



GOVERNMENT OF ASSAM
OFFICE OF THE DISTRICT COMMISSIONER:: BAKSA
HQ:: MUSHALPUR-781372

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ADVERTISEMENT

No.ECF no:211815: In pursuance of the Govt. letter no. GAD-445654/21 dated 28.02.2024 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/- Rs. 87,000/- + 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 any of the concerned District Commissioner's establishment in Assam 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 the 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/- Krishna Baruah,ACS)
 District Commissioner,
 Baksa

Memo no: ECF no:211815-A

Dated:11.03.2024

Copy for information and necessary action to :-

1. The Commissioner & Secretary, General Administration Department, Dispur-06
2. All District Commissioners / Sub-Divisional officers in Assam for wide publicity.
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. DIPRO, Baksa for publicity through AIR/Doordarshan.
6. All Circle Officers/BDOs Baksa.
7. The Nazarat Branch, O/o DC, Baksa for information. He is directed to setup a drop box to receive the applications in the office.
8. Office Notice Board.
9. Order Book.

District Commissioner,
 Baksa

