



**GOVERNMENT OF ASSAM**  
**OFFICE OF THE DEPUTY COMMISSIONER :::: BAKSA :::: MUSHALPUR-781372**  
(Personnel Branch)

**ADVERTISEMENT**

Applications are invited in Standard Form from the eligible candidates for filling up 2(two) sanctioned vacant post of "Head Assistant" 1 (one) each in the Office of the Sub-Divisional Officer (Civil), Salbari and Tamulpur under the amalgamated establishment of the Deputy Commissioner, Baksa in the Pay Band-3 Rs.22,000/- -87,000/- + Grade Pay Rs.10,300/- per month (RoP, 2017) plus other allowances as admissible under the Rules from time to time. Preference will be given to candidates having experience and working knowledge of different branches/ offices in general. This is in pursuance of the approval by the Commissioner, Lower Assam Division vide letter No.RR.5/2020/4 dated 18<sup>th</sup> August, 2020.

The candidate must have served at least 2 (two) years as Supervisory Assistant in any of the concerned Deputy Commissioner's establishment in Assam and possesses vast experience on disposal of files of different branches of Deputy Commissioner's office.

Application stating name, age, educational qualification, present and permanent address, experiences of working in each Branches with a period of incumbency, 2 (two) recent passport size photograph, Identity Card etc. should reach the office of the undersigned on or before 16<sup>th</sup> January, 2021.

Application should be submitted through proper channel with Service Particulars and ACRs of last consecutive 5(five) years. Selection will be made by the Commissioner, Lower Assam Division as per the Assam Ministerial District Establishment Service 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/-  
Deputy Commissioner  
Baksa, Mushalpur.

Memo No BPE-11/2013/71

Dated Mushalpur the 16<sup>th</sup> December, 2020

Copy to:

1. The Commissioner & Secretary to the Govt. of Assam, General Administration Department, Dispur, Guwahati-6 for kind information.
2. The Commissioner, Lower Assam Division, Panbazar, Guwahati-1 for kind information.
3. All Deputy Commissioners/ SDOs (Civil) of the state of Assam for information and wide publication. They are requested to forward the application along with ACR of last 5 (five) years of the candidates desires to apply.
4. The Director of Information & Public Relation, Assam, Guwahati with a request to publish the advertisement.
5. The DIPRO, Baksa with a request to wide publicity. He is requested to publish the advertisement through leading Newspapers.
- ✓ 6. The DIO, NIC, Baksa for uploading the advertisement in the office portal.
7. Office Notice Board.
8. Office file.

Deputy Commissioner  
Baksa, Mushalpur.

16.12.20