GOVERNMENT OF ASSAM
OFFICE OF THE DISTRICT COMMISSIONER
HOJAI SANKARDEV NAGAR
(PERSONNEL BRANCH)

Office of the District Commissioner ★ Hojai ★

ADVERTISEMENT

In pursuance of the Government instructions communicated by the General Administration Department vide Letter No. GAD.49573/218 Dated 09. 09. 2026 , applications are hereby invited in the prescribed format for the post of **"Administrative Officer"** in the amalgamated establishment of the District Commissioner, Hojai, in the Pay Band-3 of ₹22,000–97,000/- with Grade Pay of ₹11,500/- per month, plus other allowances as admissible under the provisions of the **Assam Services (ROP) Rules, 2017**, as amended from time to time, and the **Assam Ministerial District Establishment Service Rules, 1967**, as amended.

The applicant must have served at least 15(Fifteen) years in any of the District Commissioner's establishment in Assam and must fulfill the eligibility conditions and have experience in different branches in General and in the establishment branch in particular as per The Assam Ministerial District Establishment Service (Amendment) Rules,2009" as amended. The applicant must possess graduate degree in any discipline from a recognized university in India.

Applications stating the **age, educational qualification, present and permanent address, and experience in different branches**, duly supported by **attested copies of certificates/documents**, along with **one recent passport-size photograph** and the **Annual Confidential Reports (ACRs) for the last 5 (five) consecutive years**, should reach the office of the undersigned on or before 07-12-2026....., positively.

The application must be submitted **through proper channel**, along with complete **service particulars**, to the office of the undersigned. **No application shall be entertained after** ...07-12-2026

Selection shall be made by the **Government in the General Administration Department** in accordance with the provisions of the **Assam Ministerial District Establishment Service Rules, 1967**, and the Assam Ministerial District Establishment Service (Amendment) Rules,2009 as amended.

Digitally signed by SANJOY DUTTA
Date: 19-11-2026 14:32:48

District Commissioner
Hojai

District Commissioner
Hojai

Memo No 193347 Date-Approved date

Copy to:

1. The Commissioner & Secretary to the Govt. of Assam, General Administration Department ,Dispur ,Guwahati for kind information.
2. The Joint Secretary to the Govt. of Assam, General Administration Department ,Dispur ,Guwahati for kind information.
3. All District Commissioners/Co-District Commissioners in the State of Assam. They are requested to circulate the advertisement for attention of the eligible candidates.
4. The District Information and Public Relations Officer (DIPRO), Hojai, for information and necessary action. He is requested to ensure **wide publicity of the advertisement through two (2) local newspapers, preferably one in Assamese and one in English**, for information of all concerned.
5. All Branches/Circle Officers of the amalgamated establishment of District Commissioner, Hojai for bringing it to the knowledge of the incumbents of their respective brancvhes/Circles.
6. DIO, NIC, Hojai for upload through district website.
7. Notice Board of DC, Hojai.

(e-signed)
District Commissioner
Hojai