ADVERTISEMENT

Anandaram Dhekial Phookan College, Nagaon, Assam

In pursuance of the permission granted by the Director of Higher Education, Assam, vide Permission Letter No. DHE/Advt.Perm./2026/000180 dated Kahilipara the 17-11-2026 applications are invited with complete Bio-Data and self-attested copies of all testimonials from HSLC onwards from eligible candidates for filling up the following sanctioned post :

Library Assistant (Grade III) : 01Post (UR, RP No. 9)

Educational qualification: Graduate in Arts/Science /Commerce with a diploma or Certificate course of Computer operation of minimum three months duration. The candidate should have the working knowledge of Assamese and English typing in MS word and simple Excel.

Age of candidates: As per Govt. OM No. ABP.6/2016/51 dated Dispur, the 2nd September, 2020.

Other Terms and conditions will be as per the Guideline DHE/CE/Misc/341/2016/49 dated Kahilipara, the 09-02-2017 and the Selection Procedure as per Guideline DHE/CE/Misc/341/2016/12 dated Kahilipara the 29-04-2017.

The candidates must have to acquire qualification latest by date of submission of their applications in Assam Gazette (Part-IX) standard form of application.

The candidate must know local language. In service candidates must apply through proper channel with NOC obtained from the concerned Authority.

Application must accompany with a non-refundable Demand Draft of Rs. 500/- [Rupees Five hundred] only drawn in favour of Principal, ADP College payable at Indian Bank, Nagaon Branch (IFSC- IDIB000N038).

Duly filled application must reach the undersigned within 15 days from the date of publication of this advertisement. No excuse of postal delay will be accepted. Incomplete application will be rejected.

Date of Interview will be displayed in the college website and will be communicated to the eligible candidates in due time.

No TA/DA will be paid.

Dr. Sadananda Payeng
Principal & Secretary
Anandaram Dhekial Phookan College,
P.O.-Haiborgaon,
Nagaon, Assam, PIN-782002

Principal
A.D.P. COLLEGE
Nagaon (Assam)

The Assam Tribune, Date: 20-11-2026

Aamar Asom, Date: 20-11-2026

CD/SV/PL002997/3

ADVERTISEMENT

In pursuance of the Director of Higher Education, Assam Letter No.DHE/Advt.Perm./2026000179 dated 17-11-2026 and DHE /Advt.Perm./2026/000180 dated 17-11-2026, applications are invited from eligible candidates for the post of Assistant Professors and Library Assistant (Grade III) as mentioned below:

Assistant Professor:

1. **Zoology** : 01 Post (PWD, RP No. 1)
2. **Chemistry** : 01 Post (Unreserved, RP No. 4)
3. **Economics** : 01 Post (Unreserved, RP No. 9)
4. **Chemistry** : 01 Post (ST(H), RP No. 10)
5. **Zoology** : 01 Post (OBC, RP No. 21)
6. **Statistics** : 01 Post (Unreserved, RP No. 29)
7. **Assamese** : 01 Post (PWD, RP No. 34)
8. **Mathematics** : 01 Post (OBC, RP No. 39)
9. **Physics** : 01 Post (ST (H), RP No. 50)

Grade III:

1. Library Assistant : 01Post (UR, RP No. 9)

Applications in prescribed format available in the DHE, Assam and the College website with complete Bio-data and self-attested copies of all testimonials from HSLC onwards, along with a Demand Draft (Non-refundable) of Rs 2000.00/- for Assistant Professors and Rs 500.00/- for Library Assistant drawn in favour of Principal, ADP College payable at Indian Bank, Nagaon Branch (IFSC-IDIB000N038) must reach the undersigned within 15 days from the date of publication of this advertisement.

Detail informations are available in the college website (www.adpcollege.ac.in).

No TA/DA will be paid for appearing interview.

Sd/- Dr. Sadananda Payeng
Principal
ADP College
Nagaon: Assam
Pin- 782002

CD/SV/PL007364/1

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 Demand Draft of Rs.....with DD no.....is attached herewith.

19. To be filled in by Candidate

Date: ……

Place: ……..

Signature of Candidate

GOVERNMENT OF ASSAM
DEPARTMENT OF PERSONNEL:::PERSONNEL(B)
DISPUR:::GUWAHATI

OFFICE MEMORANDUM

No. ABP.6/2016/51 Dated Dispur, the 2nd 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 Dated Dispur, the 2nd September, 2020

Copy forwarded to :

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

4. The Accountant General (A&F) Audit, Assam, Maidumgaon, Beltola, Guwahati-29.
5. All Principal Secretaries/Commissioner & Secretaries/Secretaries to the Govt. of Assam.
6. The Principal Secretary to the Chief Minister, Assam.
7. The Chief Electoral Officer, Assam, Dispur.
8. The Secretary to the Governor of Assam, Guwahati,
9. The Secretary, Assam Legislative Assembly, Dispur.
10. The Secretary, Assam Public Service Commission, Khanapara, Guwahati-22.
11. The OSD (Press &PR) to the Chief Minister, Assam.
12. The Resident Commissioner, Government of Assam, Assam House, New Delhi.
13. The Agriculture Production Commissioner, Assam.
14. All Commissioners of Divisions, Assam.
15. The PPS to Chief Minister, Assam.
16. All Principal Secretaries of the Autonomous Councils, Assam.
17. All Deputy Commissioners/Sub-divisional Officers, Assam.
18. The Secretary, State Election Commission, Assam.
19. The Secretary, Assam Information Commission, Janata Bhawan, Dispur.
20. The PS to Chief Secretary, Assam.
21. The PS to Addl. Chief Secretaries, Assam.
22. The PS to Ministers/Ministers of State, Assam.
23. The PS to Adviser (I&PR) to the Chief Minister, Assam.
24. The P.S. to the Commissioner & Secretary to the Govt. of Assam, Political (Cabinet Cell)/Finance/A.R. & Training/P&RD Department, Dispur, Guwahati.
25. All Administrative Departments/All Heads of Departments .
26. The Deputy Director, Assam Government Press, Guwahati-21 for publication of the O.M. in the Assam Gazette. He is requested to supply 1000 printed copies to this Department.

Deputy Secretary to the Govt. of Assam
Personnel (B) Department.

GOVERNMENT OF ASSAN '
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 in red ink
5. Date of holding written 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

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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.