



OFFICE OF THE PRINCIPAL  
**MURKONG SELEK COLLEGE, JONAI**

Estd. – 1984

P.O.-Jonai, Dist. – Dhemaji (Assam) – 787060

Website: [www.murkongselekcollege.org.in](http://www.murkongselekcollege.org.in), e-mail: [mscollege.jni@gmail.com](mailto:mscollege.jni@gmail.com)

Dr. Dipok Kr. Doley, M.A., Ph.D.

Principal & Secretary

Mobile No. – 9435490221

No. MSC(J)/40/Advertisement/2024/

Date: 19/12/2024

**ADVERTISEMENT**

In pursuance of DHE Letter No. PC/HE/Misc.42/2018/256 dated 16-11-2024 applications are invited in the format prescribed by the DHE, Assam (available in the DHE website <https://directoratoefhighereducation.assam.gov.in>) along with complete bio-data and all self- attested testimonials from HSLC onwards from eligible candidates for filling in the following sanctioned posts of Assistant Professor (having latest UGC norms), Laboratory Assistant and Laboratory Bearer. Candidates applying for more than one post must apply separately mentioning the Roster Point.

- Physics : 03 (Three) Posts (UR-2, Roster Point - 16 & 18; OBC/MOC-1, Roster Point-17)**  
**Zoology : 03 (Three) Posts (UR-2, Roster Point - 19 & 20; OBC/MOC-1, Roster Point-21)**  
**Chemistry : 03 (Three) Posts (SC-1, Roster Point-22; UR-2, Roster Point-23 & 24)**  
**Botany : 03 (Three) Posts (ST(P)-1, Roster Point-25; OBC/MOBC-1, Roster Point-26; UR-1, Roster Point-27)**  
**Mathematics : 03 (Three) Posts (OBC/MOBC-1, Roster Point-28; UR-1, Roster Point-29; ST(H)-1, Roster Point-30)**  
**Laboratory Assistant : 01 (One) Post, UR, Roster Point-3 (See Clause No. f below)**  
**Laboratory Bearer : 04 (Four) Posts, (ST(P)-1, Roster Point-5; OBC/MOBC-1, Roster Point-6 : UR-1, Roster Point-7; SC-1, Roster Point-8) (See Clause No. g below)**

**TERMS AND CONDITIONS:**

- Scrutiny of educational qualifications and selection procedure will be as per the Assam Govt. O.M. No. AHE.239/2021/68 dated: 24.01.2022 & O.M. No. ASE.626/2021/3 dated: 15.12.2021 (available in <https://directoratoefhighereducation.assam.govt.in>)
- The age of the candidate should not exceed 38 yrs as on 01.01.2024 & relaxation of 5 yrs for SC/ST, 3 yrs for OBC/MOBC and 10 yrs for PWD candidates is admissible.
- The candidates must have proficiency in local language.
- For Assistant Professor : Applications accompanied with a non-refundable Demand Draft of Rs. 1500/- (Rupees one thousand five hundred) only, drawn in favour of Principal, Murkong Selek College, Jonai, payable at SBI, Jonai Branch, Jonai (Account No., IFSC Code SBIN0005557) must reach the undersigned within 15 days from the date of publication of this advertisement.
- All communications will be made through Notice/e-mail/SMS/Whatsapp and through telephonic conversation
- For the Post of Laboratory Assistant, applications should be in the format of Assam Gazette Part-IX Standard Form and the Educational qualification should be a graduate in Arts/Commerce/Science with a Diploma/Certificate Course of Computer Operation. Age limit and relaxation as per Govt. rules. Applications accompanied by a non-refundable Demand Draft of Rs. 300/- (Rupees three hundred) only, drawn in favour of Principal, Murkong Selek College, Jonai, payable at SBI, Jonai Branch, Jonai (Account No., IFSC Code SBIN0005557) must reach the undersigned within 15 days from the date of publication of this advertisement.
- For the Post of Laboratory Bearer, applications should be in the format of Assam Gazette Part-IX Standard Form and the Educational qualification should be a Class VIII passed. Age limit and relaxation as per Govt. rules. Applications accompanied by a non-refundable Demand Draft of Rs. 300/- (Rupees three hundred) only, drawn in favour of Principal, Murkong Selek College, Jonai, payable at SBI, Jonai Branch, Jonai (Account No., IFSC Code SBIN0005557) must reach the undersigned within 15 days from the date of publication of this advertisement.
- Incomplete application will be rejected. No TA/DA is admissible.

For details please visit the college website : [www.murkongselekcollege.org.in](http://www.murkongselekcollege.org.in)

**Pay Scale:**

- Assistant Professor: Rs. 57,700 - 1,82,400/- academic level - 10.**  
**Laboratory Assistant (Grade III) : Rs. 14,000-70,000/- + G.P. 5,600/-**  
**Laboratory Bearer (Grade IV): Rs. 12,000-52,000/- + G.P. 3,900/-**

Sd/-

Dr. Dipok Kr. Doley

Principal

Murkong Selek College  
P.O. Jonai, Dist-Dhemaji  
Assam , PIN-787060



GOVERNMENT OF ASSAM  
OFFICE OF THE DIRECTOR OF HIGHER EDUCATION, ASSAM,  
KAHILIPARA, GUWAHATI-19.

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No. DHE/CE/Misc/49/2021/113

Dated Kahilipara, the 29-01-2022

From:- Sri Dharma Kanta Mill, A.C.S.  
Director of Higher Education, Assam  
Kahilipara, Guwahati-19.

To, ✓  
The Principal (All),  
.....College

Sub: Forwarding of Govt. Office Memorandum regarding selection of Assistant Professor/Librarian.

Ref: Govt. O.M. No.AHE.239/2021/68, dated 24-01-2022.

Sir,

In inviting a reference to the subject cited above, I would like to forward herewith Govt. O.M. No. AHE.239/2021/68, dated 24-01-2022 which is self explanatory and to request you to follow the Govt. Office Memorandum while selecting new incumbent for the post of Assistant Professor and Librarian of your college.

The matter may be treated as **Most Urgent**.

Yours faithfully

✓  
Director of Higher Education, Assam  
Kahilipara, Guwahati-19.  
Dated Kahilipara, the 29-01-2022

Memo No. DHE/CE/Misc/49/2021/113-A

Copy to:-

- 1) The Secretary to the Govt. of Assam, Higher Education Department, Dispur, Guwahati-6.
- 2) The P.S. to the Hon'ble Minister Education, Assam, Dispur, Guwahati-6, for kind appraisal of Hon'ble Minister Education, Assam.

✓  
Director of Higher Education, Assam  
Kahilipara, Guwahati-19.





College Establishment  
29.1.2022

GOVERNMENT OF ASSAM  
HIGHER EDUCATION DEPARTMENT  
DISPUR:::GUWAHATI-6

(12)

No. AHE.239/2021/68

Dated Dispur, the 24<sup>th</sup> January 2022.

OFFICE MEMORANDUM

**Subject:** Guidelines for selection of Assistant Professor/Librarians in provincialised, Govt. and Govt. Model Colleges of Assam.

In partial modification of Govt. O.M vide No. AHE.407/2017/54, dated 25/11/2020 issued by Higher Education Department, the Government of Assam in Higher Education Department is pleased to notify the following guidelines for selection of Assistant Professors/Librarians in provincialised colleges and Govt. Model Colleges of Assam.

ELIGIBILITY QUALIFICATION :

Qualification for Direct Recruitment of Assistant Professor (Reference Clause 3.0.0/4.0.0/4.40/4.4.1 of the UGC Regulations 30<sup>th</sup> June 2010).

- (i) Good Academic record as defined by the concerned University with at least 55% marks or an equivalent grade in a point scale at the Master Degree level in a relevant subject from an Indian University or an equivalent degree from an accredited foreign University.
- (ii) Besides, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET.
- (iii) Notwithstanding, anything contained in sub clause (i) and (ii) to the clause 4.40.1, of the UGC Regulations 30<sup>th</sup> June, 2010 candidates who have a Ph.D Degree in accordance with the University Grant Commission (Minimum standards and procedure for award of Ph.D Degree Regulation, 2009) shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET.
- (iv) NET/SLET/SET shall also not be required for such Master programmes in disciplines for which NET/SLET/SET is not conducted.
- (v) A relaxation of 5% may be provided at the graduate and Masters level for the Scheduled caste/Scheduled Tribe/ Differently-abled (Physically and visually differently-abled) categories for the purpose of eligibility. The 5% relaxation will not include any grace (clause-3.4.1)
- (vi) The period of time taken by Candidates to acquire M.Phil and /or Ph.D Degree shall not be considered as Teaching/research experience for appointment to the positions (clause-3.9.0).

SELECTION COMMITTEE (clause -5.1.0 and 5.1.4)

(a) The selection committee for the post of Assistant Professor in Colleges including Private Colleges shall have the following composition :

1. The Chairperson of the Governing Body of the College or his/her nominee from among the members of the Governing Body to be the Chairperson of the selection committee.
2. The Principal of the College.
3. Head of the Department of the concerned subject of the college.

- (11)
4. Two nominees of the Vice Chancellor of the affiliating University of whom one should be a subject expert. In case of College notified/declared as Minority Educational Institution, the Chairperson of the College will nominate two persons from a panel of five names, preferably from minority communities, recommended by the Vice Chancellor of the affiliating University from the list of subject experts suggested by the relevant statutory body of the College of whom one should be a subject expert.
  5. Two subject experts not connected with the college to be nominated by the Chairperson of the Governing Body of the college out of a panel of five names recommended by the Vice Chancellor from the list of subject experts approved by the relevant statutory body of the University concerned. In case of colleges notified/declared as minority educational institution, two subject experts not connected with the University to be nominated by the Chairperson of the Governing Body of the college out of panel of five names, preferably from minority communities, recommended by the Vice-Chancellor from the list of subject experts approved by the relevant statutory body of the College.
  6. If any of the candidates belongs to SC/ST/OBC/Minority/Women/Differently-abled categories and there is no member representing these communities in the Selection Committee, the Vice-Chancellor shall nominate an academican representing SC/ST/OBC/Minority/Women/Differently-abled categories.
- (b) To constitute the quorum for the meeting five members shall have to be present of which at least two experts from out of the three subject experts shall be present.

**CONVERSION OF GRADE POINT INTO PERCENTAGE :**

Conversion UGC's guidelines for standardized marking procedure of all Counts in terms of concrete marks against each item are as below:

It is hereby clarified that where the University/College/Institution declares result in grade points which are on a scale of seven, the following mechanism shall be applied by the Selection Committee for conversion of grade points to equivalent percentages.

Grade	Grade point	Percentage Equivalent
'O' Outstanding	5.50-6.00	75-100
'A'- Very good	4.50-5.49	65-74
'B'-Good	3.50-4.49	55-64
'C'- Average	2.50-3.49	45-54
'D'-Below Average	1.50-2.49	35-44
'E'-Poor	0.50-1.49	25-34
'F'-Fail	0.049	0.24

**DISTRIBUTION OF MARKS: Total 100**

**I) Academic Record (72 marks)**

i) HSLC or equivalent examination	Maximum 9 marks
ii) HSSLC or equivalent examination	Maximum 9 marks
iii) Degree	Maximum 24 marks



iv) Master Degree in the concerned subject	Maximum 30 marks
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Marking for Academic records will be calculated as mentioned below:

Sl. No.		Candidates Score in qualifying examination				
		Column-1	Column-2	Column-3	Column-4	Column-5
1.	10 <sup>th</sup>	85% and above=9	75% to less than 85% = 8	65% to less than 75%=7	50% to less than 65%=5	Less than 50%=2
2.	12 <sup>th</sup>	85% and above=9	75% to less than 85%= 8	65% to less than 75%=7	50% to less than 65%=5	Less than 50%=2
3.	Graduation	90% and above=24	80% to less than 90%=22	65% to less than 80%=17	50% to less than 65%=12	Less than 50%=7
4.	Post Graduation	90% and above=30	80% to less than 90%=27	65% to less than 80%=22	55% (50% in case of SC/ ST/ OBC (non-creamy layer))/(PWD) to less than 65%=17	

In case of Graduation and Post-graduation, CGPA grade will be converted to marks by the formula adopted by respective University.

II. Research Contribution and Teaching Experience (22 marks)

5.	Ph.D. in the concerned subject from UGC recognized University (marks will be awarded only if a candidate has Ph.D. Degree in addition to eligibility requirement of NET/SLET/SET). Off-campus Ph.D. is not recognized as per Govt. of Assam OM No. AHE.293/2008/147 dated 09/07/2012	13 marks
6.	M.Phil./M.Tech. Degree in the concerned subject from UGC recognized university. Off campus M.Phil is not recognized.	2 marks
7.	(I) Research paper/ article in the concerned subject/domain published in journal/Research Book/Proceeding volume with ISSN/ISBN/ (0.5 marks for each publication in ISSN/ISBN documents published in UGC recognized journals subject to maximum of 2 marks.	2 marks (per paper 0.5)
	(ii) Research paper/article in concerned subject/domain published in impact factor journal existing in the database of scopus, Web of science/Web of knowledge (1 mark for each publication subject to maximum of 2 marks)	2 marks (Per paper-1)
	(iii) 0.5 marks for each chapter/article in the concerned subject published in research/textbook with ISBN subject to maximum of 1 mark (in case of textbook, the	1 mark (per article 0.5)

	relevant textbook must be approved by a competent academic authority such as University	
8.	Teaching /Library management experience in the concerned subject/domain (1 mark for each completed year of services after acquiring UGC norms in provincialised /Govt./Affiliated Degree College/Libraries of Govt. institute/Higher Secondary Classes of provincialised Schools. Subject to maximum of 2 marks). However, if the period of teaching experience is less than one year then the marks shall be reduced proportionately. In this case, a minimum of 3 (three) months teaching experience will be counted.	2 marks
<b>EXTRA CURRICULAR ACTIVITY : 3 MARKS</b>		
9.	NCC having 'C' certificates	1 mark
10.	Gold medal in any event of University/Youth festivals conducted by Universities having affiliated colleges (certificate must be submitted along with the application).	1 mark
11.	Representing Assam in any Olympic sports event at the National Level (certificate must be submitted along with the application).	1 mark

**IV) Interaction with Selection Committee (Interview)- 3 marks.**

**All candidates must have proficiency in local Language.**

**Instruction contained in this O.M. will come into force from the date issue of the O.M.**

Sd/-  
(B. Nath, ACS )  
Secretary to the Govt. of Assam  
Higher Education Department.

**Memo No. AHE.239/2021/68-A,**

**Dated Dispur, the 24<sup>th</sup> January, 2022.**

**Copy to:**

1. All Vice-Chancellors of Universities of Assam.
- ✓ 2. The Director of Higher Education, Assam, Kahilipara, Guwahati-19.
3. P.S. Hon'ble Minister, Education, Assam
4. P.S. to the Principal Secretary to the Govt. of Assam, Education Department, Dispur.
5. P.S. to Secretary to the Govt. of Assam, Higher Education Department.
6. All Registrars of Universities of Assam.

By Order etc..

*Uee*

Additional Secretary to the Govt. of Assam  
Higher Education Department.

GOVERNMENT OF ASSAM  
OFFICE OF THE DIRECTOR OF HIGHER EDUCATION, ASSAM,  
KAHILIPARA, GUWAHATI-19.

\*\*\*\*\*

No. DHE/CE/Misc/3/2022/3

Dated Kahilipara, the 19-01-2022

From:- Sri Dharma Kanta Mill, A.C.S.  
Director of Higher Education, Assam  
Kahilipara, Guwahati-19.

To, The Principal (All),  
.....College,

Sub: Forwarding of Govt. Office Memorandum.


Ref: Govt. O.M. No.ASE.626/2021/3, dated 15-12-2021.

Sir,

In inviting a reference to the subject cited above, I would like to forward herewith Govt. O.M. No. ASE.626/2021/3, dated 15-12-2021 which is self explanatory and to request you to do the needful as per direction of the Govt. Office Memorandum while selecting new incumbent for teaching and non-teaching staff of your college.

The matter may be treated as **Most Urgent**.


Yours faithfully

  
Director of Higher Education, Assam  
Kahilipara, Guwahati-19.  
Dated Kahilipara, the 19-01-2022

Memo No. DHE/CE/Misc/3/2022/3-A

Copy to:-

- 1) The Secretary to the Govt. of Assam, Higher Education Department, Dispur, Guwahati-6.
- 2) The Additional Secretary to the Govt. of Assam, Secondary Education Department, Dispur, Guwahati-6.

  
Director of Higher Education, Assam  
Kahilipara, Guwahati-19.





CE Branch

17.11.2022

GOVERNMENT OF ASSAM  
SECONDARY EDUCATION DEPARTMENT,  
DISPUR GUWAHATI-6



No. ASE.626/2021/3

Dated Dispur 15<sup>th</sup> December, 2021

OFFICE MEMORANDUM

The Education Department Govt. of Assam is pleased to notify that any Govt. employee who has been selected and appointed for any State Govt. job under Education Department (both teaching and non-teaching) is not allowed to apply for any other State level Govt. job in the same position/Grade upto a maximum period of 3 years and incase it is detected at any stage that any such State Govt. employee has violated this OM, then appropriate departmental action will be taken against the employee concerned.

This supersedes the earlier OM communicated vide Memo No. AHE.262/2016, dated 25/6/2016.

Sd/-

(B. Kalyan Chakravarty, IAS)  
Principal Secretary to the Govt. of Assam  
Education Assam

Dated Dispur 15<sup>th</sup> December, 2021

Memo No. ASE.626/2021/3-A

Copy to:

1. DSE, Assam, Kahilipara, Guwahati-19.
2. DHE, Assam, Kahilipara, Guwahati-19.
3. DEE, Assam, Kahilipara, Guwahati-19.
4. DTE, Assam, Kahilipara, Guwahati-19.
5. DSCERT, Assam, Kahilipara, Guwahati-19.
6. DBM&OTL, Assam, Kahilipara, Guwahati-19
7. PS to Principal Secretary to HCM, Assam for kind appraisal of HCM.
8. PS to HME, Assam for kind appraisal of HME.
9. PS to Advisor, Education for kind appraisal of Advisor.
10. PS to Principal Secretary, Education Department for kind appraisal of Principal Secretary.
11. PS to Special Commissioner, Secondary Education Department for kind appraisal of Special Commissioner.
12. All Inspector of Schools of the Districts.
13. All DEEO of the Districts.

(F.H.Choudhury, ACS)

15/11/2021  
Addl. Secretary to the Govt. of Assam  
Secondary Education Department

F.H.Choudhury ACS  
Addl. Secretary  
Secondary Education Department

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A.S.  
18/11/22

07  
19/11/22





GOVERNMENT OF ASSAM  
OFFICE OF THE DIRECTOR OF HIGHER EDUCATION, ASSAM  
KAHILIPARA, GUWAHATI-19.

No.DHE/CE/Misc/49/2021/Pt/18,

Dated Kahilipara, the 25<sup>th</sup> February'2022.

From: Sri Dharma Kanta Mili, ACS,  
Director of Higher Education, Assam  
Kahilipara, Guwahati- 19.

To, ✓  
The Principal (All),  
.....College/Mahavidyalaya.

Sub: Regarding application fee for the post of Assistant Professor/Librarian.

Ref: Govt. letter No. AHE.49/2022/6, dated 24-02-2022.

Sir,

With reference to Govt. letter on the subject quoted above, I would like to state that Govt. of Assam, Higher Education Department is pleased to approve the uniform amount of Rs. 1500/- (Rupees One Thousand and Five Hundred) only as application fees for all the candidates for each college applying for the post of Assistant Professor/Librarian. The colleges who have already collected application fees more than Rs. 1500/- from the candidate are requested to refund the excess amount to the concerned applicant.

You are therefore, requested to take necessary initiative as per Govt. direction above.

Further, it may be stated here that due to possible delay in postal delivery system, you are requested to keep an option of acceptance of online application also.

This is for favour of information and necessary action.

Yours faithfully,

✓  
Director of Higher Education, Assam  
Kahilipara, Guwahati-19.

Dated Kahilipara, the 25<sup>th</sup> February'2022.

No.DHE/CE/Misc/49/2021/Pt/18-A,

Copy to :

1. The Special Commissioner, Higher Education Department, Dispur, Guwahati-06.
2. The Secretary to the Govt. of Assam, Higher Education Department, Dispur, Guwahati-06.
3. P.S. to the Hon'ble Minister Education, Assam, Dispur, Guwahati-06, for kind appraisal of the Hon'ble Minister Education, Assam.
4. P.S. to the Hon'ble Advisor, Education, Govt. of Assam, Dispur, Guwahati-06.
5. P.S. to the Principal Secretary to the Govt. of Assam, Higher Education Department, Dispur, Guwahati-06.


Director of Higher Education, Assam  
Kahilipara, Guwahati-19

GOVERNMENT OF ASSAM,  
OFFICE OF THE DIRECTOR OF HIGHER EDUCATION, ASSAM,  
KAHILIPARA, GUWAHATI-19.

No.DHE/CE/Misc/49/2021/Pt./6

Dated Kahilipara, the 10<sup>th</sup> February'2022.

From :- Shri Dharma Kanta Mili, ACS  
Director of Higher Education, Assam,  
Kahillipara, Guwahati-19.

To,   
The Principal (All),  
..... College/Mahavidyalaya


Sub :- **Regarding Appointment of Assistant Professor in Provincialised colleges who are from outside of the State.**

Ref :- Govt. letter No. AHE.429/2021/Pt/3, dated 01-02-2022.

Sir/Madam,


With reference to Govt. letter on the subject cited above, I would like to forward herewith the Govt. letter mentioned under reference regarding regret to consider the proposal for appointment of Assistant Professor in Provincialised colleges who are from outside of the State for favour of your necessary action.

Yours faithfully,

  
Director of Higher Education, Assam  
Kahillipara, Guwahati 19  
Dated Kahilipara, the 10<sup>th</sup> February'2022.

Memo No.DHE/CE/Misc/49/2021/Pt./6-A  
Copy to :

1. P.S. to the Hon'ble Minister Education, Assam, Dispur, Guwahati-06.
2. P.S. to the Hon'ble Advisor, Education, Govt. of Assam, Dispur, Guwahati-06.
3. P.S. to the Principal Secretary to the Govt. of Assam, Higher Education Department, Dispur, Guwahati-06.
4. P.S. to the Secretary to the Govt. of Assam, Higher Education Department, Dispur, Guwahati-06.
5. Guard file.

  
Director of Higher Education, Assam  
Kahillipara, Guwahati 19

**APPLICATION FOR THE POST OF ASST. PROFESSOR IN PROVINCIALISED COLLEGES**

REF. ADVERTISEMENT NO.

Published in the .....on.....

To,

**The Principal I/C**

**Gyanpeeth Degree College, Nikashi,**

**P.O.-Nikashi, Dist-Baksa, B.T.R., Assam-781372**

Space for photograph  
please paste a passport  
size photo here.

1.	Name of the College for which application submitted.	
2.	Post for which application submitted.	Asst. Professor                      Roster Point ..... Subject.....
3.	Name of the candidate in Block Capital letters	
4.	Name of Father/Mother/ Husband ✓ Tick the appropriate word in regard to relation.	1.Father    2. Mother    3.Husband.
5.	Category, tick the appropriate serial no.	1. General    2. OBC/MOBC    3. SC    4. STP    5. STH 6. Differently able (PWD)
6.	Present Address of the candidate. Write your complete address With PIN No.	
7.	Permanent address, if permanent and Present address are same write "do"	
8.	Phone No. for contact	
9.	Your Mail Id which will be used for communication	
10.	Age on 1 <sup>st</sup> January 2024 attach your HSLC Admit Card ( it is must)	YY MM DD
11.	Are you employed? Where? state the organisation and the post you hold there.	
12.	Whether you are applying through NOC from the Present employer? Enclose NOC from Present Employer	
13.	Educational Qualification	Please fill in the Annexure A of this application and attach it. Nothing to be stated here
14.	Teaching Experience, please attach a certificate to this effect.	
15.	Whether Permanent Residence of Assam? If yes furnish document (PRC).	YES <input type="checkbox"/> NO <input type="checkbox"/>
16.	Are you Proficient in Local Language? Tick the appr. column	YES <input type="checkbox"/> NO <input type="checkbox"/>
17.	Are You Indian national, if so how	
18.	Attach Your certificate for the Reserved category from appropriate authority	
19.	Details of Application Fee paid.	

Certificate: I certify that the particulars stated above are true and nothing has been concealed.

**Date:**

Signature of Candidate in full





### Annexure A

#### Details of Educational Qualifications.

Attach this annexure at the top of the testimonials just below the Application Form

With photocopies. Give a serial no. on the copies and indicate the serial No. in the last column

	Particular	Name of Board/ University	Year of Passing	Division secured	Percentage of Marks obtained by you.	Sl No. of the document in the bunch of document submitted by you. (give a serial no. to each document you submit)
1.	High School Leaving Certificate Examination					
2.	Higher Secondary Examination					
3.	BA/BSc /BCom. Examination					
4.	Masters					
5.	Ph.D./M.Phil		Date of Notification from the University	Not applicable	Not applicable	
6.	NET					
7.	SLET					
8.	Other qualifications					

Details of Chapters / Publications with ISSN and ISBN Nos.

- 1.
- 2.
- 3.
- 4.
- 5.

#### Teaching Experience.

SL	Name of the Institute	From ----- to Specify period of teaching	Status of the Institute Whether Affiliation from University received or not.
1.			
2.			

Signature of Candidate

NB : Fill up the Form legibly and use CAPITAL letters .



**CHECKLIST FOR APPOINTMENT OF ASSISTANT PROFESSOR IN PROVINCIALISED/  
PDUAM/GOVT. MODEL COLLEGES**

Sl. No.	Nature of Document		Serial No. of the documents
1)	Name of the College		
2)	Name of Post		
3)	Department		
4)	Name of recommended candidate		
5)	Administrative approval No. & date		
6)	Reservation as per approved Roster Register (copy must be enclosed)	Reservation: Roster Point No.:	
7)	Date of Advertisement		
8)	Date of Birth		
9)	Age as on the 1 <sup>st</sup> day of the year in which advertisement issued		
10)	Age Proof		
11)	Caste Certificate (wherever applicable)		
12)	PRC		
13)	NOC (if employed)		
14)	Post against which the appointment is made		
15)	Declaration about Court Case for this post		
16)	Declaration of members of the selection committee about relationship with the candidate		
17)	Mark sheet/ Certificate from HSLC onwards		
18)	Master Degree PC (%) of Marks & Name of University:	PC (%) of Marks: Name of University:	
19)	NET	Date of Passing:	
20)	SLET	Date of Passing:	
21)	Ph.D. Degree	Date of Notification: Name of University:	
22)	M.Phil Degree	Date of Notification: Name of University:	
23)	GB resolution No.& date		
24)	Comparative marking statement		
25)	Individual marking statement		
26)	Consolidated marking statement		
27)	Selection Committee Report	Date:	
28)	Research paper/ Publication		
29)	Certificate of Teaching experience (if any)		
30)	NCC certificate (if any)		
31)	Certificate of Gold Medal (if any)		
32)	Certificate of representing Assam in any Olympic Sports event at the National Level (if any)		

GOVERNMENT OF ASSAM  
OFFICE OF THE DIRECTOR OF HIGHER EDUCATION, ASSAM  
KAHILIPARA, :::::::::::GUWAHATI - 19.

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No. DHE/PA/Misc/1/2016/Pt/117

Dated Kahilipara, the 28<sup>th</sup> July/2022

From:

Shri Dharma kanta Mili, ACS  
Director, Higher Education, Assam,  
Kahilipara, Guwahati-19.

To,

✓ The Principal  
All Provincialised Colleges/PDUAM/Govt. Model Colleges.

Sub:- Guideline for appointment of Grade III and Grade IV employee of Provincialised/Govt. Model College/PDUAM of the state against valid sanctioned post.


Ref: Govt. letter No. AHE.06/2022/20 dated 28<sup>th</sup> July/2022.

Sir,

With reference to the subject cited above, I have the honour to forward herewith a Govt. letter mentioned vide under reference in connection with guideline for appointment of Grade III and Grade IV employee of Provincialised/ Govt. Model College/ PDUAM of the state against valid sanctioned post.

This is for your kind information and necessary action.

Yours faithfully,

  
Director of Higher Education, Assam  
Kahilipara, Guwahati-19.

Memo No. DHE/PA/Misc/1/2016/Pt/117

Copy to:-

Dated Kahilipara, the 28<sup>th</sup> July/2022

1. The P.S to the Hon'ble Minister Education, Assam, Kahilipara, Guwahati-6.
2. The P.S to the Commissioner & Secretary to the Govt. of Assam, Higher Education Department, Assam, Dispur, Guwahati-6.

/  
Director of Higher Education, Assam  
Kahilipara, Guwahati-19.





GOVERNMENT OF ASSAM  
HIGHER EDUCATION DEPARTMENT  
DISPUR, GUWAHATI-6

(116)

Dated Dispur, the 28<sup>th</sup> July, 2022

No. AHE. 06/2022/20

From Smti Kabita Deka, ACS  
Addl. Secretary to the Govt. of Assam  
Higher Education Department

To The Director of Higher Education, Assam  
Kahilpara, Guwahati-19

Sub Guideline for appointment of Grade - III and Grade - IV employees of  
provincialised Govt. Model Colleges (DUM of the State against valid  
sanctioned post

Ref No. DHE/CE/Misc-49/2021/143 dated 24<sup>th</sup> May/2022.

Sir,

With reference to the subject and letter cited above, I am directed to inform you  
Govt. Of Assam in Higher Education Deptt is pleased to allow to continue the Guidelines  
issued vide No. PC/HE/Plan/13/2016/157 dated 18<sup>th</sup> May/2017 (Annexure-I) for selection of  
Grade-III and Grade-IV posts in Pandit Deendayal Upadhyaya Adarsha Mahavidyalaya.

In respect of provincialised colleges, for selection of Grade-IV post, Notification No.  
GAG(B) 199/2008/5 dated 30<sup>th</sup> January/2009 (Annexure-II) issued by GAD Deptt. is hereby  
allowed to follow.

Yours faithfully,

*Kabita Deka*

Addl. Secretary to the Govt. of Assam  
Higher Education Department.

GOVT OF ASSAM  
OFFICE OF THE DIRECTOR OF HIGHER EDUCATION, ASSAM

KAILIPARA, SILGHANATI-19.

Dated Kailipara, the 18<sup>th</sup> May 2017.

No. PC/HE/Plan/13/2016/157

From  
Shri B L Barma, ACS  
Director of Higher Education, Assam  
Kailipara, Guwahati-19.

To,  
The Deputy Commissioner,  
Darrang / Bongaigaon/ Goalpara/ Karimganj/ Bhowanethi.

Subject: Guidelines for selection of Grade III and Grade IV posts in Pandit Deendayal Upadhyay  
Adarsha Mahavidyalaya

Sir,

I have the honour to furnish herewith the approved Guidelines for selection of Grade III and Grade IV posts in Pandit Deendayal Upadhyay Adarsha Mahavidyalaya as communicated vide Govt. letter No. AHE.101/2017/2, dttd 18/05/2017 for your kind information and necessary action

**1. SELECTION PROCEDURE FOR THE POST OF GRADE-III EMPLOYEE**

The total weightage for selection of Grade-III posts shall be divided into Academic Qualification 80% and Computer Test 20%. There will be no more written examination and oral interview for the posts. Details as given below (up to two decimal places):-

1. HSLC	-	10 x (Marks obtained/Total Marks)
2. HSSLC	-	20 x (Marks obtained/Total Marks)
3. Graduation	-	50 x (Marks obtained/Total Marks)
4. Computer Test	-	20 x (Marks obtained/Total Marks)

Merit list will be prepared on total score of above weight ages considering reservation as per the advertisement. In case of same score for two or more candidates, preference will be given to the candidates having more mark in English at degree level.

The Computer test may be done in association with IIT, Guwahati or AMTEON.

**2. SELECTION PROCEDURE FOR THE POST OF GRADE-IV EMPLOYEE**

The total weightage for selection of Grade-IV posts shall be in Academic Qualification. There will be no more written examination and oral interview for the posts. Details as given below (up to two decimal places):-

1. HSLC	-	100 x (Marks obtained/Total marks)
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Merit list will be prepared on total score of above weightage comprising reservation as per the advertisement. In case of same score for two or more candidates, preference will be given to the candidates having more marks obtained in mathematics in HSLC examination

All candidates must know the local languages. The other terms and conditions will remain same as per the advertisement for the said posts.

Yours faithfully,

Director of Higher Education, Assam  
Kailipara, Guwahati-19

Dated Kailipara, the 18<sup>th</sup> May 2017

Memo No. PC/HE/Plan/13/2016/157-A

Copy to:-

1. The Principal Secretary to the Govt. of Assam Higher Education Department, Dispur, Guwahati-8.
2. Guard file.

Director of Higher Education, Assam



- 117 (114)
- (a) the minimum essential qualification for direct recruitment to the post or posts and the age limit of candidates;
  - (b) the minimum essential experience, if any, for the post or posts;
  - (c) whether there will be written test and if so, the name of the papers and the maximum marks, for each paper;
  - (d) whether there will be typing test and if so, the maximum marks of the typing test; and
  - (e) whether there will be interview and if so, the maximum marks for the interview.

**NOTIFICATION**

**GOVERNMENT OF ASSAM  
GENERAL ADMINISTRATION (B) DEPARTMENT  
DISPUR : GUWAHATI-6**

**No.GAG(B) 199/2008/5, dated the 30th January, 2009**

**Sub. : Regarding minimum educational qualifications for different posts of Grade-IV in the amalgamated establishment of Deputy Commissioners.**

Sir, I am directed to say that as per Rule 5(3) of the Assam Public Services (Direct Recruitment to Class-III and Class IV posts) Rules, 1997 published vide Notification No. .... 28/97/10 dated 01/08/97, the Govt. of Assam in General Administration Department prescribe the minimum educational qualifications for different posts of Grade-IV under the amalgamated establishment of Deputy Commissioners is as follows:-

1. All Grade-IV posts except Sweeper and Mali - Class-VIII passed.
2. For the posts of Sweeper and Mali - Class-IV passed.

Kindly take follow up action accordingly.

**6. Selection procedure-** (1) The Selection shall be made by the above mentioned Selection Committee.

(2) The Selection shall be made on the basis of merit by taking into account the performance in the written test, typing test and interview with reference to the mode of Selection as laid down by the Government instruction issued by the Administrative department under the provision of sub-rule (3) of the Rule 5 with due regard to the reservation for the Scheduled Caste, Scheduled Tribes (Plains), Scheduled Tribes (Hills), OBC/MOBC etc., as per the provisions of the Assam Scheduled Caste and Scheduled Tribes (Reservation of Vacancies in Services and Posts) Act, 1978 and the Rules framed there-under and the Government instruction.

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**GOVERNMENT OF ASSAM  
OFFICE OF THE DIRECTOR OF HIGHER EDUCATION, ASSAM  
KAKHILIPARA, GUWAHATI**

No. DHE/CE/Misc/341/2016/49

Dated. 09/02/2017

Sub Guidelines for Selection of Grade III Posts.

The Govt. in the Higher Education Department issued Guidelines for holding selection of Grade III and Grade IV Posts in 2003. After that the Colleges were provincialised and the Assam College Employees (Provincialisation) Rules, 2010 were framed. Rule 5 of the said Rules under sub-rule (5) states that the Post of lower division Assistant. Laboratory Asst., Library Asst. Shall be filled up by direct recruitment and from Laboratory bearer/library bearer/grade IV having qualifications as prescribed in the ratio of 75:25. The rules do not prescribe guidelines and educational qualifications except the selection committee.

Since then many OMs have been issued by various departments. As per OM NO

CNV-1262/2000/PV/209 dated 6<sup>th</sup> Nov. 2012 besides notifying vacancies to local employment exchanges, open advertisement has to be made. Further there is cap on interview marks to total marks. As such the matter has been examined and the following fresh guidelines are issued for holding selection to the Post of Lower Division Assistants/Junior Assistants/Lab Asst./Library Assistant in suppression of circulars issued so far from this Directorate which are

1. DHE/CE/Misc/341/2016/42 dated 2/2/2017
2. DHE/CE/Misc/341/2016/39 dated 22/12/2016

The Colleges which, by this time has already held selections should re-advertise the posts again those already applied and participated need not apply again. This stipulation should be inserted in the advertisement.

Guidelines:

1. Age and Qualifications: The age for Grade III post Lower Division Assistant/ Laboratory Asst/ Library Assistant shall be maximum 43 Years as on the 1<sup>st</sup> day of the Year in which the advertisement is issued. The Cut off date of acquiring academic and professional qualification is the last date set out for receipt of advertisement.

2. **Reservation:** Reservation of Post is to be indicated as per Roster of Grade III Posts in the College.
3. **Educational Qualifications:** Shall be Graduate in Arts/Science /Commerce with a diploma or Certificate Course of Computer operation of minimum three months duration. One should have the working knowledge of Assamese and English typing in words and simple Excel.
4. **Advertisement:** The vacancies shall be invariably advertised in local News Paper having wide circulation besides posting in website of Colleges preferably. Besides, the vacancies may be notified to the local employment exchange and names so received will also be entertained together with the applications so received. Candidates to be asked to apply in Standard Form.

5. **Written Examination:** There shall be a written examination consisting of the following pattern.

6. **Total Marks in Written Test only one Paper of one and half hrs. Duration-** 60 Marks

7. **Marks in Computer Test – English and Assamese Typing Simple Excel** 20 Marks

Marks for Experience of work in similar capacity in Prov. College,  
Govt. Departments/Provincialised Secondary Schools  
One mark for one completed Year in Regular capacity -

5 Marks

Interview -

5 Marks

Total

90 Marks

**Selection Committee:**

As per Rule 10 (B) the College shall constitute a Selection Committee as under;-

(i) President of the Governing Body

Chairman

(ii) Principal of the College

Member Secretary

(iii) One Senior most Head fo the Deptt of the College

Member

**Disqualification: Rule 11**

No person shall be eligible for appointment

- I. Unless he is a Citizen of India
- II. If he is practicing biagamy- unless exempted
- III. No person shall be appointed who attempts to enlist support for his/her candidature by any recommendation either written or oral or by other means

Written Test how to be conducted;

The Written test shall be a screening test. The Selection Committee may decide to call for Type Test a number of candidates not less than in the ratio of 1:20 or 20 candidates for one Post.

The syllabi for the Written Test will be of Degree level (except for Arithmetic which shall be of class X standard ) which will consist of General English, General Knowledge, letter drafting, Simple Arithmetic and Knowledge of work and duties assigned to Lower Div. Assistant. Pattern of question paper (marks in each question) shall be decided by the selection committees.


The colleges will submit the following papers for approval and appointment.

1. Approval copy
2. Advertisement copy
3. A statement of number of candidates applied/ appeared in written test/qualified/appeared in computer test/called in interview/ appeared in interview as per check list I provided below
4. Comparative statements of marks of candidates who appeared and called in the interview showing their marks secured in written test/ practical test/ interview in order of merit
5. GB Resolution
6. Selection Committee Report, Caster Certificate, Age Proof, testimonials of selected candidate .

Please ensure that the posts have been released for direct recruitment and no proposal for regularisation shall be entertained.

Check list I to be given by the Principal at the top

1. Approval No.
2. Name of Post
3. Creation /retention No.
4. Date of advertisement attach a photocopy of advertisement with date of publication in red ink
5. Date of holding written test
6. Date of publication of result
7. Date of holding type test
8. nos of candidates who applied
9. nos of candidates who appeared in written test
10. nos of candidates who were called to practical test
11. nos. of candidates who appeared in Interview

  
Director of Higher Education



(12)

GOVERNMENT OF ASSAM  
OFFICE OF THE DIRECTOR OF HIGHER EDUCATION, ASSAM  
KAHILIPARA, GUWAHATI-19.

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No.DHE/CE/Misc/341/2016/12

Dated Kahilipara, the 29-04-2017

From:- Sri B.L. Sarma, A.C.S.  
Director of Higher Education, Assam  
Kahilipara, Guwahati-19.

To,  
The Principal (All)  
..... College/Mahavidyalaya

Subject: Guideline for selection of Grade III Posts.

Ref:- Govt. letter No. AHE. 348/2017/1, dated 28<sup>th</sup> April 2017.

Sir,

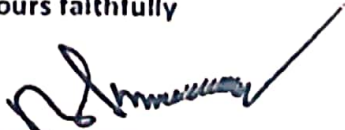
Pursuant to the Govt. letter No.AHE.348/2017/1, dated 28<sup>th</sup> April 2017, the 5 (five) marks meant for Interview for selection of Grade-III posts issued vide this office Guideline No. DHE/CE/Misc/341/2016/49, dated 09-02-2016 is hereby omitted.

5 (five) marks for experience of work in similar capacity in provincialised Colleges/ Govt. Department/Provincialised Secondary Schools is also withdrawn. The total marks for selection of Grade-III posts shall be 100. Details as given below:-

- |  |                     |
|--|---------------------|
| 1. Total marks in written test, only one paper, of one and half hrs. duration                            | =:60 marks          |
| 2. Marks in Computer test, English and Assamese typing (10 marks each)                                   | =:20 marks          |
| 3. Academic  |                     |
| a. H.S.L.C. (1 <sup>st</sup> Division- 5/2 <sup>nd</sup> division-4/3 <sup>rd</sup> division-3) Maximum  | =5 marks            |
| b. H.S.S.L.C (1 <sup>st</sup> Division- 5/2 <sup>nd</sup> division-4/3 <sup>rd</sup> division-3) Maximum | =: 5 marks          |
| c. <u>Degree (1<sup>st</sup> class-10/2<sup>nd</sup> class-7/Simple Pass-5) Maximum</u>                  | <u>=: 10 marks</u>  |
| <b>Total</b>   | <b>=: 100 marks</b> |

Please ensure that the above mentioned guideline for selection of Grade-III (directly recruitment) post is to be followed. The other terms and conditions will remain same as per guideline issued vide No. DHE/CE/Misc/341/2016/49, dated 09-02-2017.

Yours faithfully

  
Director of Higher Education, Assam  
Kahilipara, Guwahati-19.

GOVERNMENT OF ASSAM  
DEPARTMENT OF PERSONNEL:::PERSONNEL(B)  
DISPUR:::GUWAHATI

OFFICE MEMORANDUM

No. ABP.6/2016/51

Dated Dispur, the 2<sup>nd</sup> September, 2020

Subject : Raising the Upper Age Limit for entry into State Government Service for Grade-III and Grade-IV posts from 38 years to 40 years.

1. The undersigned is directed to invite attention to the instructions contained in this Department's O.M. NO.AAP.115/72/Pt.I/194 dated 10-03-2008 and to state that after careful consideration of all aspects of the matter, the Government have decided to further raise the Upper Age Limit for entry into the State Government Service from 38 years to 40 years for Grade-III and Grade-IV posts. The Government have also decided to further raise the Upper Age Limit by 5 years over the general age Limit i.e up to 45 years from existing 43 years for entry into State Government Services in respect of candidates who belong to Scheduled Caste and Scheduled Tribes and by 3 years i.e. up to 43 years in respect of OBC/MOBC candidates, 2 years i.e. up to 42 years in respect of Ex-Servicemen and 10 years i.e. up to 50 years in respect of Persons With Disabilities.

2. The contents of the aforesaid O.M.'s may be treated as modified to the extent indicated above only in so far as Upper Age Limit for entry into the State Government Services is concerned.

3. There shall be no change in the procedure of recruitment or any relaxation of educational or other qualification or service conditions such as year or age of retirement, etc. This relaxation shall be applicable only to those candidates who have attained the necessary educational or other qualifications prior to crossing of their existing upper age limit of 40 years. The application of this O.M. will also be limited to vacant posts for which advertisements are made on or after the date of effect of this O.M. .

4. This Department's O.M. No.AAP.115/72/39, dated 29-08-77 with regard to age of Non-Gazetted ranks of Police Department remains unchanged.

5. This order will come into force from the date of issue of the OM

Sd/-Niraj Verma, IAS  
Principal Secretary to the Govt. of Assam  
Personnel (B) Department.

Dated Dispur, the 2<sup>nd</sup> September, 2020

Memo No. ABP.6/2016/51 -A

Copy forwarded to :

1. The Chairman, Assam Administrative Tribunal, Guwahati.
2. The Chairman, Assam Board of Revenue, Guwahati
3. The Chairman, Assam Electricity Board, Guwahati.

**STANDARD FORM OF APPLICATION  
(ASSAM GAZETTE PART IX)**

To  
The.....

Sub:- Application for the post of  
Ref:- Your Advertisement  
Sir

In response to your advertisement quoted above on the subject I have the honour to offer myself as a candidate for the same with the particulars furnished in the prescribed form.

1. Name in full(block letters) :
2. Present Address :
3. Father's Name & Present address :
4. Place of birth including Police St. and District :
5. Are you a citizen of India if so, how (Copy of citizenship certificates should be enclosed where necessary) :
6. Educational qualification and also the name & full address of the education institution (which read last copies of certificate should be enclosed) :
7. Other Qualification :
8. Community (a) State your religion (b) Are you member of SC/ST (Answer 'yes' or 'No' if yes state particular's by a copy of certificate) :
9. Age on the 1st. January 200 (according to H.S.L.C. Examination copy of which should be enclosed) :
10. Present occupation, if any :
11. Previous appointment held, if any :
12. Are you a temporary or retrenched personal of a temporary Deptt. of the Govt. of Assam ? Answer 'yes' or 'No' if yes state Particulars :
13. Are you trained in a member of the N.C.C. or Territorial army, or trained Home Guards and civil defence volunteer's if so, give particulars :
14. Name of Employment Exchange & Regd. No :
15. The Name of the Assembly or Constitution :

I am a candidate for the post of .....  
and the fact state above are true to the best of my knowledge and belief. In case of a false statement, I am liable to any action Govt. may deem fit and proper.

A treasury challan of Rs.....is attached  
herewith

Date.....

Signature of the Applicant

