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.
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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.