

**OFFICE OF THE PRINCIPAL  
NAGAON G.N.D.G. COMMERCE COLLEGE  
NAGAON :: ASSAM**

**DHE/CE/Roster/149/2017/101**

**Dated Kahilipara the, 23-12-2020**

**ADVERTISEMENT**

In pursuance to the communication received from the Director of Higher Education, Assam vide letter No. DHE/CE/Roster/149/2017/101 Dated- 23-12-2020. Applications are invited in **standard form (PART-IX) with complete Bio-data (including contact number, email)** eligible candidates for **1 (one) sanctioned Grade III posts: Junior Assistant (UR - R.P. No. 04)** in the revised pay scale. The upper age limit of the candidates as on **01-01-2020 is 40 years** which is relaxable up to **3 years for OBC/MOBC and 5 years for SC, ST & 10 years for PWD** candidates. Qualification: Bachelor Degree (**Arts/Science/Commerce**) from a recognized University with a Certificate/Diploma of Computer Operation of at least **six months** duration. Selection will be done through **written test (60%), Computer test (20%), and personal academic records (20%)** as per the latest guidelines issued by the Director of Higher Education, Assam and the Assam College Employees (Provincialization of Services) Rule, 2010 and guideline issued by Director of Higher Education, Assam vide letter no. DHE/CE/Misc/341/2016/12 dated 29.04.2017. The candidates must be **permanent resident of Assam** and should know the local language and must have working knowledge of Accounts & Budget related work & computer typing in English & Assamese in words and simple calculations in excel sheets. Interested candidates may submit their applications with self-attested testimonials to the **Principal & Secretary, Nagaon G.N.D.G. Commerce College, Panigaon, Nagaon, Assam, P.O.- Itachali, Pin-782003** within **15 days** of publication of this advertisement with a bank draft amounting **Rs. 500/- (five hundred)** only drawn in favour of **Principal, Nagaon G.N.D.G. Commerce College** payable at **SBI, Panigaon Chariali Branch**, In service candidates should apply through proper channel. Incomplete applications will be summarily rejected at the time of scrutiny and no call letter will be issued to such candidates. No excuse of postal delay will be accepted. Selection procedure and date of written & computer test etc, the candidates may refer email or message & College website [www.ngndgcollege.edu.in](http://www.ngndgcollege.edu.in)



Sd/-

**Dr. S.R. Mahanta**

Principal & Secretary

Nagaon G.N.D.G. Commerce College,  
Nagaon, Assam