



**GOVERNMENT OF ASSAM**

**OFFICE OF THE DISTRICT COMMISSIONER, KARBI ANGLONG DISTRICT, DIPHU**

Tel No.(03671)-272257(O) / 272255 @, Fax No.(03671)-272693, E-mail: [dc-kanglong@nic.in](mailto:dc-kanglong@nic.in), PO-Diphu, PIN-782460

No.PER/66/2024-PER-KAG/297533

Dated Diphu, ..... September, 2024

**ADVERTISEMENT**

In pursuance of the approval accorded by the Government in General Administration Department, Assam, Dispur vide letter No.GAD-532809/3, dated 6<sup>th</sup> August, 2024, applications in Standard Form as published in the Assam Gazette in Part-IX, are hereby invited from the eligible candidates for filling up of 01 (one) vacant post of District Administrative Head Assistant in the office of the District Commissioner, Karbi Anglong, Diphu in the Pay Band-3, Rs.22000/- to Rs.97000/- + Grade Pay Rs.10300/- per month plus other allowances as admissible under the Rules framed from time to time.

The applicant should have served at least 10 (ten) years of continuous service as Senior District Administrative Assistant (including 2 (two) years of service as Supervisory Assistant) in the concerned District Commissioner's amalgamated establishment in the State of Assam (as per Gazette Notification vide No.GAG(B)306/2014/Pt-III/22, dated 15/10/2015) and should have the experience of working in different branches in general.

Applications stating name, age, educational qualification, present and permanent address, experience of working in different branches with period of incumbency in each branch supported by self attested copies of certificates, two copies of recent coloured passport size photographs should reach the undersigned with all relevant documents / certificates on or before 15/10/2024. Application should be submitted through proper channel to the District Commissioner, Karbi Anglong, Diphu at the address – "District Commissioner, Karbi Anglong district, Diphu, P.O.-Diphu, District-Karbi Anglong, PIN-782460". Selection will be made by the Selection Board as per Assam Ministerial Establishment Service Rules, 1967 as amended.

Candidates may have to appear before the Selection Board along with original testimonials at their own expense as and when called for. No TA/DA shall be admissible for the journey made for the aforesaid purpose.

*e - signed*

District Commissioner,

Karbi Anglong, Diphu



Memo No.PER/66/2024-PER-KAG/297533

Dated Diphu, ..... September, 2024

Copy to :-

1. The Commissioner & Secretary to the Government of Assam, General Administration Department, Dispur, Guwahati-6 for favour of information.
2. The Accountant General (A&E) Assam, Maidamgaon, Bellola, Guwahati-28 for favour of information.
3. The Principal Secretary, Karbi Anglong Autonomous Council (KAAC), Diphu for favour of information.
4. The District Commissioners / Sub-Divisional Officers (Civil) in the State of Assam. They are requested to forward the application and the testimonials / documents of the intending candidate / applicant, if any, with attested photocopies of the Service Books and the original ACRs of last consecutive 5 (five) years so as to reach this office within the last date fixed as above.
5. The Director, Information and Public Relations, Assam. He is requested to arrange publication of the Advertisement in 2(two) widely circulated State Newspapers one each in Assamese and English for wide publicity.
6. ADC i/c Bokajan Sub-Division, Bokajan for information.
7. The DIPRO, Karbi Anglong, Diphu for information and necessary action.
8. The DIO, NIC, Diphu for uploading the advertisement in the Official website of this office.
9. Office Notice Board, DC's Office, Diphu.

Signed by

Nirola Phangchopi

Date: 11-09-2024 17:48:14

District Commissioner,

Karbi Anglong, Diphu

