



GOVT. OF ASSAM  
OFFICE OF THE DISTRICT COMMISSIONER :: NAGAON  
(Personnel Branch)  
E-mail: dc-nagaon@nic.in

No. ECF-142710/16

Dated: /06/2025

**ADVERTISEMENT**

In pursuance of the letter received from Joint Secretary to the Govt. of Assam, General Administration Department No. GAD-643444/2, Dated- 30<sup>th</sup> April, 2025, applications are invited in Standard Form as published in Assam Gazette in Part -IX for filling up the following vacant posts under the amalgamated establishment of District Commissioner, Nagaon, Assam.

Sl. No.	Name of the post	Total Number of Vacancy	Scale of pay
1	District Administrative Head Assistant (District Commissioner Office, Nagaon)	1 (One)	PB - 22,000/- to 97,000/- Grade Pay- 10,300/- P.M plus other allowances as admissible under the rules
2	District Administrative Head Assistant (Co-District Commissioner Office, Kaliabar)	1 (One)	PB - 22,000/- to 97,000/- Grade Pay- 10,300/- P.M plus other allowances as admissible under the rules

**Eligibility Criteria:-**

As per the provisions of "The Assam Ministerial District Establishment Service Rules, 1967", and subsequent amendments vide Govt. Notification No.ABP.141/97/ 229 dated 25/08/1999 and GAG(B)306/2014/Pt-III/22 dated 15/10/2015, the above posts will be filled up by selection amongst the Supervisory Assistants who have rendered not less than 2 (two) years of continuous service as Supervisory Assistant in concerned District Commissioner's Establishment.

**Terms and Conditions:-**

- 1) Application stating age, educational qualification, present & permanent address, experience in different branches with period of incumbency in each branch along with any other service particulars and ACRs of last consecutive 05 (five) years should reach the undersigned **on or before 30<sup>th</sup> June, 2025**.
- 2) The Application must be accompanied by 2 (two) copies of self attested recent passport size colour photograph.
- 3) Application should be submitted through Proper Channel at the Office Chamber of the Addl. District Commissioner (Personnel Branch, Room No-35), O/O the District Commissioner, Nagaon by the last date mentioned above.

- 4) Candidate will have to super scribe the name of the post applied for at the top of the sealed envelope carrying the application form.
- 5) No application received after the last date will be entertained.
- 6) Selection will be made by General Administration Department. Dispur as per “The Assam Ministerial District Establishment Service Rules, 1967” as amended.
- 7) No responsibility will be taken for any loss, damage or late delivery of application sent by post.
- 8) Application received incomplete or without required qualification will be rejected without giving any prior information to the candidate.
- 9) No TA/DA will be admissible for the journey made in this connection.

**District Commissioner,  
Nagaon**

Memo ECF-142710/16      -A

Dated: /06/2025

Copy to :-

1. The Commissioner & Secretary to the Govt. of Assam, General Administration Department, Block-A, 2<sup>nd</sup> Floor, Janata Bhawan, Dispur , Guwahati-6, for your kind information.
2. The Joint Secretary to the Govt. of Assam, General Administration Department, Block-A, 2<sup>nd</sup> Floor, Janata Bhawan, Dispur, Guwahati-6, for your kind information.
3. The Addl. District Commissioner, Nazarat Branch for information & necessary action. She is directed to set up a drop box to receive the applications in the office.
4. The Co-District Commissioner, Kaliabar / Raha Co-District, Nagaon for kind information. They are requested to circulate the advertisement for information of all the eligible candidates under their respective jurisdiction.
5. All Circle Officers for information. They are requested to circulate the advertisement for information of all the eligible candidates under their respective jurisdiction.
6. DIO, NIC, Nagaon. She is requested to upload the advertisement at the official website of this office.
7. DIPRO, Nagaon. She is requested to publish the above advertisement at least in 2 (two) local daily newspaper as newsitem.
8. Notice Board, DC’s Office, Nagaon.

(e-signed)  
**District Commissioner,  
Nagaon**