

GOVERNMENT OF ASSAM
OFFICE OF THE DISTRICT COMMISSIONER::: HAILAKANDI
(PERSONNEL BRANCH)

ADVERTISEMENT

In pursuance of the approval conveyed by the General Administration Department, Assam vide letter No.GAD-602580/8, Dated 11/09/2026, applications in Standard Form (Assam Gazette in Part-IX) are hereby invited for filling up of 1(one) vacant post viz., "District Administrative Head Assistant" in the amalgamated establishment of the District Commissioner, Hailakandi in the Pay Band (PB-3) Rs.22,000/- to 97,000/- with Grade Pay Rs.10,300/- per month plus other allowances as admissible under the provisions of the Assam Service (ROP) Rules, 2017 and amendments thereof.

As per the provisions of "The Assam Ministerial District Establishment Service Rules, 1967 and subsequent amendments vide Govt. Notification No.ABP.141/97/229, dated 25/08/1999 and GAG(B)306/2014/Pt-I/22, dated. 15/10/2015, the above post will be filled up by the Senior District Administrative Assistant with at least 10(ten) years continuous service as such to their credit including District Administrative Supervisory Assistant in any District Commissioner's establishment of Assam.

Terms and conditions:

- 1) Application stating age, educational qualification, present & permanent address, experience in different branches with details of incumbency in each branch along with any other service particulars and ACRs of last consecutive 5(five) years should reach the undersigned on or before 26/10/2026 through proper channel.
- 2) The application must be accompanied by 2 (two) copies of self-attested recent Passport size colour photograph.
- 3) Application should be submitted through the proper channel at the Office Chamber of the Additional District Commissioner (Personnel), O/O the District Commissioner, Hailakandi by the last date mentioned above.
- 4) Candidate will have to super scribe the name of the post applied for at the top of the sealed envelope carrying the application form.
- 5) No application received after the last date will be entertained.
- 6) Selection will be made by General Administrative Department, Dispur as per "The Assam Ministerial District Establishment Service Rules, 1967 as amended.
- 7) No responsibility will be taken for any, damage of late delivery of application sent by post.
- 8) Application received incomplete or without required qualification will be rejected without giving any information to the candidate.
- 9) No TA / DA will be admissible for the journey, made in this connection.

District Commissioner,
Hailakandi
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14/9/2026

ECF No.132326/2-3

Dated 25/09/2026

Copy to:-

- 1) The Commissioner & Secretary to the Govt. of Assam, General Administration Department, Dispur, Guwahati-06 for kind information.
- 2) All District Commissioners in the State of Assam for information and wide publication. They are requested to forward the application along with ACR's of last 5(five) years' service of the applicant if desire to apply.
- 3) All Addl. District Commissioner, Hailakandi for information.
- 4) The Addl. District Commissioner (Nazarat), Hailakandi for information and necessary action.
- 5) The District Information & Public Relation Officer, Hailakandi. He is requested to publish the above Advertisement at least in 2(two) State daily Newspapers.
- 6) The DIO, NIC. He is requested to upload the advertisement at the Official Website of this Office.
- 7) Notice Board.

District Commissioner,
Hailakandi.

[Signature]
14/9/2026