



SITUATION VACANT

In pursuance of DHE's Letter No. DHE/CE/Misc./49/2021/184 dated 12.06.2023 Applications are invited in the Format prescribed by the DHE, Assam along with complete Bio-Data and all testimonials from HSLC onwards from eligible candidates for filling up the following

Vacant Sanctioned Posts of Assistant Professor **at DIGBOI COLLEGE, Digboi- 786171:**

1. BOTANY

1 Post: OBC/MOBC, Roster point – 13

2. NEPALI:

1 Post: UR, Roster point – 23

3. PHYSICS:

1 Post: ST(H), Roster point – 30

Terms & Conditions:

- The educational qualification and selection procedure will be as per Govt. Office Memorandum No. AHE.239/2021/68 dated 24.01.2022 .
- The candidates must have minimum 55% marks (or an equivalent grade point scale) at the master's degree level in the concerned subject. A relaxation of 5% marks may be provided to the at the graduate and Masters level for the SC/ST/PWD categories for the purpose of eligibility.
- The candidate has to acquire qualifications as on the last date for submitting applications.
- Eligibility like M.Phil./ Ph.D./Seminar Papers/Publications can be acquired and submitted on date of interview and not beyond.
- The age of the candidates should not exceed 38 years as on 01.01.2023 with relaxation of 5 years for SC/ST, 3 years for OBC / MOBC and 10 years for PWD candidates.
- The Candidates must be from State of Assam (must have PRC) and must know Local Languages.
- Candidates in service must apply through proper channel with NOC obtained from the concerned authority.
- Application, accompanied with a non-refundable Demand Draft of Rs.1500/- (Rupees one thousand five hundred only) drawn in favour of **Principal & Secretary, Digboi College, Digboi** payable at SBI, Digboi Branch, must reach the undersigned within 15 days from the date of publication of this advertisement.
- Incomplete applications will be summarily rejected. No excuse of postal delay will be accepted.
- Candidates can download **Application Format** prescribed by the DHE, Assam from the College website.
- Those who have already applied for the post of Nepali need not apply.

31/07/2023

Dr. Dip Saikia
PRINCIPAL & SECRETARY,
DIGBOI COLLEGE,
ITABHATA, DIGBOI
Dist-Tinsukia, Pin - 786171, Assam
website www.digboicollege.edu.in

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

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

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

College Establishment -
29.1.2022

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

102

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 30th 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 30th 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 :
1. 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.

- (21A)
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.
 6. If any of the candidates belongs to SC/ST/OBC/Minority/Women/Differently-abled 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

iv) Master Degree in the concerned subject	Maximum 30 marks
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Marking for Academic records will be calculated as mentioned below:

Sl. No.		Candidates Score in qualifying examination				
		Column-1	Column-2	Column-3	Column-4	Column-5
1.	10 th	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 th	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 of SC/ ST/ OBC (non-creamy layer)/(PWD) to less than 65%=17	

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)
	(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)

	relevant textbook must be approved by a competent academic authority such as University	
8.	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		
9.	NCC having 'C' certificates	1 mark
10.	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
11.	Representing Assam in any Olympic sports event at the National Level (certificate must be submitted along with the application).	1 mark

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..

W

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

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

No.DHE/CE/Misc/49/2021/Pt/5

Dated Kahilipara, the 09th February'2022.

From: Shri Dharma Kanta Mili, ACS,
Director of Higher Education, Assam
Kahilipara, Guwahati- 19.

To, ✓ The Principal (All)
PDUAM/ GMC/ Provincialised Colleges.

Sub: **Regarding selection of candidate for the post of Assistant Professor/ Librarian against valid sanctioned post(s).**


Ref: Govt. letter No. AHE.06/2022/Pt./4, dated 03-02-2022.

Sir,

In inviting a reference to the subject cited above, I would like to request you to publish advertisement for filling up of vacant sanctioned post of Assistant Professors/Librarians of your college after satisfying the following terms and conditions:

1. Approval of the Roster for filling up the vacant post from the Govt. as well from this Directorate.
2. 38 years as on 1st day of the year in which the advertisement is issued with relaxation of 5 years for SC/ST and 3 years for OBC/MOBC and 10 years for PwD candidates. Advertisement must be published in 2(two) widely circulated leading daily News Papers of Assam with clear 15 days time and the whole process of selection of candidates should be completed on or before 45 days, advertisement to appear in college website also.
3. Fulfillment of Educational qualification as per Govt. O.M. No.AHE.239/2021/68, dated 24-01-2022.
4. Reference date for acquiring qualification, Candidate has to acquire qualifications as on the last date for submitting applications. Eligibility like M.Phil/Ph.D/Seminar Paper/Publications can be acquired and submitted on date of interview and not beyond.
5. Governing Body of the concerned college should ascertain that the posts are not subjudiced/personal post and not already withdrawn by the Government.
6. Governing Body of the college should give an undertaking that the concerned sanctioned post (s) has not been previously filled up on falling vacant.
7. The Governing Body of the college should ensure that the post shall be filled up with strict compliance with the provision of the AFRBM Act,2005,existing reservation Act and Rules, Rulings of the Hon'ble Supreme Court as well as order of Hon'ble High Court and in accordance with Service Rules and due procedures established by law and also filling up the vacant post against sanctioned vacant post only.
8. While selecting the candidate, the college authority should strictly follow the Govt. O.M. issued vide No.ASE.626/2021/3, dated 15-12-2021.
9. The college authority is requested to submit the proposal as per the check list enclosed herewith to the DHE latest by 31st March, 2022.

Yours faithfully,

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

Dated Kahilipara, the 09th February'2022.

Memo No.DHE/CE/Misc/49/2021/5-A,

Copy to :

1. The Special Commissioner, Higher Education Department, Dispur, Guwahati-06.
2. The Secretary to the Govt. of Assam, Higher Education Department, Dispur, Guwahati-06.
3. P.S. to the Hon'ble Minister Education, Assam, Dispur, Guwahati-06, for kind appraisal of the Hon'ble Minister Education, Assam.
4. P.S. to the Hon'ble Advisor, Education, Govt. of Assam, Dispur, Guwahati-06.
5. P.S. to the Principal Secretary to the Govt. of Assam, Higher Education Department, Dispur, Guwahati-06.

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

**CHECKLIST FOR APPOINTMENT OF ASSISTANT PROFESSOR IN PROVINCIALISED/
PDUAM/ GOVT. MODEL COLLEGES**

Sl. No.	Nature of Document		Serial No. of the documents
1)	Name of the College		
2)	Name of Post		
3)	Department		
4)	Name of recommended candidate		
5)	Administrative approval No. & date		
6)	Reservation as per approved Roster Register (copy must be enclosed)	Reservation: Roster Point No.:	
7)	Date of Advertisement		
8)	Date of Birth		
9)	Age as on the 1 st day of the year in which advertisement issued		
10)	Age Proof		
11)	Caste Certificate (wherever applicable)		
12)	PRC		
13)	NOC (if employed)		
14)	Post against which the appointment is made		
15)	Declaration about Court Case for this post		
16)	Declaration of members of the selection committee about relationship with the candidate		
17)	Mark sheet/ Certificate from HSLC onwards		
18)	Master Degree PC (%) of Marks & Name of University:	PC (%) of Marks: Name of University:	
19)	NET	Date of Passing:	
20)	SLET	Date of Passing:	
21)	Ph.D. Degree	Date of Notification: Name of University:	
22)	M.Phil Degree	Date of Notification: Name of University:	
23)	GB resolution No.& date		
24)	Comparative marking statement		
25)	Individual marking statement		
26)	Consolidated marking statement		
27)	Selection Committee Report	Date:	
28)	Research paper/ Publication		
29)	Certificate of Teaching experience (if any)		
30)	NCC certificate (if any)		
31)	Certificate of Gold Medal (if any)		
32)	Certificate of representing Assam in any Olympic Sports event at the National Level (if any)		

APPLICATION FOR THE POST OF ASST. PROFESSOR IN PROVINCIALISED COLLEGES

REF. ADVERTISEMENT NO.

Published in theon.....

To,

The Principal..... College

District:

Space for photograph please paste a passport size photo here
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1.	Name of the College for which application submitted.	
2.	Post for which application submitted	Asst. Professor Subject.....
3.	Name of the candidate in Block Capital letters	
4.	Name of Father/Mother/Husband ✓ Tick the appropriate word in regard to relation	Relation: 1. Father 2. Mother 3. Husband
5.	Category, tick the appropriate serial no.	1. General 2. OBC/MOBC 3. SC 4. STP 5. STH 6. Differently able
6.	Present address of the candidate Write your complete address With PIN no.	
7.	Permanent address, if permanent and present address are same write "do"	
8.	Phone No. for contact	
9.	Your mail id which will be used for communication	
10.	Age on 1 st January, 2019 attach your HSLC admit card (it is must)	YY MM DD
11.	Are you employed? Where? State the organization and the post you hold there.	
12.	Whether you are applying through NOC from the Present employer? Enclose NOC from Present Employer	
13.	Educational Qualification	Please fill in the Annexure A of this application and attach it. Nothing to be stated here.
14.	Teaching Experience in terms of number of years, please attach a certificate to this effect.	
15.	Are you Proficient in Local language? Tick the appropriate column	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
16.	Are you Indian National, if so how?	
17.	Attach your certificate for the Reserved category from appropriate authority.	
18.	Details of Application Fee paid.	

Date:

Certificate: I certify that the particulars stated above are true and nothing has been concealed.

Signature of Candidate in full

Annexure A

Details of Educational Qualifications

Attach this annexure at the top of the testimonials just below the Application Form

With Photocopies. Give a serial no. on the copies and indicate the serial no. in the last column

	Particular	Name of Board/ University	Year of Passing	Division secured	Percentage of Marks obtained by you	Sl no. of the document in the bunch of document submitted by you. (give serial no. to each document you submit)
1.	High School Leaving Certificate Examination					
2.	Higher Secondary Examination					
3.	B.A./B.Sc./B.Com. Examination					
4.	Masters					
5.	Ph.D./M.Phil		Date of Notification from the University	Not applicable	Not applicable	
6.	NET					
7.	SLET					
8.	Other Qualifications					

Details of Chapters/Publications with ISSN and ISBN Nos.

- 1.
- 2.
- 3.
- 4.
- 5.

Teaching Experience

SL NO	Name of the Institute	From..... to Specify period of teaching	Status of the Institute whether Affiliation from University received or not
1			
2			

Signature of Candidate

NB: Fill up the Form legibly and use CAPITAL letters.