



GOVERNMENT OF ASSAM
OFFICE OF THE DISTRICT COMMISSIONER, GOALPARA
(PERSONNEL BRANCH)



☎: 03663-240030/240028

ADVERTISEMENT

✉: dc-goalpara@nic.in

E. No.19530/311
03-10-2026

In pursuance of the approval accorded by the General Administration Department, Dispur, Guwahati, vide Letter No. GAD-845525/3 dated 25/09/2026, applications in the prescribed Standard Form (Assam Gazette Part-IX) are hereby invited from eligible candidates for filling up 1 (one) vacant post of **District Administrative Head Assistant** in the amalgamated establishment of the District Commissioner, Goalpara, in the Pay Band-3 of ₹22,000/- to ₹97,000/- with Grade Pay of ₹10,300/- per month, plus other allowances as admissible under the provisions of the Assam Services (ROP) Rules, 2017, as amended from time to time.

Eligibility

Candidates must have rendered at least 10 (ten) years of service as Senior District Administrative Assistant in any District Commissioner's establishment in Assam, and 2 (two) years of continuous service as District Administrative Supervisory Assistant in the concerned District Commissioner's establishment as per Govt. Notification No. GAG (B). 306/2014/Pt-III/22 dated- 15/10/2015 issued by the General Administration (B) Department, Dispur, Guwahati.

Submission of Application

Applications must clearly state the candidate's Name; Post applied for, Age; Educational qualifications; Present and permanent address; WhatsApp contact number.

The application should be accompanied by 2 (two) recent passport-size colour photographs, details of experience in different branches, including the period of incumbency in each branch along with Annual Confidential Reports (ACRs) for the last 5 (five) consecutive years and all other relevant documents/certificates in support of the particulars furnished.

The completed application, along with all requisite documents, must reach the office of the District Commissioner, Goalpara, PO- Baladmari, District- Goalpara, Pin- 783121, Assam on **or before 22-10-2026**, through the proper channel.

Applications that are incomplete or are not accompanied by the requisite documents/certificates shall be liable to rejection without any further intimation to the candidate.

Selection

Eligible candidates shall be required to appear for an Interview at their own cost as and when called for. The selection of the candidate shall be made in accordance with the provisions of the Assam Ministerial District Establishment Service Rules, 1967, as amended from time to time.

No TA/DA shall be admissible for the journey undertaken in connection with the interview.

Digitally signed by
PRODIP TIMUNG
Date: 03-10-2026
19:08:54
District Commissioner,
Goalpara

Memo E. No.19530/311 - A
Copy to:

03-10-2026

1. The Commissioner & Secretary to the Govt. of Assam, General Administration Department, Dispur, Guwahati - 06 for favor of kind information.
2. All District Commissioners in the State of Assam. They are requested to publish it on their Notice Board.
3. The Co-District Commissioner (all), Goalpara.
4. The Additional District Commissioner (all), Goalpara.
5. The Circle Officer (all), Goalpara.
6. The Superintendent of Excise, Goalpara.
7. The District Commandant, Home Guards, Goalpara.
8. The Deputy Controller, Civil Defence, Goalpara.
9. The DIPRO, Goalpara. She is requested to publish the Advertisement in at least 2 (two) leading newspapers.
- ✓ 10. The DIO, NIC, Goalpara. He is requested to upload the Advertiserment in the Official page of the District Administration, Goalpara.
11. Notice Board.

(e-Signed)
PRODIP TIMUNG
DISTRICT COMMISSIONER