

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

No.DHE/CE/49/2021/ 135

Dated Kahilipara, the 25th April'2022.

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

To, ✓
The Principal (Provincialised/PDUAM/GMC)
P.O.....
District.....

Sub :- Regarding recruitment in the colleges..

Ref :- Govt. Letter No. AHE/06/2022/9, dated 07/04/2022.

Sir,

In inviting a reference to the subject cited above, I would like to forward herewith copy of Govt. letter alongwith enclosures mentioned under reference in connection with recruitment of Grade-III and Grade-IV in the colleges as per existing guideline and to request the college authorities for taking necessary follow up action subject to approval of their Roster Register.

Yours' faithfully,

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

Memo No.DHE/CE/49/2021/135
Copy to :

Dated Kahilipara, the 25th April'2022.

1. The Secretary to the Govt. of Assam, Higher Education Department, Dispur, Guwahati -6 for information.
2. The P.S. to the Hon'ble Minister Education, Assam, Dispur, Guwahati-6 for kind appraisal of Hon'ble Minister Education, Assam.
3. The P.S. to the Commissioner to the Govt. of Assam, Higher Education Department, Dispur, Guwahati-06, for kind appraisal of Commissioner Higher Education Department.

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

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UPad. No. 54-pdt.
25.4.2022

GOVERNMENT OF ASSAM
HIGHER EDUCATION DEPARTMENT
DISPUR, GUWAHATI

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

To: The Director of Higher Education, Assam
Kahilpara, Unowhat, 10

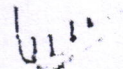
Sub: Reg. Recruitment in the Colleges

Ref: No. DHE-1 Misc 49/2021-28 dated 17-03-2022

Sir,

With reference to the subject cited above, I am directed to inform you that the existing guidelines both for Model Degree Colleges and provincialised colleges are to be followed for the last time. The future vacant posts shall be filled up through Recruitment Commission. Copy of existing guidelines is also enclosed at Annexure-1 for your necessary action.

Yours faithfully,


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

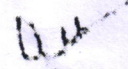
Dated Dispur, the 7th April, 2022

Memo No. AHE-06/2022/A

Copy to :-

- 1) PS to Commissioner & Secretary to the Govt. Of Assam
Higher Education Deptt. - for information.
- 2) PS to Secretary to the Govt. Of Assam
Higher Education Deptt. - for information

Yours faithfully


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

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 OM's have been issued by various departments. As per OM NO CNV-1262/2000/PV/209 dated 6th 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 1st 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.

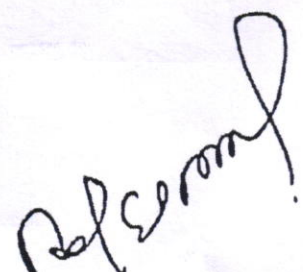
The colleges will submit the following papers for approval and appointment.

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.

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

For Guideline for selection of Grade III Posts.

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

Sir,

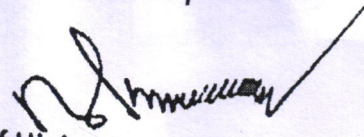
Pursuant to the Govt. letter No.AHE.348/2017/1, dated 28th April 2017, the 5 (five) marks meant for Interview for selection of Grade-III posts issued vide this office Guideline No. DHE/CE/Misc/341/2016/49, dated 09-02-2016 is hereby omitted.

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. (1st Division- 5/2nd division-4/3rd division-3) Maximum =5 marks
 - b. H.S.S.L.C (1st Division- 5/2nd division-4/3rd division-3) Maximum = 5 marks
 - c. Degree (1st class-10/2nd class-7/Simple Pass-5) Maximum = 10 marks
- Total = 100 marks

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

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

Dated Kahilipara, the 28th 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 28th 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 28th 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

(115)

No.AHE. 06/2022/20

Dated Dispur, the 28th July, 2022

From Smt. 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 - II and Grade - IV employees of
provincialised Govt. Model College, DUAM of the State against valid
sanctioned post

Ref No. DHE CE-Misc 49/2021/14 dated 14th 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 18th 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 30th January/2009 (Annexure-II) issued by GAD Deptt. is hereby allowed to follow.

Yours faithfully,

[Signature]

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

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

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

Dated Kahilipara, the 18th May /2017.

From
Shri B. L. Sarma, ACS
Director of Higher Education, Assam
Kahilipara, Guwahati-19.

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

Sub:
Guidelines for selection of Grade III and Grade IV posts in Pandit Deendayal Upadhyaya
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 Upadhyaya Adarsha Mahavidyalaya as communicated vide Govt. letter No. AHE.301/2017/2, dtd 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 AMTRON.

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
Kahilipara, Guwahati-19

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

Copy to:-

Dated Kahilipara, the 18th May /2017.

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

Director of Higher Education, Assam

- (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,

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

NO.GAG(B) 199/2008/5.

Dated Dispur the 30th January, 2009

From : Shri I Hoque, ACS,
Joint Secretary to the Govt. of Assam,
General Administration Department.

To : The Deputy Commissioner,

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. ABP 28/97/10 dated 01/08/97, the Govt. of Assam in General Administration Department prescribes 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.

Yours faithfully,

28/1/09.
Joint Secretary to the Govt. of Assam.
General Administration Department.

Memo NO.GAG(B) 199/2008/5-A,

Copy to :-

1. The Commissioner of Division
2. The Sub Divisional Officer (C).....
3. Personnel (B) Department.

Dated Dispur the 30th January, 2009..

By order etc.

28/1/09.
Joint Secretary to the Govt. of Assam.
General Administration Department.

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

OFFICE MEMORANDUM

No. ABP.6/2016/51

Dated Dispur, the 2nd 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.

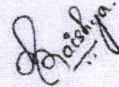
Memo No. ABP.6/2016/51 -A

Dated Dispur, the 2nd September, 2020

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.

4. The Accountant General (A&F) Audit, Assam, Maidumgaon, Beltola, Guwahati-29.
5. All Principal Secretaries/Commissioner & Secretaries/Secretaries to the Govt. of Assam.
6. The Principal Secretary to the Chief Minister, Assam.
7. The Chief Electoral Officer, Assam, Dispur.
8. The Secretary to the Governor of Assam, Guwahati,
9. The Secretary, Assam Legislative Assembly, Dispur.
10. The Secretary, Assam Public Service Commission, Khanapara, Guwahati-22.
11. The OSD (Press & PR) to the Chief Minister, Assam.
12. The Resident Commissioner, Government of Assam, Assam House, New Delhi.
13. The Agriculture Production Commissioner, Assam.
14. All Commissioners of Divisions, Assam.
15. The PPS to Chief Minister, Assam.
16. All Principal Secretaries of the Autonomous Councils, Assam.
17. All Deputy Commissioners/Sub-divisional Officers, Assam.
18. The Secretary, State Election Commission, Assam.
19. The Secretary, Assam Information Commission, Janata Bhawan, Dispur.
20. The PS to Chief Secretary, Assam.
21. The PS to Addl. Chief Secretaries, Assam.
22. The PS to Ministers/Ministers of State, Assam.
23. The PS to Adviser (I&PR) to the Chief Minister, Assam.
24. The P.S. to the Commissioner & Secretary to the Govt. of Assam, Political (Cabinet Cell)/Finance/A.R. & Training/P&RD Department, Dispur, Guwahati.
25. All Administrative Departments/All Heads of Departments .
26. The Deputy Director, Assam Government Press, Guwahati-21 for publication of the O.M. in the Assam Gazette. He is requested to supply 1000 printed copies to this Department.



Deputy Secretary to the Govt. of Assam
Personnel (B) Department.