প্রাগজ্যোতিষমহাবিদ্যালয় (স্বায়ত্তশাসিত)
Pragjyotish College (Autonomous)

NAAC-ৰ দ্বাৰা 'A' গ্ৰেডেৰে স্বীকৃত(তৃতীয়চক্ৰ); UGC-ৰ 2(f) আৰু 12(B) ধাৰাৰ অধীনত স্বীকৃতিপ্ৰাপ্ত
Accredited by NAAC with 'A' Grade (3rd Cycle); Recognised under sections 2(f) and 12(B) of UGC

ডঃ মনোজ কুমাৰ মহন্ত, এম.এছচি., পিএইচ.ডি.|
অধ্যক্ষ

Dr. Manoj Kumar Mahanta, M.Sc., Ph
Principal

Ref. No.

November 26, 2026

SITUATION VACANT

In pursuance of the Director of Higher Education, Assam, Letter No. DHE/Advt.Perm./2026/000411 dated 18 November 2026 (Teaching) and Letter No. DHE/Advt.Perm./2026/000184 dated 19 November 2026 (Non-Teaching), applications are invited in the prescribed format of the Director of Higher Education, Assam, along with complete Bio-Data (including contact number, email ID, etc.) and self-attested copies of all testimonials from HSLC (10th Standard) onwards for the following posts at Pragjyotish College (Autonomous), Guwahati–09. The educational qualifications, selection procedure and pay scale shall be as per the rules of the Government of Assam. In-service candidates must apply through the proper channel. Candidates must possess a Permanent Residential Certificate (PRC) and have knowledge of the local language.

A. TEACHING POSTS (ASSISTANT PROFESSOR)

1. **Political Science – 1 Post (UR, RP No. 33**, Roster No.PRAGJYOTISHCOLLEGE_TEACHING_23KAF8K)
2. **Anthropology – 1 Post (UR, RP No. 63**, Roster No.PRAGJYOTISHCOLLEGE_TEACHING_23KAF8K)

The UGC Pay Scale of Rs. 57,700/- – Rs. 1,82,400/- with other allowances as per Assam Government rules and will be applicable. The selection will be as per Assam Government O.M. No. AHE.239/2021/68 dated 24.01.2022

B. NON-TEACHING POSTS

1. **Library Assistant (Grade-III) – 1 Post (SC, RP No. 08**, Roster No.PRAGJYOTISHCOLLEGE_NONTEACHING_PNUQY8J)
2. **Junior Assistant (Grade-III) – 1 Post (UR, RP No. 13**, Roster No.PRAGJYOTISHCOLLEGE_NONTEACHING_PNUQY8J)

The candidate should apply in the **Standard Form of Assam Gazette** (Part- IX). Pay scale & allowance will be as per Government of Assam rules.

Application accompanied by a Transaction Receipt of non-refundable **Rs. 1,500/-** for Assistant Professor and **Rs. 500/-** for Library Assistant and Junior Assistant only be paid through

RTGS/NEFT in favour of Account Holder:
PRAGJYOTISH COLLEGE
Account no. **10242812355**
IFSC Code -SBIN0006878
SBI West Guwahati Branch, must reach the undersigned within 15 days from date publication of the advertisement.

27/11/2026.

Principal
Pragjyotish College (Autonomous)
Guwahati-781009

Principal
Pragjyotish College (Autonomous)
Guwahati-781009

শান্তিপুৰ, ভৰলুমুখ, গুৱাহাটী – ৭৮১০০৯, অসম, ভাৰত |Shantipur, Bharalumukh, Guwahati – 781009, Assam, India
www.pragjyotishcollege.ac.in
E-mail: principl@pragjyotishcollege.ac.in, mkmahanta06@yahoo.co.in | Mobile: +91 9864980654

APPLICATION FOR THE POST OF ASST. PROFESSOR IN PROVINCIALISED COLLEGES

REF. ADVERTISEMENT NO.

Published in the ……..on……

Space for photograph please paste a passport size photo here

To,

The Principal..... College

District: ……

1.	Name of the College for which application submitted.	
2.	Post for which application submitted	Asst. Professor Subject……
3.	Name of the candidate in Block Capital letters	
4.	Name of Father/Mother/Husband ✓ Tick the appropriate word in regard to relation	Relation: 1. Father 2. Mother 3. Husband
5.	Category, tick the appropriate serial no.	1. General 2. OBC/MOBC 3. SC 4. STP 5. STH 6. Differently able
6.	Present address of the candidate Write your complete address With PIN no.	
7.	Permanent address, if permanent and present address are same write "do"	
8.	Phone No. for contact	
9.	Your mail id which will be used for communication	
10.	Age on 1st January, 2019 attach your HSLC admit card (it is must)	YY MM DD
11.	Are you employed? Where? State the organization and the post you hold there.	
12.	Whether you are applying through NOC from the Present employer? Enclose NOC from Present Employer	
13.	Educational Qualification	Please fill in the Annexure A of this application and attach it. Nothing to be stated here.
14.	Teaching Experience in terms of number of years, please attach a certificate to this effect.	
15.	Are you Proficient in Local language? Tick the appropriate column	Yes: No:
16.	Are you Indian National, if so how?	
17.	Attach your certificate for the Reserved category from appropriate authority.	
18.	Details of Application Fee paid.	

Date:

Certificate: I certify that the particulars stated above are true and nothing has been concealed.

Signature of Candidate in full

Annexure A

Details of Educational Qualifications

Attach this annexure at the top of the testimonials just below the Application Form

With Photocopies. Give a serial no. on the copies and indicate the serial no. in the last column

	Particular	Name of Board/ University	Year of Passing	Division secured	Percentage of Marks obtained by you	Sl no. of the document in the bunch of document submitted by you. (give serial no. to each document you submit)
1.	High School Leaving Certificate Examination					
2.	Higher Secondary Examination					
3.	B.A./B.Sc./B.Com. Examination					
4.	Masters					
5.	Ph.D./M.Phil		Date of Notification from the University	Not applicable	Not applicable	
6.	NET					
7.	SLET					
8.	Other Qualifications					

Details of Chapters/Publications with ISSN and ISBN Nos.

1.

2.

3.

4.

5.

Teaching Experience

SL NO	Name of the Institute	From..... to Specify period of teaching	Status of the Institute whether Affiliation from University received or not
1			
2			

Signature of Candidate

NB: Fill up the Form legibly and use CAPITAL letters.

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

No. DHE/CE/Misc/49/2021/113 Dated Kahilipara, the 29-01-2022

From:- Sri Dharma Kanta Mili, *A.C.S.*
Director of Higher Education, Assam
Kahilipara, Guwahati-19.

To,
The Principal (All),
.....College

Sub: Forwarding of Govt. Office Memorandum regarding selection of Assistant Professor/Librarian.

Ref: Govt. O.M. No.AHE.239/2021/68, dated 24-01-2022.

Sir,

In inviting a reference to the subject cited above, I would like to forward herewith Govt. O.M. No. AHE.239/2021/68, dated 24-01-2022 which is self explanatory and to request you to follow the Govt. Office Memorandum while selecting new incumbent for the post of Assistant Professor and Librarian of your college.

The matter may be treated as **Most Urgent**.

Yours faithfully

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

Memo No. DHE/CE/Misc/49/2021/113-A Dated Kahilipara, the 29-01-2022

Copy to:-

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

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

College Establishment
29.1.2022

GOVERNMENT OF ASSAM
HIGHER EDUCATION DEPARTMENT
DISPUR:::GUWAHATI-6

No. AHE.239/2021/68 Dated Dispur, the 24th January 2022.

OFFICE MEMORANDUM

Subject : Guidelines for selection of Assistant Professor/Librarians in provincialised, Govt. and Govt. Model Colleges of Assam.

In partial modification of Govt. O.M vide No. AHE.407/2017/54, dated 25/11/2020 issued by Higher Education Department, the Government of Assam in Higher Education Department is pleased to notify the following guidelines for selection of Assistant Professors/Librarians in provincialised colleges and Govt. Model Colleges of Assam.

ELIGIBILITY QUALIFICATION :

Qualification for Direct Recruitment of Assistant Professor (Reference Clause 3.0.0/4.0.0/4.40/4.4.1 of the UGC Regulations 30th June 2010).

(i) Good Academic record as defined by the concerned University with at least 55% marks or an equivalent grade in a point scale at the Master Degree level in a relevant subject from an Indian University or an equivalent degree from an accredited foreign University.

(ii) Besides, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET.

(iii) Notwithstanding, anything contained in sub clause (i) and (ii) to the clause 4.40.1, of the UGC Regulations 30th June, 2010 candidates who have a Ph.D Degree in accordance with the University Grant Commission (Minimum standards and procedure for award of Ph.D Degree Regulation, 2009) shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET.

(iv) NET/SLET/SET shall also not be required for such Master programmes in disciplines for which NET/SLET/SET is not conducted.

(v) A relaxation of 5% may be provided at the graduate and Masters level for the Scheduled caste/Scheduled Tribe/ Differently–abled (Physically and visually differently-abled) categories for the purpose of eligibility. The 5% relaxation will not include any grace (clause-3.4.1)

(vi) The period of time taken by Candidates to acquire M.Phil and /or Ph.D Degree shall not be considered as Teaching/research experience for appointment to the positions (clause-3.9.0).

SELECTION COMMITTEE (clause -5.1.0 and 5.1.4)

(a) The selection committee for the post of Assistant Professor in Colleges including Private Colleges shall have the following composition :

1. The Chairperson of the Governing Body of the College or his/her nominee from among the members of the Governing Body to be the Chairperson of the selection committee.
2. The Principal of the College.
3. Head of the Department of the concerned subject of the college.

4. Two nominees of the Vice Chancellor of the affiliating University of whom one should be a subject expert. In case of College notified/declared as Minority Educational Institution, the Chairperson of the College will nominate two persons from a panel of five names, preferably from minority communities, recommended by the Vice Chancellor of the affiliating University from the list of subject experts suggested by the relevant statutory body of the College of whom one should be a subject expert.

5. Two subject experts not connected with the college to be nominated by the Chairperson of the Governing Body of the college out of a panel of five names recommended by the Vice Chancellor from the list of subject experts approved by the relevant statutory body of the University concerned. In case of colleges notified/declared as minority educational institution, two subject experts not connected with the University to be nominated by the Chairperson of the Governing Body of the college out of panel of five names, preferably from minority communities, recommended by the Vice-Chancellor from the list of subject experts approved by the relevant statutory body of the College.

6. If any of the candidates belongs to SC/ST/OBC/Minority/Women/Differently-abled categories and there is no member representing these communities in the Selection Committee, the Vice- Chancellor shall nominate an academician representing SC/ST/OBC/Minority/Women/Differently-abled categories.

(b) To constitute the quorum for the meeting five members shall have to be present of which at least two experts from out of the three subject experts shall be present.

CONVERSION OF GRADE POINT INTO PERCENTAGE :

Conversion UGC's guidelines for standardized marking procedure of all Counts in terms of concrete marks against each item are as below:

It is hereby clarified that where the University/College/Institution declares result in grade points which are on a scale of seven, the following mechanism shall be applied by the Selection Committee for conversion of grade points to equivalent percentages.

Grade	Grade point	Percentage Equivalent
'O' Outstanding	5.50-6.00	75-100
'A'- Very good	4.50-5.49	65-74
'B'-Good	3.50-4.49	55-64
'C'- Average	2.50-3.49	45-54
'D'-Below Average	1.50-2.49	35-44
'E'-Poor	0.50-1.49	25-34
'F'-Fail	0.049	0.24

DISTRIBUTION OF MARKS: Total 100

I) Academic Record (72 marks)

i) HSLC or equivalent examination	Maximum 9 marks
ii) HSSLC or equivalent examination	Maximum 9 marks
iii) Degree	Maximum 24 marks

iv) Master Degree in the concerned subject	Maximum 30 marks

Marking for Academic records will be calculated as mentioned below:

Sl. No.		Candidates Score in qualifying examination				
		Column-1	Column-2	Column-3	Column-4	Column-5
1.	10th	85% and above=9	75% to less than 85% = 8	65% to less than 75%=7	50% to less than 65%=5	Less than 50%=2
2.	12th	85% and above=9	75% to less than 85%= 8	65% to less than 75%=7	50% to less than 65%=5	Less than 50%=2
3.	Graduation	90% and above=24	80% to less than 90%=22	65% to less than 80%=17	50% to less than 65%=12	Less than 50%=7
4.	Post Graduation	90% and above=30	80% to less than 90%=27	65% to less than 80%=22	55% (50% in case of SC/ ST/ OBC (non-creamy layer)/(PWD) to less than 65%=17	

In case of Graduation and Post-graduation, CGPA grade will be converted to marks by the formula adopted by respective University.

II. Research Contribution and Teaching Experience (22 marks)

5.	Ph.D. in the concerned subject from UGC recognized University (marks will be awarded only if a candidate has Ph.D. Degree in addition to eligibility requirement of NET/SLET/SET). Off-campus Ph.D. is not recognized as per Govt. of Assam OM No. AHE.293/2008/147 dated 09/07/2012	13 marks
6.	M.Phil./M.Tech. Degree in the concerned subject from UGC recognized university. Off campus M.Phil is not recognized.	2 marks
7.	(I) Research paper/ article in the concerned subject/domain published in journal/Research Book/Proceeding volume with ISSN/ISBN/ (0.5 marks for each publication in ISSN/ISBN documents published in UGC recognized journals subject to maximum of 2 marks.	2 marks (per paper 0.5)
	(ii) Research paper/article in concerned subject/domain published in impact factor journal existing in the database of scopus, Web of science/Web of knowledge (1 mark for each publication subject to maximum of 2 marks)	2 marks (Per paper-1)
	(iii) 0.5 marks for each chapter/article in the concerned subject published in research/textbook with ISBN subject to maximum of 1 mark (in case of textbook, the	1 mark (per article 0.5)

	relevant textbook must be approved by a competent academic authority such as University	
8.	Teaching /Library management experience in the concerned subject/domain (1 mark for each completed year of services after acquiring UGC norms in provincialised /Govt./Affiliated Degree College/Libraries of Govt. institute/Higher Secondary Classes of provincialised Schools. Subject to maximum of 2 marks). However, if the period of teaching experience is less than one year then the marks shall be reduced proportionately. In this case, a minimum of 3 (three) months teaching experience will be counted.	2 marks
	EXTRA CURRICULAR ACTIVITY : 3 MARKS	
9.	NCC having 'C' certificates	1 mark
10.	Gold medal in any event of University/Youth festivals conducted by Universities having affiliated colleges (certificate must be submitted along with the application).	1 mark
11.	Representing Assam in any Olympic sports event at the National Level (certificate must be submitted along with the application).	1 mark

IV) Interaction with Selection Committee (Interview)- 3 marks.

All candidates must have proficiency in local Language.
Instruction contained in this O.M. will come into force from the date issue of the O.M.

Sd/-
(B. Nath, ACS)
Secretary to the Govt. of Assam
Higher Education Department.

Memo No. AHE.239/2021/68-A, Dated Dispur, the 24th January,2022.

Copy to:

1. All Vice-Chancellors of Universities of Assam.
2. The Director of Higher Education, Assam, Kahilipara, Guwahati-19.
3. P.S. Hon'ble Minister, Education, Assam
4. P.S. to the Principal Secretary to the Govt. of Assam, Education Department, Dispur.
5. P.S. to Secretary to the Govt. of Assam, Higher Education Department.
6. All Registrars of Universities of Assam.

By Order etc..

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

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

No. DHE/CE/Misc/3/2022/3 Dated Kahilipara, the 19-01-2022

From:- Sri Dharma Kanta Mili, *A.C.S.*
Director of Higher Education, Assam
Kahilipara, Guwahati-19.

To,
The Principal (All),
.....College,

Sub: Forwarding of Govt. Office Memorandum.

Ref: Govt. O.M. No.ASE.626/2021/3, dated 15-12-2021.

Sir,

In inviting a reference to the subject cited above, I would like to forward herewith Govt. O.M. No. ASE.626/2021/3, dated 15-12-2021 which is self explanatory and to request you to do the needful as per direction of the Govt. Office Memorandum while selecting new incumbent for teaching and non-teaching staff of your college.

The matter may be treated as **Most Urgent**.

Yours faithfully

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

Memo No. DHE/CE/Misc/3/2022/3-A Dated Kahilipara, the 19-01-2022

Copy to:-

1) The Secretary to the Govt. of Assam, Higher Education Department, Dispur, Guwahati-6.
2) The Additional Secretary to the Govt. of Assam, Secondary Education Department, Dispur, Guwahati-6.

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

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

No.DHE/CE/Misc/49/2021/Pt./6 Dated Kahilipara,the 10th February'2022.

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

To,
The Principal (All),
..... College/Mahavidyalaya

Sub :- **Regarding Appointment of Assistant Professor in Provincialised colleges who are from outside of the State.**

Ref :- Govt. letter No. AHE.429/2021/Pt/3, dated 01-02-2022.

Sir/Madam,

With reference to Govt. letter on the subject cited above, I would like to forward herewith the Govt. letter mentioned under reference regarding regret to consider the proposal for appointment of Assistant Professor in Provincialised colleges who are from outside of the State for favour of your necessary action.

Yours faithfully,

Director of Higher Education, Assam
Kahilipara, Guwahati 19

Memo No.DHE/CE/Misc/49/2021/Pt./6-A Dated Kahilipara,the 10th February'2022.

Copy to :

1. P.S. to the Hon'ble Minister Education, Assam, Dispur, Guwahati-06.
2. P.S. to the Hon'ble Advisor, Education, Govt. of Assam, Dispur, Guwahati-06.
3. P.S. to the Principal Secretary to the Govt. of Assam, Higher Education Department, Dispur, Guwahati-06.
4. P.S. to the Secretary to the Govt. of Assam, Higher Education Department, Dispur, Guwahati-06.
5. Guard file.

Director of Higher Education, Assam
Kahilipara, Guwahati 19

GOVERNMENT OF ASSAM
HIGHER EDUCATION DEPARTMENT
DISPUR : GUWAHATI-6

.....

No. AHE.429/2021/Pt./3 Dated Dispur, the 1st February, 2022

From : Smti. P. Goswami,
Under Secretary to the Govt. of Assam,
Higher Education Department.

CE Branch 4.2.2022

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

Sub . Reg. Appointment of Assistant Professor in provincialised Colleges who are from outside of the State.

Ref : No. DHE/CE/Misc/49/2021/65 dated 26th Nov/2021.

Sir

With reference to the subject and letter cited above, I am directed to inform you that Government of Assam in Higher Education Deptt. regret to consider the proposal for appointment of Assistant Professor in provincialised colleges who are from outside of the State. You are therefore, requested to take action accordingly.

This has the approval of competent authority.

Yours faithfully,

1-2-22

Under Secretary to the Govt. of Assam,
Higher Education Department.

Memo No. 429/2021/Pt./3-A Dated Dispur, the 1st February, 2022

Copy for information to :

1. P.S. to Hon'ble Minister, Education, Assam, Dispur.
2. P.S. to Principal Secretary to the Govt. of Assam, Higher Education Deptt.
3. P.S. to Secretary to the Govt. of Assam, Higher Education Deptt.

M.T 7/2/22

By order etc.,

Under Secretary to the Govt. of Assam,
Higher Education Department.

O/o Director of Higher Education ★ Assam, Kahilipara, Guwahati-19 ★ 05 2022

STANDARD FORM OF APPLICATION

PHOTO

To,

The ……

Name of the Post ……..

Department/Office ……..

1. Name in Full (Block letter) : ……
2. Present Address : ……Vill/Town……..
   ……
3. Permanent Address : …… Vill/Town……
   ……
4. Father's Name & Address : ……
5. Place of birth including Police Station and : ……
   District & P.O ……
6. Are you a citizen of india and if so how? (Copy of citizenship certificate should be enclosed where necessary) : ……
7. Educational qualification and also the : ……
   name and full address ……
8. Other Qualifications : ……
9. Community : ……
   (a) State your religion : ……
   (b) Are you a member of Schedule Caste/Schedule Tribe : ……
   (Answer 'Yes' or 'No') If 'Yes' give particulars supported by a certificate copy of which should be enclosed.
10. Age on the 1st January 20…. (According to H.S.L.C certificate copy of which should be enclosed) : ……
11. Present occupation (if any) : ……
12. Previous appointment held (if any) : ……
13. Are you a temporary or retrenched personal of Temporary Departmental of the Govt. of Assam (Answer 'Yes' or 'No') State particulars : ……
14. Are you trained in or a member of the National Cade Crops of Territorial Army or trained Home Guards and Civil Defence Volunteers, if so give particulars. : ……
15. Employment Registration No. : ……
16. Whether there is any Govt./Semi Govt. Employees in your family if any, Particulars of such family member like relationship, name of the job, pay drawn, place of posting, permanent /Temporary etc. should be furnished. : ……
    ……
17. Family's income certificate from the Gaon Panchayat /DC/SDO/Circle Officer to be furnished : ……
18. Examination Centre : ……

I am a candidate for the post …….. and the stated above are true to the best of my knowledge and behalf. In case of any false statement, I am liable to any action the Government deem fit and proper.

A treasury challan of Rs …… is attached herewith.

19. To be filled in by Candidate

Date: ……

Place: ……..

Signature of Candidate

(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

Sub: 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 devision-4/3rd devision-3) Maximum =5 marks
   b. H.S.S.L.C (1st Division- 5/2nd devision-4/3rd devision-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
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 6th Nov. 2012besides 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 red ink
5. Date of holding writteh 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

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

No.DHE/PA/Rules & Guidelines/Gr.-III/2017/14 Dated Kahilipara, the 12-05-2017

From:- Sri B.L. Sarma, A.C.S.
Director of Higher Education, Assam
Kahilipara, Guwahati-19.

To,

The Principals,
All Provincialise Colleges.

Ref: This office letter No. DHE/CE/Misc/341/2016/12, dated 29-04-2017.

Sub: Guidelines for selection of Grade-III posts.

Sir,

Please read Bengali Typing in place of Assamese Typing for Colleges situated in Barak Valley areas so far as Assamese type is concerned.

Yours faithfully

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