

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

No.DHE/CE/49/2021/ 135

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

From :- Shri Dharma Kanta Mili, ACS  
Director of Higher Education, Assam,  
Kahilipara, 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 25<sup>th</sup> 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

U.P. Dir. Dis. Supdt  
25.4.2022

GOVERNMENT OF ASSAM  
HIGHER EDUCATION DEPARTMENT  
DISPUR, GUWAHATI-6

No. AHE/06/2022/A

Dated Dispur, the 7<sup>th</sup> April, 2022

From: Smt. Kabita Deka, M.S.  
Addl. Secretary to the Govt. of Assam  
Higher Education Department

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


Sub: Rec. Recruitment in the Colleges

Ref: No. DHEXT/Misc/49/2021/128 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 first time. The future vacant posts shall be filled up through Recruitment Commission. Copy of existing guidelines is also enclosed at Annexure-I for your necessary action.

Yours faithfully,

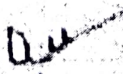
  
Addl. Secretary to the Govt. of Assam  
Higher Education Department

Memo No. AHE/06/2022/A

Dated Dispur, the 7<sup>th</sup> April, 2022

- 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 OMs have been issued by various departments. As per OM NO

CNV-1262/2000/Pt/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 5 Marks  
One mark for one completed Year in Regular capacity - 5 Marks
- Interview - 90 Marks
- Total

**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

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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. Degree (1<sup>st</sup> class-10/2<sup>nd</sup> 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**  
**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.

Memo No. ABP.6/2016/51 -A  
Copy forwarded to

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

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

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- (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.