Graduate Degree** in any discipline from a recognized university in India.

Applications stating age, educational qualification, present and permanent address and experience in different branches supported by attested copies of certificate, a copy of recent passport size photograph along with Annual Confidential Report of last 5 (five) consecutive years should reach office of the undersigned on or before **30/01/2023** positively.

Applications should be submitted through proper channel with service particulars to the Deputy Commissioner, Nagaon. No application will be entertained after **30/01/2023**.

Selection will be done by Government in General Administration Department as per the Assam Ministerial District Establishment Service Rules, 1967 and the Assam Ministerial District Establishment Service (Amendment) Rule, 2009.

Sd/-
Deputy Commissioner
Nagaon

Date : 23/12/2022

Memo No.NRA.52/2021/108 -(A)

Copy for information and necessary action to :-

1. The Commissioner & Secretary to the Govt. of Assam, General Administration (B) Department, Dispur for kind information.
2. The Commissioner of Division, Central Assam Division, Nagaon Camp at Guwahati.
3. The Director of Information and Public Relation, Assam, Guwahati with a request to publish the Advertisement.
4. All Deputy Commissioners in the State of Assam. They are requested to circulate the advertisement for attention of the eligible candidates.
5. The Sub-Divisional officer (Civil), Kaliabor for information and necessary action.
6. All Circle Officers, Nagaon for information and necessary action.
7. The DIPRO, Nagaon for information and necessary action. She is requested for wide publicity of the said advertisement through Local Channels of Electronic Media/ Leading English & Assamese News Papers.
8. The DIO, NIC, Nagaon for placing the same in District website along with Advertisement