

GOVERNMENT OF ASSAM  
OFFICE OF THE DIRECTOR OF HIGHER EDUCATION, ASSAM  
KAHILIPARA, GUWAHATI - 19.  
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No. DIIE/PA/Misc/1/2016/P/117

Dated Kahilipara, the 28<sup>th</sup> July/2022

From:

Shri Dharmakanta Mill, ACS  
Director, Higher Education, Assam,  
Kahilipara, Guwahati-19.

To,

✓ The Principal  
All Provincialised Colleges/PDUAM/Govt. Model Colleges.

Sub:- Guideline for appointment of Grade III and Grade IV employee of Provincialised/Govt. Model College/PDUAM of the state against valid sanctioned post.


Ref: Govt. letter No. AHE.06/2022/20 dated 28<sup>th</sup> July/2022.

Sir,

With reference to the subject cited above, I have the honour to forward herewith a Govt. letter mentioned vide under reference in connection with guideline for appointment of Grade III and Grade IV employee of Provincialised/ Govt. Model College/ PDUAM of the state against valid sanctioned post.

This is for your kind information and necessary action.

Yours faithfully,

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

Memo No. DIIE/PA/Misc/1/2016/P/117

Dated Kahilipara, the 28<sup>th</sup> July/2022

Copy to:-

1. The P.S to the Hon'ble Minister Education, Assam, Kahilipara, Guwahati-6.
2. The P.S to the Commissioner & Secretary to the Govt. of Assam, Higher Education Department, Assam, Dispur, Guwahati-6.

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

GOVERNMENT OF ASSAM  
HIGHER EDUCATION DEPARTMENT  
DISPUR, GUWAHATI-6

(114)

Dated Dispur, the 28<sup>th</sup> July, 2022

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

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

Sub Guideline for appointment of Grade - III and Grade - IV employees of provincialised Govt. Model Colleges (GUMAM) of the State against valid sanctioned post

Ref No. DHE/CE/Misc. 49/2021/14 dated 14<sup>th</sup> May/2022.

Sir,

With reference to the subject and letter cited above, I am directed to inform you Govt. Of Assam in Higher Education Deptt is pleased to allow to continue the Guidelines issued vide No. PC/HE/Plan. 13/2016/157 dated 18<sup>th</sup> May/2017 (Annexure-I) for selection of Grade-III and Grade-IV posts in Pandit Deendayal Upadhyaya Adarsha Mahavidyalaya

In respect of provincialised colleges, for selection of Grade-IV post, Notification No. GAG(B) 199/2008-5 dated 30<sup>th</sup> January/2009 (Annexure-II) issued by GAD Deptt. is hereby allowed to follow.

Yours faithfully,

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

- 47 (114)
- (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.

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/PU209 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 Assistant/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. **Academic Recordation of Past** to be included as per *Annex A of Circular No. 11/2013* in the College.
  3. **Educational Qualifications:** Shall be Graduate in *Engineering/Information Tech* or diploma or Certificate Course of Computer operation of minimum *three years* duration. One should have the working knowledge of *Assembly and English* (both) in words and simple Excel.
  4. **Advertisement:** The vacancies shall be *immediately advertised in local News Paper* having wide circulation besides putting in *notices in colleges preferably*. *Members of the* Vacancies may be notified in the local employment exchange and *notice to be issued* will also be entertained together with the applications as per *Annex A of Circular No. 11/2013* asked to apply in standard form.
  5. **Written Examination:** There shall be a written examination consisting of the following papers:
  6. **Total Marks in Written Test** only one Paper of two and half hrs. *Answer Methods*
  7. **Marks in Computer Test & English and Assembly Typing** *Computer 200* *English*
- Marks for Experience of work in similar capacity in *Govt. or* college, Govt. Departments/*Governmentised* Secondary Schools 5 Marks  
 One mark for one completed Year in *Regular Capacity* 5 Marks
- Interview 5 Marks
- Total 100 Marks

**Selection Committee:**

As per Rule 10 (1) 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 in the Dept 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 *bigamy* unless exempted
- III. No person shall be appointed who attempts to *induce* support for *any* candidature of any recommendation either written or oral or by other means.