



GOVT. OF ASSAM
OFFICE OF THE DISTRICT COMMISSIONER:.....:BARPETA

Address:
Ward No-5, PO-Barpeta, PS-Barpeta
Pin-781301

Contact details:
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Email-dc-barpeta@nic.i

No.BPE- E/140828 /2

Date:- /2/2025

ADVERTISEMENT

In pursuance of the approval of the Government vide letter No 288438/89 dated 21/07/2023 issued by the General Administration Department, Assam, Dispur, Guwahati-6, applications are invited from intending candidates in the Standard Form of Application for filling up the post of '**ADMINISTRATIVE OFFICER**' in the amalgamated establishment of District Commissioner, Barpeta in the scale of Pay Band (PB-3 Rs. 22000/- - 97000/-) + Grade pay (Rs.11500/-) pm plus other allowances as admissible as per provision of (ROP) Rules, 2017 and under the Assam Ministerial District Establishment Service Rules, 1967 as amended .

Eligibility Criteria

1. Candidate must have served at least 15(fifteen) years in any of the establishment of the District Commissioner, Assam , and have experiences of different branches in general and establishment branches in particular.
2. The minimum qualification required is a Graduate Degree in any discipline from a recognized University in India.

How to Apply

- Applications must include a Present and Permanent Address and details of experience in different branches.
- Candidates should attach self attested copies of certificates, a copy of recent passport size photograph, ACRs of last 5 (five) consecutive years and any other relevant documents.
- Candidates must submit their applications through the proper channel with service records, to the District Commissioner, Barpeta within 15 days from the date of publication of the advertisement.

The selection will be conducted by the General Administration Department, Assam, Dispur, Guwahati-6 under the Assam Ministerial District Establishment Service Rules, 1967 as amended.

Signed by

Rohan Kumar Jha

Date: 27-02-2025 12:44:19

District Commissioner,
Barpeta.

Date :- .../02/2025

Memo No. BPE.E/140828 /2 -A
Copy to:-

1. The Joint Secretary to the Govt. of Assam, General Administration Department, Dispur, Guwahati-6

2. The District Commissioners within Assam for favour of kind information and wide publicity of the advertisement.
3. The District Development Commissioner, Barpeta for favour of kind information.
4. All Addl. District Commissioner, Barpeta for information.
5. All Circle Officers/ Election Officer/All Asstt. Commissioner of Barpeta District for information.
6. The DIPRO, Barpeta for wide publicity in 2(two) local News Papers preferably 1(one) in Assamese and 1(one) in English of next publication.
- ✓ 7. The DIO, NIC, Barpeta with a request to upload the Advertisement in the office website of Barpeta District Administration.
8. Notice Board of District Commissioner's Office, Barpeta.
9. Order file

e-signed
District Commissioner,
Barpeta