# OFFICE OF THE **DIRECTOR OF HIGHER EDUCATION**, ASSAM, KAHILIPARA, GUWAHATI-19.

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No. DHE/CE/Misc/49/2021/113

Dated Kahilipara, the 29-01-2022

From:-

Sri Dharma Kanta Mili, A.C.S.

Director of Higher Education, Assam

Kahilipara, Guwahati-19.

To,

The Principal (All),

......College

Sub:

Forwarding of Govt. Office Memorandum regarding selection of Assistant

Professor/Librarian.

Ref:

Govt. O.M. No.AHE.239/2021/68, dated 24-01-2022.

Sir,

In inviting a reference to the subject cited above, I would like to forward herewith Govt. O.M. No. AHE.239/2021/68, dated 24-01-2022 which is self explanatory and to request you to follow the Govt. Office Memorandum while selecting new incumbent for the post of Assistant Professor and Librarian of your college.

The matter may be treated as Most Urgent.

Yours faithfully

Director of Higher Education, Assam

Kahilipara, Guwahati-19.

Dated Kahilipara, the 29-01-2022

Memo No. DHE/CE/Misc/49/2021/113-A Copy to:-

1) The Secretary to the Govt. of Assam, Higher Education Department, Dispur,

2) The P.S. to the Hor/ble Minister Education, Assam, Dispur, Guwahati-6, for kind appraisal of Hor/ble Minister Education, Assam.

Director of Higher Education, Assam Kahilipara, Guwahati-19.

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# GOVERNMENT OF ASSAM HIGHER EDUCATION DEPARTMENT DISPUR:::GUWAHATI-6

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No. AHE.239/2021/68

Dated Dispur, the 24th January 2022.

#### OFFICE MEMORANDUM

Subject:

Guidelines for selection of Assistant Professor/Librarians in provincialised, Govt. and Govt. Model Colleges of Assam.

In partial modification of Govt. O.M vide No. AHE.407/2017/54, dated 25/11/2020 issued by Higher Education Department, the Government of Assam in Higher Education Department is pleased to notify the following guidelines for selection of Assistant Professors/Librarians in provincialised colleges and Govt. Model Colleges of Assam.

#### **ELIGIBILITY QUALIFICATION:**

Qualification for Direct Recruitment of Assistant Professor (Reference Clause 3.0.0/4.0.0/4.40/4.4.1 of the UGC Regulations 30<sup>th</sup> June 2010).

- (i) Good Academic record as defined by the concerned University with at least 55% marks or an equivalent grade in a point scale at the Master Degree level in a relevant subject from an Indian University or an equivalent degree from an accredited foreign University.
- (ii) Besides, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET.
- (iii) Notwithstanding, anything contained in sub clause (i) and (ii) to the clause 4.40.1, of the UGC Regulations 30<sup>th</sup> June, 2010 candidates who have a Ph.D Degree in accordance with the University Grant Commission (Minimum standards and procedure for award of Ph.D Degree Regulation, 2009) shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET.
- (iv) NET/SLET/SET shall also not be required for such Master programmes in disciplines for which NET/SLET/SET is not conducted.
- (v) A relaxation of 5% may be provided at the graduate and Masters level for the Scheduled caste/Scheduled Tribe/ Differently-abled (Physically and visually differently-abled) categories for the purpose of eligibility. The 5% relaxation will not include any grace (clause-3.4.1)
- (vi) The period of time taken by Candidates to acquire M.Phil and /or Ph.D. Degree shall not be considered as Teaching/research experience for appointment to the positions (clause-3.9.0).

#### SELECTION COMMITTEE (clause -5.1.0 and 5.1.4)

- (a) The selection committee for the post of Assistant Professor in Colleges including Private Colleges shall have the following composition:
  - The Chairperson of the Governing Body of the College or his/her nominee from among the members of the Governing Body to be the Chairperson of the selection committee.
  - 2. The Principal of the College
  - 3. Head of the Department of the concerned subject of the college.

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- 4. Two nominees of the Vice Chancellor of the affiliating University of whom one should be a subject expert. In case of College notified/declared as Minority Educational Institution, the Chairperson of the College will nominate two persons from a panel of five names, preferably from minority communities, recommended by the Vice Chancellor of the affiliating University from the list of subject experts suggested by the relevant statutory body of the College of whom one should be a subject expert.
  - 5. Two subject experts not connected with the college to be nominated by the Chairperson of the Governing Body of the college out of a panel of five names recommended by the Vice Chancellor from the list of subject experts approved by the relevant statutory body of the University concerned. In case of colleges notified/declared as minority educational institution, two subject experts not connected with the University to be nominated by the Chairperson of the Governing Body of the college out of panel of five names, preferably from minority communities, recommended by the Vice-Chancellor from the list of subject experts approved by the relevant statutory body of the College.
    - If any of the candidates belongs to SC/ST/OBC/Minority/Women/Differentlyabled categories and there is no member representing these communities in the Selection Committee, the Vice- Chancellor shall nominate an academician representing SC/ST/OBC/Minority/Women/Differently-abled categories.
    - (b) To constitute the quorum for the meeting five members shall have to be present of which at least two experts from out of the three subject experts shall be present.

#### **CONVERSION OF GRADE POINT INTO PERCENTAGE:**

Conversion UGC's guidelines for standardized marking procedure of all Counts in terms of concrete marks against each item are as below:

It is hereby clarified that where the University/College/Institution declares result in grade points which are on a scale of seven, the following mechanism shall be applied by the Selection Committee for conversion of grade points to equivalent percentages.

Grade	Grade point	Percentage Equivalent
'O' Outstanding	5.50-6.00	75-100
'A'- Very good	4.50-5.49	65-74
'B'-Good	3.50-4.49	55-64
'C'- Average	2.50-3.49	45-54
'D'-Below Average	1.50-2.49	35-44
'E'-Poor	0.50-1.49	25-34
'F'-Fail	0.049	0.24

#### DISTRIBUTION OF MARKS: Total 100

I) Academic Record (72 marks)

i)	HSLC or equivalent examination	Maximum 9 marks
ii)	HSSLC or equivalent examination	Maximum 9 marks
iii	Degree	Maximum 24 marks

Master Degree in the concerned subject	Maximum 30 marks	
Master Degree in the concerned subject	Maximum 30 ma	

Marking for Academic records will be calculated as mentioned below:

	Part Same Land				- life in a evamination	
SI.			Candidates	Score in qu	alifying examination	Column-5
No.		Column-1	Column- 2	Column-	Column-4	Columnia
1.	10 <sup>th</sup>	85% and above=9	75% to less than 85% = 8	65% to less than 75%=7	50% to less than 65%=5	Less than 50%=2
2.	12 <sup>th</sup>	85% and above=9	75% to less than 85%= 8	65% to less than 75%=7	50% to less than 65%=5	Less than 50%=2
3.	Graduation	90% and above=24	80% to less than 90%=22	65% to less than 80%=17	50% to less than 65%=12	Less than 50%=7
4.	Post Graduation	90% and above=30	80% to less than 90%=27	65% to less than 80%=22	55% (50% in case (non-creamy layer)/ 65%=17	e of SC/ ST/ OBC (PWD) to less than

In case of Graduation and Post-graduation, CGPA grade will be converted to marks by the formula adopted by respective University.

II. Research Contribution and Teaching Experience (22 marks)

5.	Ph.D. in the concerned subject from UGC recognized University (marks will be awarded only if a candidate has Ph.D. Degree in addition to eligibility requirement of NET/SLET/SET). Off-campus Ph.D. is not recognized as per Govt. of Assam OM No. AHE.293/2008/147 dated 09/07/2012	13 marks
6.	M.Phil./M.Tech. Degree in the concerned subject from UGC recognized university. Off campus M.Phil is not recognized.	2 marks
7.	(I) Research paper/ article in the concerned subject/domain published in journal/Research Book/Proceeding volume with ISSN/ISBN/ (0.5 marks for each publication in ISSN/ISBN documents published in UGC recognized journals subject to maximum of 2 marks.	2 marks (per paper 0.5)
GE	(ii) Research paper/article in concerned subject/domain published in impact factor journal existing in the database of scopus, Web of science/Web of knowledge (1 mark for each publication subject to maximum of 2 marks)	2 marks (Per paper-1)
	(iii) 0.5 marks for each chapter/article in the concerned subject published in research/textbook with ISBN subject to maximum of 1 mark (in case of textbook, the	1 mark (per article 0.5)

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relevant textbook must be approved by a competent academic authority such as University	
Teaching /Library management experience in the concerned subject/domain (1 mark for each completed year of services after acquiring UGC norms in provincialised /Govt./Affiliated Degree College/Libraries of Govt. institute/Higher Secondary Classes of provincialised Schools. Subject to maximum of 2 marks). However, if the period of teaching experience is less than one year then the marks shall be reduced proportionately. In this case, a minimum of 3 (three) months teaching experience will be counted.	2 marks
EXTRA CURRICULAR ACTIVITY: 3 MARKS	
NCC having 'C' certificates	1 mark
Gold medal in any event of University/Youth festivals conducted by Universities having affiliated colleges (certificate must be submitted along with the application).	1 mark
Representing Assam in any Olympic sports event at the National Level (certificate must be submitted along with the application).	1 mark
	Teaching /Library management experience in the concerned subject/domain (1 mark for each completed year of services after acquiring UGC norms in provincialised /Govt./Affiliated Degree College/Libraries of Govt. institute/Higher Secondary Classes of provincialised Schools. Subject to maximum of 2 marks). However, if the period of teaching experience is less than one year then the marks shall be reduced proportionately. In this case, a minimum of 3 (three) months teaching experience will be counted.  EXTRA CURRICULAR ACTIVITY: 3 MARKS  NCC having 'C' certificates  Gold medal in any event of University/Youth festivals conducted by Universities having affiliated colleges (certificate must be submitted along with the application).  Representing Assam in any Olympic sports event at the National Level (certificate must be submitted along with

IV) Interaction with Selection Committee (Interview)- 3 marks.

All candidates must have proficiency in local Language. Instruction contained in this O.M. will come into force from the date issue of the O.M.

> Sd/-(B. Nath, ACS) Secretary to the Govt. of Assam Higher Education Department.

Memo No. AHE.239/2021/68-A,

Dated Dispur, the 24th January, 2022.

Copy to:

1. All Vice-Chancellors of Universities of Assam.

2. The Director of Higher Education, Assam, Kahilipara, Guwahati-19.

3. P.S. Hon'ble Minister, Education, Assam

- 4. P.S. to the Principal Secretary to the Govt. of Assam, Education Department, Dispur.
- 5. P.S. to Secretary to the Govt. of Assam, Higher Education Department.
- 6. All Registrars of Universities of Assam.

By Order etc..

Additional Secretary to the Govt. of Assam Higher Education Department.

# 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 6<sup>th</sup> 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 1<sup>st</sup> 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.
- 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



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

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 is 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

#### **GOVERNMENT OF ASSAM** OFFICE OF THE DIRECTOR OF HIGHER EDUCATION, ASSAM KAHILIPARA, GUWAHATI-19.

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

9.30

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. SHE/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

b. H.S.S.L.C (1<sup>st</sup> Division-5/2<sup>nd</sup> devision-4/3<sup>rd</sup> devision-3) Maximum = 5 marks

c. Degree (1<sup>st</sup> class-10/2<sup>nd</sup> class-7/Simple Pass-5) Maximum

Total =: 100 marks

Please ensure that the above mentioned guideline for selection of Grade-III (birectly 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

Kahilipara, Guwahati-19.

- (a) the minimum essential qualification for direct recruitment to the post or posts and the age limit of candidates;
- (b) the minimum essential experience, if any, for the post or posts;
- (c) whether there will be written test and if so, the name of the papers and the maximum marks, for each paper;
- (d) whether there will be typing test and if so, the maximum marks of the typing test; and
- (e) whether there will be interview and if so, the maximum marks for the interview.

#### NOTIFICATION

#### GOVERNMENT OF ASSAM GENERAL ADMINISTRATION (B) DEPARTMENT **DISPUR: GUWAHATI-6**

No.GAG(B) 199/2008/5, dated the 30th January, 2009

Sub. : Regarding minimum educational qualifications for different posts of Grade-IV in the amalgamated establishment of Deputy Commissioners.

Sir, I am directed to say that as per Rule 5(3) of the Assam Public Services (Direct Recruitment to Class-III and Class IV posts) Rules, 1997 published vide Notification No. ... 28/97/10 dated 01/08/97, the Govt. of Assam in General Administration Department prescribe the minimum educational qualifications for different posts of Grade-IV under the amalgamated establishment of Deputy Commissioners is as follows:-

- 1. All Grade-IV posts except Sweeper and Mali Class-VIII passed.
- 2. For the posts of Sweeper and Mali Kindly take follow up action accordingly.
- 6. Selection procedure- (1) The Selection shall be made by the above mentioned Selection Committee.
- (2) The Selection shall be made on the basis of merit by taking into account the performance in the written test, typing test and interview with reference to the mode of Selection as laid down by the Government instruction issued by the Administrative department udner the provision of sub-rule (3) of the Rule 5 with due regard to the reservation for the Scheduled Caste, Scheduled Tribes (Plains), Scheduled Tribes (Hills), OBC/MOBC etc., as per the provisions of the Assam Scheduled Caste and Scheduled Tribes (Reservation of Vacancies in Services and Posts) Act, 1978 and the Rules framed there-under and the Government instruction,

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# ৰাজপত্ৰ

## THE ASSAM GAZETTE

#### অসাধাৰণ EXTRAORDINARY

#### প্ৰাপ্ত কৰ্তৃত্বৰ দ্বাৰা প্ৰকাশিত PUBLISHED BY THE AUTHORITY

নং 339 দিশপুৰ, সোমবাৰ, 22 নবেম্বৰ, 2010, 1 আঘোণ, 1932 (শক) No. 339 Dispur, Monday, 22nd November, 2010, 1st Agrahayana, 1932 (S.E.)

# GOVERNMENT OF ASSAM ORDERS BY THE GOVERNOR EDUCATION (HIGHER) DEPARTMENT, DISPUR

#### NOTIFICATION

The 15th November, 2010

No. B(2)H.12/2003/Pt-II/113: - In exercise of Powers conferred under sub-section (I) of Section 12 of the Assam College Employees (Provincialisation) Act, 2005 (Assam Act, No. XLVI of 2005), the Governor of Assam is hereby pleased to make the following Rules for carrying out the purposes of the said Act, namely:-

Short title, extent and

- (1) These Rules may be called the "Assam College Employees (Provincialisation) Rules 2010".
  - (2) They shall come into force on the date of their publication in the Official Gazette.
  - (3) They shall extend to the areas to which the Act applies.

Definitions

- In these Rules unless the context otherwise requires.
  - (a) "Constitution" means the "Constitution of India";
  - (b) "Governor" means the "Governor of Assam";
  - (c) "Act" means the "The Assam College Employees (Provincialisation), Act, 2005 (Assam Act, XLVI of 2005);
  - (d) "Board" means the "State Selection Board";
  - (e) "Selection Committee" means the Selection Committee Constituted under these Rules.
  - (f) "Departmental Promotion Committee" means a Departmental Promotion Committee constituted under these rules.
  - (g) "Director" means the Director of Higher Education, Assam";
  - (h) "UGC" means the "University Grants Commission", established under the UGC Act, 1956 (Central Act. No. 3 of 1956).

Class and Cadre. 3

Each College shall be a separate entry for the purpose of cadres of employees. All Cadres and their class in the Assam Provincialised Colleges will be the same as in Government Colleges.

THE ASSAM GAZETTE, EXTRAORDINARY, NOVEMBER 22, 2010

Strength of Service.

2630

 The Strength of each cadre in respect of each of the post for each of the colleges shall be as sanctioned by the Government from time to time.

Method of Recruitment.

- 5. Recruitment shall be made in the manner prescribed hereinafter;
  - (1) Appointment to the post of Principal shall be by direct selection. For this the Governing Body shall constitute a Selection Committee, which shall select a person on the basis of an interview from amongst eligible candidates who apply in response to an open advertisement in newspapers. The Governing Body shall recommend this candidate to the Director, who shall issue orders of appointment.
  - (2) For the post of Lecturer/Librarian appointment shall be made by direct recruitment with prescribed qualifications through open advertisement in two leading dailies atleast in two consecutive issues. In respect of Grade III and Grade IV posts the list of candidates shall be collected from the local employment exchange/Advertisement in newspaper.
  - (3) Appointment to Head Assistant shall be made by promotion from the cadre of Upper Division Assistants on the basis of seniority cum merit.
  - (4) Appointment to the post of Upper Division Assistant shall be made on promotion from Lower Division Assistants/Laboratory Assistants/Library Assistants on the basis of Seniority cum merit.
  - (5) The Post of Lower Division Assistant, Laboratory Assistant, Library Assistant shall be filled up by direct recruitment and from Laboratory Bearers/Library Bearers/Grade IV having qualification as prescribed in the ratio of 75:25.
  - (6) Placement of Lecturers/Librarians in Selection Grade/Senior Grade Scale of pay shall be done by the Governing Body as per Rules prescribed by the UGC and the State Government from time to time on the recommendations of the Departmental Promotion Committee.
  - (7) In all these cases, the Governing Body shall conduct the selection process and recommend to the Director, who shall issue orders of appointment.

Assessment of 6. Vacancies.

7.

Before the end of every year the Governing Body shall make an assessment of the likely number of vacancies to be filled up by promotion/direct recruitment in the next year in each cadre and determine which of these vacancies would go for reserved categories;

Direct Recruitment.

- (a) All appointment either by direct recruitment or by promotion shall be made by the Director on the basis of recommendations of the Governing Body based on the recommendations of the Selection Committee/Departmental Promotion Committee duly constituted;
- (b) The Director shall communicate his orders within thirty days;
- (c) The Selection Committee may hold such test of interview for all posts as may be considered necessary. For posts for which UGC has prescribed norms, no candidate shall be recruited without having the required norms;
- (d) All fersh appointments shall be made on receipt of police verification report.

Age Limit 8 and Qualification.

The minimum and maximum age, academic qualification, physical fitness etc. for direct recruitment shall be the same as in Government Colleges in the corresponding Grades.

General 9. Procedure for Promotion.

- (i) The Governing Body shall furnish to Departmental Promotion Committee the following documents and information in respect of the persons to be considered for promotion. The number of persons to be considered for promotion shall be four times of the number of vacancies as assessed for filling up by promotion in that cadre. This shall be in order of seniority in the Gradation List;
  - (a) The number of vacancies with reservations;

- (b) List of employees in order of seniority eligible for promotion (separate list for promotion to the different cadres shall be furnished) indicating the cadre to which the case of promotion has to be considered;
- (c) Character Rolls and other records of the persons listed;
- (d) Any other documents and information as may be required by the Selection Committee;
- (ii) The Governing Body shall request the Departmental Promotion Committee to recommend the list of employees found suitable for promotion in order of preference within one month in respect of promotion to each of the cadre in which appointment is to be made by promotion;
- (iii) The Selection shall be made on the basis of seniority cum merit in each case of promotion;
- (iv) The Departmental Promotion Committee after examination of the documents and information furnished by the Governing Body shall recommend a select list of candidates equal to the probable vacancies in order of preference/ merit found suitable for promotion;
- (v) The Select list shall remain valied for 12 months;
- (vi) The promotion shall be in according with the list prepared by the Deapartmental Promotion Committee;

Selection Committee/ Departmental Promotion Committee.

- 10. (A) Committee for selection of candidates for appointment on direct recruitment of lecturers and librarians shall consists of the following:-
  - (i) President of the Governing Body
- Chairman
- (ii) Head of Department (Concerned)
- Members
- (iii) Two nominees of the Vice-Chancellor of the affiliating University (out of whom one should be subject expert)
- (iv) Secretary of the Governing Body
- Member Secretary.
- (v) Two subject experts not connected with the college to be nominated by the President of the Governing Body out of a panel of names approved by the Vice-Chancellor of the affiliating University;

Two third majority will constitute the quorum with mandatory presence of University expert nominee;

- (B) Committee for selection of candidate for appointment of direct recruitment of all other posts shall consist of the following:-
  - (i) President of the Governing Body
- Chairman
- (ii) Secretary of the Governing Body
- Member Secretary
- (iii) Two heads of Department to be nominated
- Member
- by the President, Governing Body.
- (C) Departmental Promotion Committee for all posts shall consists of the following:-
  - (i) President of the Governing Body
- Chairman

(ii) Principal of the College

- Member Secretary
- (iii) One senior most Head of the Department of the College.
- Member

Disqualification 11.

- . No person shall be eligible for appointment :-
  - (a) Unless he is a citizen of India, and;
  - (b) If he/she is practicing bigamy Provided that Government may, if it is satisfied that there are special grounds for doing so exempt any person from the operation of this Rule;
  - (c) No person who attemps to enlist support for his/her candidature directly or indirectly by any recommendation either written or oral or by other means shall be appointed.

Reservation

In all cases of appointment by direct recruitment as well as by promotion there shall be reservations for candidates belonging to the members of the SC, ST as per provision of the SC, ST (Reservation of Vacancies in Services and Posts) Act, 1978 and Rule framed thereunder. There shall also be reservations for candidates belonging to OBC as per Government instructions. General order in respect of reservation in favour of other categories of candidates like physically handicapped as may be in force shall also be followed. Since an individual college is a seperate entity for the purposes of cadres, reservations would be applicable college-wise for each individual cadre seperately for which a proper register of roster shall be maintained. As Principal is a single post cadre no reservation would be applicable to it. The Governing Body shall be responsible to ensure that reservations are made as per Rules.

Probation & Confirmation.

13. Subject to availability of a permanent vacancy in the respective cadre a person appointed on direct recruitment shall be placed according to seniority on probation against the permanent vacancy for a period of 2 years before he is confirmed.

Training

 A person appointed on direct recruitment shall be required to undergo such training and pass such departmental examinations as Government may prescribe.

Discipline & Appeal

15. All employees of the Assam Provicialised Colleges shall be governed under the provisions of "Assam Services (Discipline & Appeal) Rules 1964, Assam Civil Services Conduct Rules 1965" and guidelines made thereunder.

Scale of Pay

 All appointment shall be made in the time scale of pay as my be prescribed by the Government from time to time.

Seniority

17.

(a) Inter-se-seniority of employees belonging to each of the cadres shall be in the order in which their names appear in the select list prepared by the Selection Committee provided he/she joins in the post within 15 (fiften) days from the date of receipt of the appointment order or within the extended period not exceeding three months;

Provided that if a candidate is prevented from jointing within this period by circumstances of public nature or for reasons beyond his control, the appointing authority may extend it for a further period of 15 days. If the period is not so extended the seniority shall be determined according to the date of joining;

- (b) If two persons are appointed on the recommendation of the selection committee in different batches, than the person who was recommended in the earlier batch shall be senior to the person who was recommended in the later batch;
- (c)If two or more persons are bracketed in the merit list by the selection committee, the inter-se-seniority of these persons shall be determined according to the date of birth;
- (d) A person appointed by promotion against a vacancy occurring in a year shall be senior to a person appointed by direct recruitment of the year.

Gradation List 18.

The College shall publish a gradation list every year cadre wise, indicating the relative seniority and date of birth, date of appointment etc. of each employee.

Transfer 19.

There shall not be any transfer of employees from one college to another, except in a situation wherein a stream of study or a subject is closed down in a college by the Government on a proposal from the Governing Body and some teachers have become surplus. Only in such a suituation the Government may transfer these teachers and adjust them elsewhere. In such a situation of seniority of the transferred teachers would be fixed in the new college on the basis of their date of joining in the original college.

Maintenance of 20. Registers and Records. The College authorities shall maintain such Registers and records in suitable form as may be prescribed by the Government from time to time with a view to recording the service particulars of the employees. In particular the College shall maintain the service books other service records and the leave accounts of all employees.

GPF and Pension. (i) Notwithstanding anything contained in these Rules, the existing Rules and orders applicable to State Government employees on pension, GPF, Leave,
 TA etc. will be applicable in case of Provincialised College Employees.

(ii) The existing employees shall be governed by the existing pension Rules of the Government;

Provided that the employees who joined on or after 1st day of February, 2005 shall not be covered by the existing Pension Rules of the Government. They shall be governed by such Pension Rules or Scheme as the case may be framed by the Government in respect of other similarly situated employees of the Government;

- (iii) The Director, Higher Education, Assam shall forward a college wise list of employees already retired or due to retire within the next calender year in the format as prescribed for government Degree College, so as to reach the Accountant General by 30th September every year;
- (iv) The College shall process all Pension cases and submit to the Director who shall sanction and authorize provisional Pension/Gratuity on the basis of these rules and the "Assam Service (Pension) Rules, 1969" as applicable;
- (v) The employees who have opted for pension scheme under the provision of Clause 8 of the Act will discontinue their C.P.F. contribution, open G.P.F. account with the Accountant General. Such employees will compulsorily subscribe to the Fund at the prescribed minimum rate of 6.25% of basic pay per mensem;
- (vi) The Pension shall be authorized from the date of coming into force of the Act i.e. 1st day of December, 2005;

Leave

22. The Governing Body of the College shall be authority to sanction all leaves excluding study leave for all its employees.

Lien/deputation 23, and Study Leave.

Lien, deputation and study leave to the employees of the Assam Provincialised Colleges shall be granted by the Government for which proposals shall be routed through the Director. The norms applicable to Government Colleges would be applicable in their case.

No Objection Certificate for Higher Studies and applying for jobs.  The Governing Body shall issue No Objection Certificate to the college employees for applying for admission to course of higher studies and for other jobs.

Authority for acceptance of Resignation/ Voluntary Retirement.  The Director, on the recommendations of the Governing Body shall be the authority for accepting or rejecting requests for resignations and voluntary retirement.

A.C.R.

26. The Principal of the College shall be the recording officers and the Governing Body, will be the Reviewing and Accepting Authority for the Annual Confidential Report of all employees excepting Principal. In case of the Principal the President of the Governing Body shall be the recording authority and the Director of Higher Education, Assam shall be the Reviewing and Accepting Authority.

Residual power of Appoointing Authority

27. The Governing Body of the College shall exercise all other powers of the Appointing Authority as per usual norms.

PRINCIPAL PRINCIPAL PRINCIPAL NAGAON COLLEGE COMMERCE CASSAM NAGAON ASSAM

#### H. M. CAIRAE.

Additional Chief Secretary to the Government of Assam, Education (Higher) Department, Dispur, Guwahati-6.



### Eligibility for Admission:

B.Com: Candidates who pass H.S.(10+2) Examination in Science / Arts / Commerce under AHSEC / CBSE with at least 45% (For General / OBC / MOBC) and 40% for (SC / ST / STH) are

MEKCE COLLEGI

Admission to the college is strictly on the basis of merit. But there is reservation for candidates belonging to S.C./ S.T./ PWD / OBC / MOBC Categories as per Govt. rules.

The candidates selected for Degree Course must get themselves admitted on the very day of the interview. Failure to turn up at the interview will forfeit the claim for admission. The date of commencement of the new classes is announced after the admission.

M.Com.: Students who qualify in the Common Entrance Test conducted by GU only can apply

BBA: Candidates who pass HS (10+2) Examination in Arts, Science or Commerce under AHSEC or from any other Board or Council recognized by Gauhati University securing at least 45% marks or who pass the 3 years diploma course in Engineering recognized by the G.U with at least 45%

B.Sc.: Candidates securing 45% and above marks secured in H.S. (10+2) Exam in Science under

## NUMBER OF SEATS AVAILABLE:

B.Com. 1st Sem. (Honours): 350 M.Com (Honours): 60 B.B.A · 25

B.Sc. 1st Sem. (Honours): 115

Physics-25, Chemistry-20, Botany-20, Zoology-20, Mathematics-30

Students desirous to take up Honours will be allowed to give three choices of subjects according to their preference and seats will be allotted accordingly. If the seats of a particular subject are filled-up then Honours will be allotted in the subjects of 2nd or 3rd preference as given by the student

#### **Examinations:**

- · All the internal and sessional examinations and assignments are a part of the university examinations and are conducted according to university guidelines. 75% attendance is compulsory to qualify in the sessional examination.
- · Any student who fails to submit assignments or does not sit for sessional exams in any paper will not pass the university examination and will be considered as arrear in the concerned subject.





# Nagaon Gopinath Dev Goswami COMMERCE COLLEGE