

**GOVERNMENT OF ASSAM
OFFICE OF THE DISTRICT COMMISSIONER ::: SIVASAGAR**

No. E-PER/96589/9

ADVERTISEMENT

In pursuance to the approval of the Government vide letter No.GAD-513120/12 dated 21/10/2024 issued by the General Administration Department, Assam, Dispur, Guwahati-6, applications are invited in Standard Form from the eligible candidates for filling up of the Post of Administrative Officer in the Office of the District Commissioner, Sivasagar in the Pay Band -3 of 22000-97000 & Grade Pay 11500 PM plus other allowances as admissible under Rule.

The Applicant must have served at least for 15 years in any District Commissioner's establishment's having the experience of working in different Branches in General and in Establishment Branch in particular and must possess a Graduate Degree in any discipline from a recognized University in India.

Applications stating age, educational qualification, present and permanent address and experience of working in different branches supported by attested copies of certificates, a copy of recent passport size photograph along with Annual Confidential Reports of last 5(five) consecutive Years should reach the undersigned on or before 11/12/2024.

Application should be submitted through proper channel with Service particulars to the District Commissioner, Sivasagar. Selection will be done by 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 .

District Commissioner,
Sivasagar

Memo No. E-PER/96589/9 (A)

Copy to:

1. The Joint Secretary to the Govt. of Assam, General Administration Department, Dispur, Guwahati for favour of kind information and necessary action.
2. The District Commissioner within Assam for favour information and wide publicity.

3. The Co-District Commissioner, Demow & Nazira Co-District for favour information and necessary action.
4. All Circle Officers of Sivasagar District for information and necessary action.
5. The DIPRO, Sivasagar for wide publicity in 2(two) local News Papers, preferably 1(one) in Assamese & 1(one) in English .
- ✓ 6. The DIO, NIC, Sivasagar is requested to upload the Advertisement in the Office website of Sivasagar District.
7. All Branches under the establishment of District Commissioner, Sivasagar.
8. Notice Board of District Commissioner's Office, Sivasagar.

By order etc. :

Addl. District Commissioner(P),
Sivasagar

Signed by

Aayush Garg

Date: 13-11-2024 18:19:19