



GOVT. OF ASSAM  
OFFICE OF THE DISTRICT COMMISSIONER :: DHUBRI DISTRICT :: DHUBRI  
(PERSONNEL BRANCH)

No. PER-35/8/2024-PER-DEB/80  
Dated Dhubri the 09/08/2024.

**ADVERTISEMENT**

In pursuance of the Govt. letter No.GAD.511553/6 dtd.29/06/2024, applications are invited from eligible candidate(s) in Standard Form as published in the Assam Gazette in Part-IX for the post of "Administrative Officer" under the amalgamated establishment of the Office of the District Commissioner, Dhubri in the Pay Band-3, Scale of Pay- Rs. 22000/- - 97000/- + Grade Pay Rs. 11,500/- per month plus other allowances as admissible as per provisions of the Assam Services (R.O.P.) Rules, 2017 and amendments thereof.

Name of the post : Administrative Officer.  
No. of Post : 1 (one)

**Eligibility Criteria :** The candidates must possess bachelor degree in any discipline from a recognized University of India. The candidates have served at least 15(fifteen) years in any of the District Commissioner's establishment in Assam and have working experience of different branches in general and in the Establishment branch in particular as per "The Assam Ministerial District Establishment Service (Amendment) Rules, 2009".

**How to Apply :** Applications stating age, educational qualification, present and permanent address and experience in different branches supported by self-attested copies of educational certificate, a copy of recent passport size photograph should reach the office of the undersigned with a copy of Treasury Challan of Rs. 250/- (Rupees Two Hundred Fifty) only and Rs. 150/- (One Hundred fifty) only in case of SC/ ST/OBC candidates as application fees deposited in Treasury under the Head of Account "0070-OAS" on or before 18/09/2024. No application will be entertained after 18/09/2024.

Applications should be submitted through the proper channel with service particulars to the office of the undersigned. Selection will be done by the Government in General Administration Department as per the Assam Ministerial District Establishment Service Rules, 1967 and the Assam Ministerial District Establishment Service (Amendment) Rules, 2009.

Candidates shall have to appear for the interview at their own expense If necessary and as and when called for. No TA DA shall be admissible for the journey.

Signed by

Dibakar Nath  
District Commissioner,  
Dhubri.

Date: 31-08-2024 18:03:28

Memo No. PER-35/8/2024-PER-DEB/80 -A

Dated Dhubri the 09/08/2024.

Copy to:-

1. The Commissioner & Secretary to the Govt. of Assam, General Administration Department, Dispur, Guwahati -06 with reference to his letter GAD.511553/6 dtd.29/06/2024.
2. All District Commissioners/Sub-Divisional Officers (Civil) in Assam. They are requested to forward the applications of the intending candidates working under their establishment alongwith A.C.R.s of last five years to reach the undersigned on or before the specified date.
3. The Superintendent of Govt. Press, Bamunimaidan, Guwahati-21. He is requested to publish the above advertisement in the next issue of Assam Gazette.
4. All the Circle Officers/ Tahsildars of Dhubri district.
5. The Nazarat Officer, DC's Office, Dhubri for information and necessary action.
6. The DIO, NIC, Dhubri for information and necessary action. He is requested to upload the advertisement in the official website of District Administration.
7. The DIPRO, Dhubri. She is requested to arrange for publication of the above advertisement in two leading newspapers in both English and Assamese language.
8. The Revenue Sheristadar, DC's Office, Dhubri for information.
9. All the Branches of D.C.'s Office, Dhubri.
10. Office Notice Board.

e-Signed/-  
District Commissioner,  
Dhubri.