



GOVERNMENT OF ASSAM

OFFICE OF THE DISTRICT COMMISSIONER :: BAKSA :: MUSHALPUR

Email: dc-baksa@nic.in

Phone: 03624-299951/299952

ADVERTISEMENT

No.PER-35/1/2024-PER-BAK/569289: In pursuance of the approval accorded by the Govt. vide letter no. GAD-788372/3 dated 08.06.2026 application are invited in Standard Form from the eligible candidate for filling up a vacant post of District Administrative Head Assistant under the amalgamated establishment of District Commissioner, Baksa, Mushalpur in the Pay Band - 3, Rs. 22,000 to 97,000/- + Grade Pay Rs. 10,300/- per month (RoP, 2017) plus other allowances as admissible under the Rules from time to time.

The candidates must have served at least at 2 (two) year of continuous service as District Administrative Supervisory Assistant in concerned District Commissioner's establishment and possesses vast experiences on disposal of files of different branches of District Commissioner's office.

Application stating age, educational qualification, present and permanent address, experiences of working in each branch with a period of incumbency, 2 (two) recent passport size photograph, Identity Card, etc. should reach the office of the undersigned within 15 (fifteen) days of publication of this advertisement.

Application should be submitted through proper channel with service particulars and ACRs of last consecutive 5(five) year. Selection will be made by the General Administration Department, Dispur as per **Assam Ministerial District Establishment Rules, 1967** as amended.

Candidates would have to appear before an interview board when called for. No TA/DA will be admissible for the interview.

Sd/- K. Changsan, IAS
District Commissioner,
Baksa, Mushalpur

Memo No.PER-35/1/2024-PER-BAK/569289-A**Copy for information and necessary action to :-**

1. The Commissioner & Secretary, General Administration Department, Dispur-06
2. The Sub-Divisional officers (Civil), Salbari.
3. The Director, Information and Public Relation, Assam, Dispur, Guwahati for publication in leading local dailies, one each in English, Assamese and Bodo.
4. DIO, NIC, Baksa for wide publicity.
5. The Nazarat Branch, O/o DC, Baksa for information. He is directed to setup a drop box to receive the applications in the office.
6. Office Notice Board.
7. Order Book.

Digitally signed by
Kimnei Changsan
Date: 15-06-2026
18:54:44

District Commissioner,
Baksa, Mushalpur