

GOVT. OF ASSAM
OFFICE OF THE DEPUTY COMMISSIONER::CHARAIDEO
(PERSONNEL BRANCH)

No.CPP. 31/2019/8

Dated Sonari the 20th December, 2019

ADVERTISEMENT

In pursuance of the approval accorded by Govt.letter No.GAG(B)262/2019/21, Dtd. 22nd August, 2019 applications are invited in standared form from the eligible candidates for filling up of the post of **Administrative Officer** in the Office of the Deputy Commissioner, Charaideo in the **Pay Band-3 of 22000-87000 & Grade Pay 11500 per month** plus other allowances as admissible under Rule.

The applicant must have served at least for 15 years in any Deputy Commissioner's establishment 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, 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 and Special Report of the current financial year with effect from 01st April of the current financial year till the current date should reach the office of the undersigned on or before 03/01/2020 positively. No application will be entertained after 03/01/2020.

Application should be submitted through proper channel with Service particulars to the undersigned, selection will be done by the General Administrative Department as per Assam Ministerial District Establishment and Service(Amendment) Rules 2009 and candidate may have to appear before interview at their own expenses if necessary and as when called for.

20/12/19
Deputy Commissioner
Charaideo

Memo No..CPP. 31/2019/8

Dated Sonari the 20th December, 2019

1. The Commissioner, & Secretary to the Govt. of Assam, General Administration (B) Department, Dispur, Guwahati-6
2. The Commissioner, Upper Assam/Central Assam/Lower Assam/North Assam & Barak Valley Division, Jorhat.
3. All D.C,s and SDO's of the State of Assam.
4. All Branches/Revenue Circles under the establishment of Deputy Commissioner, Charaideo
5. ✓ The DIO, NIC, DC's Office, Charaideo. He is requested to upload the Advertisment at the district website.
6. The SDIPRO, Charaideo for publication of the advertisement at least in 2 (two) leading newspapers of Assam and submit bills for payment by Nazarat Branch, DC Office, Charaideo.
7. Nazir, DC Office, Charaideo for information and necessary action.
8. Notice Board.

20/12/19
Deputy Commissioner
Charaideo