

GOVERNMENT OF ASSAM  
HIGHER EDUCATION DEPARTMENT, DISPUR

ORDERS BY THE GOVERNOR  
NOTIFICATION

Dated.....2024.

In exercise of the power conferred by sub-section (1) of section 12 of the Assam College Employees (Provincialisation) Act, 2005 the Governor of Assam is hereby pleased to make the following rules, namely :-

- Short title extent and commencement      1. (1) These rules may be called the Assam College Employees (Provincialisation) Rules 2024.
- (2) They shall come into force on the date of their publication in the Official Gazette.
- Definitions      2. In these rules unless the context otherwise requires,-
- (a) "Constitution" means the "Constitution of India";
- (b) "Director" means the Director of Higher Education, Assam";
- (c) "Governing Body" means the Governing Body of a College as referred under clause (d) of section 2 of the Act,
- (d) "Governor" means the "Governor of Assam";
- (e) "Recruitment Board" means the "Assam College Services Recruitment Board" constituted under sub-section (1) of section 6 of the Act,
- (g) "UGC" means the "University Grants Commission", established under the UGC Act, 1956 (Central Act. No. 3 of 1956).
- Classes and Cadre      3. Each College shall be a separate entity for the purpose of cadres of employees. The cadres under each provincialised college shall be the following, namely :-
- Grade I      (i) Principal
- (ii) Associate Professor
- (iii) Assistant Professor
- (iv) Librarian
- Grade III      (i) Assistant Librarian
- (ii) Head Assistant
- (iii) Senior Assistant
- (iv) Junior Assistant
- (v) Laboratory Assistant
- Grade IV      (i) Peon (MTS)
- (ii) Laboratory Bearer (MTS)
- (iii) Library Bearer (MTS)


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Strength of Service 4. The Strength of each cadre in respect of each of the posts for each of the colleges shall be as notified by the Government from time to time, and the Cadre strength (college-wise) is as mentioned in **Schedule-I** of these rules.

Method of Recruitment 5. (1) The following posts shall be filled up by direct recruitment,-  
(a) Principal  
(b) Assistant Professor  
(c) Librarian  
(d) Assistant Librarian  
(e) Junior Assistant  
(f) Library Assistant  
(g) Peon, Chaukidar, Mali, Laboratory Bearer  
(2) The following posts shall be filled up by promotion,-  
(a) Associate Professor  
(b) Head Assistant  
(c) Senior Assistant

Procedure of direct recruitment 6. (1) Before the end of each year, the Governing Body shall make an assessment of the likely number of vacancies to be filled up by Direct Recruitment against the sanctioned posts on the basis of Pupil Teacher Ratio in each department for last three years from the current enrolment and teachers in position along with reservation and accordingly prepare the requirement for twice in a year, from 1<sup>st</sup> April to 30<sup>th</sup> September and 1<sup>st</sup> October to 31<sup>st</sup> March.  
(2) The Governing body of the Colleges shall forward the list of vacancies to the Director of Higher Education Department.  
(3) The Director of Higher Education Department shall forward the list of vacancies to the Higher Education Department for approval for filling up the vacancies.  
(4) After giving approval the Higher Education Department shall forward the list of vacant posts to the Recruitment Board for taking necessary action for filling up the vacant posts and recommend the select list to the Government.  
(5) The Recruitment Board shall conduct the Recruitment test or interview as may be necessary as per procedure in the regulations of the Board and as per instruction given by Government from time to time, which shall be held twice in a year, from 1st April to 30th September and 1st October to 31st March.  
(6) After selection of candidates the Recruitment Board shall prepare a select list on the basis of merit and recommend the select list to Government for appointment.  
(7) The number of candidates shall be equal to the number of vacancies.

  
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Procedure of  
Recruitment

7. The direct recruitment to the cadres of college service shall be made by Recruitment Board constituted by Government as per section 6 of the Act.
- (1) Appointment to the post of Principal shall be by direct recruitment. Recruitment Board shall select a qualified candidate for the said post on the basis of interview from amongst eligible candidates who have applied in response to an advertisement in newspapers. Such selected candidate shall serve as Term Principal in the college for a period of three years and shall be entitled to such additional monthly allowances, as may be fixed by the Government in addition to their salary as Associate Professors.
  - (2) On completion of the tenure of three-years as Term Principal, they shall be recommended for regular Principal by the Recruitment Board upon satisfactory performance appraisal report and on fulfillment of other conditions laid down in these rules and accordingly the Term Principals shall be regularised as Principals in their respective colleges.
  - (3) On account of the appointment of a Term Principal as Regular Principal, the original post of Associate Professor in the parent college shall become vacant and Governing Body shall inform about the vacancy to the Director, Higher Education Department and request to take necessary action for filling-up the vacancy by the Recruitment Board.
  - (4) The recruitment to the post of Assistant Professor and Librarian, shall be made by direct recruitment through the Recruitment Board as per the eligibility criteria mentioned in these rules and in the Schedule and following the procedure prescribed in the Schedule.
  - (5) Seventy five percent of the total cadres in the Post of Junior Assistant, Library Assistant, and Laboratory Assistant shall be filled up by direct recruitment.
  - (6) Twenty five percent of the Post of Junior Assistant, Library Assistant, Laboratory Assistant shall be by promotion from Laboratory Bearers or Library Bearers or Peon or MTS having qualification as prescribed in these rules.
  - (7) All appointment of direct recruitment shall be made by the Director on the basis of recommendations of the Recruitment Board after being approved by Higher Education Department.
  - (8) The Director of Higher Education shall communicate his appointment orders within thirty days from the date of receipt of the approval from the Higher Education department.

Age

8. A candidate for direct recruitment shall not be less than 21 years and more than 39 years of age on the 1<sup>st</sup> January of the Year of Recruitment, with relaxation in case of candidates belonging to special categories like Scheduled Castes, Scheduled Tribes and any other category as laid down by government in accordance with the provisions of law in force.

Academic  
Qualification

9. The academic qualification of the candidate for direct recruitment shall be as prescribed by the Government from time to time, the qualifications and experience and the syllabus of the written test and interview shall be as on the date of commencement of this rule shall be as in the **Schedule II**.

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- Character
10. A candidate for direct recruitment shall produce to the Recruitment Board certificate of good character from -
- (a) the principal Academic Officer of the University or College in which he studied last; and
  - (b) two respectable persons, who are well acquainted with (but not related to the candidate.)
- Physical Fitness
11. A candidate for direct recruitment shall be,
- (1) of sound health, both mentally and physically and free from organic defect or bodily infirmity likely to interfere with the efficient performance of his duties ; and
  - (2) required to undergo medical examination before appointment to the service.
- Procedures for Promotions (Non-Teaching staff)
12. (1) Before the end of each year, the Governing Body shall make an assessment of the likely number of vacancies to be filled up in the next year by promotion against the sanctioned posts and prepare a list of vacant posts for promotion and forward to the Departmental Promotion Committee for filling up the said post.
- (2) The Governing Body shall submit the promotion proposal to the Departmental Promotion committee along with following documents and information along with the list of candidates eligible for promotion.
- (a) Number of vacancies
  - (b) Lists of Candidates in order of seniority eligible for promotion (separate lists for separate subjects) indicating the cadre to which the case of promotion is to be considered.
  - (c) Details about reservations
  - (d) Annual assessment and Annual Performance Appraisal Report (ACR)
  - (e) Any other documents or information as Governing Body considered essential.
- (3) The Departmental Promotion Committee shall conduct the selection for promotion on the basis of seniority cum merit in each case of promotion and shall prepare a select list of candidates equal to the number of vacancy.
- (4) The select list so prepared shall be forwarded to the Governing Body.
- (5) The Governing Body shall consider the select list prepared by the Departmental Promotion Committee along with other documents and unless it considers any change necessary, approve the list and forward the same to the Director of Higher Education for approval of the select list.
- (6) The Director of Higher Education upon scrutiny of the promotion proposals received from the Colleges

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Constitution of Departmental Promotion Committee (for Non-Teaching staff)

13. The Departmental Promotion Committee for the promotion of the non-teaching employees of the concerned College shall consist of the following members namely:-

(i)	President of the Governing Body	Chairperson
(ii)	Principal of the College	Member Secretary
(iii)	One Senior most Head of the Department of the College	Member

Procedures for Promotions –Faculty members and Librarians

14. (1) The eligible Faculty member and Librarian upon fulfillment of conditions and eligibility laid down by Govt. notification/O.M. regarding promotion shall apply for promotion and the same shall be verified and forwarded by Principal of the concerned College to the Director of Higher Education.
- (2) The Director Higher Education shall verify the promotion applications for fulfillment of conditions and eligibility laid down by the Govt. notification/O.M. regarding promotion.
- (3) The Director Higher Education shall forward the promotion applications furnished by the Principal of the concerned College to Higher Education Department for placing before the Board for promotion.
- (4) Recruitment Board after examination of the documents and information furnished by the Higher Education Department shall conduct the promotion process as per provision of these rules, and recommend to the Higher Education Department the list of candidates equal to the number of vacancies found suitable for promotion in order of merit in respect of promotion to each of the cadres in which appointment is to be made by promotion.
- (5) The Board shall assess the eligibility of the candidates for promotion, as per the Govt. notification/O.M. regarding promotion, and recommend or reject the candidature for promotion to the Higher Education department.
- (6) On receipt of the recommendations of candidates for promotion from the Board, the Higher Education department shall give approval and return to the Director Higher Education for notification and fixation of pay.
- (7) The Director, Higher Education Department after receipt of the select lists of the promotional candidate shall prepare the revised pay scale and issue the promotion order to the successful candidates.

Academic Qualification for Promotion

15. Academic qualification for the post of Associate Professor is Ph.D degree with minimum three years experience as Assistant Professor in Selection grade along with necessary Academic Performance Index Score as notified by Government from time to time.

The Academic qualification for the post of Head Assistant and Senior Assistant shall be Bachelor Degree from any recognized University.

Conditions of Promotion

16. (1) The promotion (CAS) and placement of Assistant Professors (Stage II and Stage III) or Librarians in Selection Grade or Senior Grade Scale of pay shall be done by the Board as per the State Government O.M or notification issued from time to time.

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- (2) The promotions to the post of Associate Professors (under Career Advancement Scheme) from Assistant Professor in Selection grade shall be done by the Board as per the State Government O.M or notification issued from time to time.

Disqualification


17. (1) No person shall be eligible for appointment,-
- (a) unless he is a citizen of India, and;
  - (b) if he has more than one wife living or in case of female candidate who has married a person who has one wife living :  
Provided Governor may, if he is satisfied that there are special grounds for doing so, exempt any person from operation of this provision;
  - (c) if he/she violates the legal age of marriage,
  - (d) if he /she has more than two children living
- (2) No person who attempts 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

18. In all cases of appointment by direct recruitment as well as by promotion there shall be reservation for candidates belonging to the members of the SC, ST as per provision of the Scheduled Castes and Scheduled Tribes (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 Persons with Disability (PwD) as may be in force shall also be followed. Since an individual college is a separate entity for the purposes of cadres, reservations would be applicable college-wise for each individual cadre separately for which a proper roster register 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.

Performance Appraisal

19. (1) The performance appraisal for the post of Principal shall be in the following parameters, namely,-
- (a) Timely NAAC accreditation.
  - (b) Mapping of Institutional NAAC grades cycle-wise and to ensure improvement of grade from the previous cycle.
  - (c) Not being able to maintain the grade from the previous NAAC cycle shall be subject to scrutiny.
  - (d) Submission of Annual Academic Audit.
  - (e) Submission of Annual Administrative Audit.
  - (f) Submission of Annual Financial Audit.
  - (g) Submission of online compliance of Gender Audit on the SAKSHAM portal.
  - (h) Submission of compliance with Anti-Ragging guidelines issued by the UGC.
  - (i) Strict compliance with SLQAC guidelines, issued from time to time.

  
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- (j) Timely uploading/submission of evaluation forms of Assistant Professors/Associate Professors in proforma as issued by the Government from time to time.
- (k) In respect of Viable Institutional Development Plans;
  - (i) Institutional Development Plans (IDPs) are to be submitted with the due endorsement of the concerned Governing Body.
  - (ii) IDPs should be aligned with NEP and prepared as per guidelines endorsed/issued by the Govt.
  - (iii) IDPs should be mandatorily uploaded to the official website after due approval from the Government.
- (l) In respect of Institutional Social Responsibility:
  - (i) Pre-Intervention and Post-Intervention changes
    - (a) in the Adopted Village
    - (b) in the Schools being mentored
  - (ii) Extension activities conducted to benefit the community, as mentioned in the Institutional Development Plan.
- (2) The performance appraisal for the post of Associate Professors shall be in following parameters, namely,-
  - (i) Annual Academic Performance Audit and Research output.
  - (ii) Annual Teaching-Learning and Mentorship report with feedback from stakeholders.
  - (iii) Annual participation in the corporate life of the college.
  - (iv) Annual Community Outreach with a quantifiable outcome or results
  - (v) Annual participation and successful completion of at least one Capacity Building programme/Professional Development Programme by MMTTC (Malviya Mission Teacher Training Centre) or ARPIT (Annual Refresher Programme in Teaching) or Teaching Learning Centers, Faculty Development Centers under Pandit Madan Mohan Malviya National Mission on Teachers Training scheme.

Probation and Confirmation

20. Subject to availability of a permanent vacancy in the respective cadre a person appointed on direct recruitment shall be placed, against the permanent vacancy.
- (a) Probation of Assistant Professors or Librarians or Non-Teaching staffs shall be for a period of 2 years:

Provided that the period of probation may for good and sufficient reasons to be recorded in writing be extended by the appointing authority in individual cases for any specified period not exceeding a period of two years.

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- (b) Probation of Principal shall be for a period of 3 years, before confirmation the appointing authority shall ascertain that,
1. no case of conviction/ pending court cases which may go against the high office of the post of Principal.
  2. no evidence of any financial misappropriation.
  3. institution's performance appraisal in terms of NAAC accreditation and viable Institutional Development Plans, Academic and Administrative Track Record of last three years, as developed by the Government from time to time.
  4. no pending Departmental proceedings,
  5. any allegations of misconduct which, in the opinion of the Government, may tarnish the image of the office of the Principal and the Institution.

- Training 21. A person appointed on direct recruitment shall be required to undergo such training as the Government may prescribe.
- Discipline and Appeal 22. (1) All employees of the Assam Provincialised Colleges shall be governed under the provisions of "Assam Services (Discipline and Appeal) Rules 1964, Assam Civil Services Conduct Rules 1965" and guidelines made thereunder.
- (2) The Term Principals and the Principals, for non-fulfillment of the **sub-rule (1) of Rule-16**, action shall be taken as per Government notification issued from time to time.
- (3) The Associate Professors, for non-fulfillment of the **sub-rule (2) of Rule-16** and receipt of non-satisfactory performance analysis, the action shall be taken as per Government notification issued from time to time.
- Scale of Pay 23. All appointment shall be made in the time scale of pay as may be prescribed by the Government from time to time.
- Seniority 24. (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 Recruitment Board:
- Provided that he joins the service within 15 (fifteen) days from the date of receipt of the appointment order or within the extended period not exceeding three months:
- Provided further that if a candidate is prevented from joining 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;
- (d) If two or more persons are bracketed in the merit list by the Recruitment Board, the inter-se-seniority of these persons shall be determined according to marks scored in the recruitment test conducted by the Recruitment Board and if marks are equal the seniority shall be determined by the date of birth;
- (e) 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.

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- Graduation List 25. 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 26. 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 the proposal of the Director and some teachers have become surplus. Only in such a situation the Government may transfer these teachers and adjust them elsewhere. In such a situation, seniority of the transferred teachers would be fixed in the new college on the basis of their date of joining in the original college.
- Attachment of Services 27. There shall not be any transfer of employees from one college to another:  
 Provided that, in the case of low Pupil to Teacher Ratio (PTR), after assessment of enrolment department-wise in every College, services of College teachers may be attached to other Colleges or in Higher Education department, as deemed necessary. The modalities of such attachment will be notified by Govt. from time to time.
- Maintenance of Registers and Records 28. The College authorities shall maintain such Registers and records in suitable form as may be notified by the Government from time to time. For recording the service particulars of the employees, the College shall maintain the service books and other service records and the leave accounts of all employees.
- Leave 29. The Governing Body of the College shall be the authority to sanction all leaves excluding study leave for all of its employees and the attached employees. If any objection arises the employee may appeal to the Director regarding the difficulty faced in grant of leaves by the Governing Body. The Government may review and the decision of the Government shall be final and shall be binding on the Governing Body.
- Lien/deputation and Study Leave 30. Lien, deputation and study leave to the employees of the provincialised Colleges shall be granted by the Government for which proposals shall be made to the Government through the Director, Higher Education.
- No Objection Certificate for Higher Studies and applying for jobs 31. (a) The Government shall issue No Objection Certificate to the college employees for applying for admission to courses of higher studies for which proposals shall be made to the Government through the Director, Higher Education.  
 (b) The Government shall issue No Objection Certificate to the college employees (teaching and non-teaching) for applying to other jobs in different institution/organization/department etc. for which proposals shall be made to the Government through the Director, Higher Education.
- Authority for acceptance of Resignation/ Voluntary Retirement 32. The Director, on the recommendation of the Governing Body shall be the authority for accepting or rejecting requests for resignations and voluntary retirement of College Employees.

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Term of Office of the Member of the Recruitment Board

33. (1) The Chairperson and Members of the Recruitment Board shall hold office for a term of 2 years from the date on which he enters upon his office or until he attains the age of 70 years whichever is earlier:

Provided that a member of the Recruitment Board may, by writing under his hand, addressed to the Governor of Assam, resign his office earlier:

Provided further that a member of the Recruitment Board (including Chairman) may be removed from his Office by the Government after giving an opportunity of being heard.

- (2) The subject experts from College/University shall not be below the rank of Associate Professor with minimum 5 years of service.

In case of selection of Principal of Colleges, at least one of the two subject experts shall be a University Professor.

Staff of the Recruitment Board

34. There shall be a secretariat staff for the functioning of the Recruitment Board which shall be provided by Higher Education Department by deputation. The secretariat staff shall include Junior Assistant, Senior Assistant, Finance and Accounts Officer, Under Secretary or Deputy Secretary and Administrative Officer and Grade IV staff and such number of posts as the Government may from time to time determine

Leave of the staff of the Recruitment Board

35. (1) A member who at the date of his appointment is in the service of the Government of India or of any State Government, may be granted leave under the rules applicable to him and his services as Member shall count for such leave.

- (2) A member may draw during the period of leave granted under sub-regulations (1) such leave salary as he may be entitled to under the rules applicable to him.

- (3) Leave at the credit of the Chairperson or any other member shall lapse on the date on which he shall vacate office :

Provided that if in sufficient time before the date he has :-

- (a) formally applied for leave and been refused it, or

- (b) ascertained in writing from the sanctioning authority that leave, if applied for shall not be granted, in either case the ground for refusal being the requirements of the public service, he shall be paid, by way of compensation, a sum equal to the leave salary for the period of leave so refused subject to a maximum of four months from the date immediately following that of the vacation of office.

Pay and sitting allowances


36. The Chairperson and Members including the subject Experts shall receive such pay and sitting allowances, as decided by the Government from time to time if the Chairperson or the Member is not a regular employee of the Government.

Other conditions of service of Recruitment Board

37. (1) The normal tenure of the office of the Administrative Officer and other staffs of the Recruitment Board shall be for three years:

Provided that the Recruitment Board may, with the approval of the Government, extend the tenure of the Administrative officer or other staffs by any period not exceeding five years.

- (2) The Administrative Officer shall be paid during the tenure of his office pay according to the terms of service to which he belongs.

  
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- (3) In respect of all other matters for which provision is not made by these rules, the conditions of service of the Administrative Officer and other officer and staff shall be the same as those of the other members of service to which he belongs.
- (4) In case of the staff of the Recruitment Board the Member Secretary of the Recruitment Board, shall be the authority who may impose any of the penalties prescribed in the Assam Service (Discipline and Appeal) Rules, 1964 and the Government in such cases shall be the appellate authority.
- (5) In respect of any matter for which provision is not made by these rules, the conditions of service of a person serving as a Chairperson or Member of the Recruitment Board shall be governed by such rules and orders for the time being applicable to such class of Government servant as shall be specified by the Government.


Residual power of  
Appointing  
Authority

38. The Governing Body of the College shall exercise all other powers of the Appointing Authority as per Government notification/order issued from time to time.

Repeal and Saving

39. The Assam College Employees (Provincialisation) Rules, 2010, are hereby repealed:

Provided that all orders made or action taken under the rules so repealed or under any general order ancillary thereto, shall be deemed to have been validly made or taken under the corresponding provision of these rules.

  
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**Schedule – I**  
**(See rule-4)**

**(A)**

Sl. No.	Name of post	Scale of pay	Total Posts
1	Principal	Rs. 1,44,200-2,18,200/- with Special allowance Rs. 2,000/-	251
2	Assistant Professor	Rs. 57,700-1,82,400/-	10028
3	Librarian	Rs. 57,700-1,82,400/-	215
4	Assistant Librarian	Rs. 14,000-70,000/- + GP Rs.8,700/-	70
5	Head Assistant	Rs. 22,000-97,000/- + GP Rs.10,300/-	1
6	Senior Assistant	Rs. 14,000-70,000/- + GP Rs.7,400/-	100
7	Junior Assistant	Rs. 14,000-70,000/- + GP Rs.5,600/-	196
8	Library Assistant	Rs. 14,000-70,000/- + GP Rs.5,600/-	213
9	Laboratory Assistant	Rs. 14,000-70,000/- + GP Rs.5,600/-	81
10	Laboratory Bearer	Rs.12,000-52,000/- + GP Rs.3,900/-	911
11	Library Bearer	Rs.12,000-37,500/- + GP Rs.4,400/-	290
12	Grade-IV (MTS)	Rs.12,000-52,000/- + GP Rs.3,900/-	1393

**(B)**

Sl. No.	Name of post	Minimum Qualification/Eligibility	Scale of pay	Remarks
1	2	3	4	5
1	Principal	Master Degree with atleast 55% of marks with Ph.D and 15 years of total service along with necessary API as notified by Govt. from time to time	Rs. 1,44,200-2,18,200/- with Special allowance Rs. 2,000/-	

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2	Associate Professor	Ph.D degree with minimum three years in Assistant Professor (Selection grade) along with necessary API as notified by Govt. from time to time	Rs. 1.31.400-2,17,100/-	Promotional Post
3	Assistant Professor	Master Degree with NET/SLET/( Ph.D prior to 2010)	Rs. 57,700-1,82,400/-	
4	Librarian	Master Degree in Library Science (M.Lib) with NET/SLET/( Ph.D prior to 2010)	Rs. 57,700-1,82,400/-	
5	Assistant Librarian	Bachelor Degree in Library Science (B.Lib)	Rs. 14,000-70,000/- + GP Rs. 8,700/-	
6	Head Assistant	U/G	Rs. 22,000-97,000/- + GP 10,300/-	Promotional Post
7	Senior Assistant	U/G	Rs. 14,000-70,000/- + GP 7,400/-	Promotional Post
8	Junior Assistant	Bachelor Degree with minimum 6 month computer diploma	Rs. 14,000-70,000/- + GP Rs. 5,600/-	
9	Library Assistant	Bachelor Degree with minimum 6 month computer diploma	Rs. 14,000-70,000/- + GP Rs. 5,600/-	
10	Laboratory Assistant	Bachelor Degree with minimum 6 month computer diploma	Rs. 14,000-70,000/- + GP Rs. 5,600/-	
11	Laboratory Bearer	HSLC passed	Rs.12,000-52,000/- + GP Rs. 3,900/-	
12	Library Bearer	HSSLC passed	Rs.12,000-37,500/- + GP Rs. 4,400/-	
13	Grade-IV (MTS)	HSLC passed	Rs.12,000-52,000/- + GP Rs. 3,900/-	

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## Schedule – II

(See rule-9)

1. Academic Qualification for Direct Recruitment :

Sl. No.	Name of post	Minimum Qualification/Eligibility
1	2	3
1	Principal	Master Degree with atleast 55% of marks with Ph.D and 15 years of total service along with necessary API as notified by Govt. from time to time
2	Assistant Professor	Master Degree with NET/SLET/( Ph.D prior to 2010)
3	Librarian	Master Degree in Library Science (M.Lib) with NET/SLET/ (Ph.D prior to 2010)
4	Assistant Librarian	Bachelor Degree in Library Science (B.Lib)
5	Junior Assistant	Bachelor Degree with minimum 6 month computer diploma
6	Library Assistant	Bachelor Degree with minimum 6 month computer diploma
7	Laboratory Assistant	Bachelor Degree with minimum 6 month computer diploma
8	Laboratory Bearer	HSLC passed
9	Library Bearer	HSSLC passed
10	Grade-IV (MTS)	HSLC passed

2. Syllabus of the Screening test and Interview:

Screening Test			
Paper I (General Studies)	1.	Ethics and Integrity in Research	20 Marks
	2.	Education Reforms in India (pre and post- independence)	
	3.	Indian and Assam History (Medieval and Modern)	
	4.	Indian Knowledge System	
	5.	Indian and Assam Geography	
	6.	Literature, Culture and Heritage of India and Assam	
	7.	Indian Economy and financial reforms	
	8.	Science and technology	
	9.	Political and Administrative system of Assam	
	10.	Ecology and Environmental Issues in Assam	
Paper-II (Current Affairs of India and Assam)	1.	Policies and schemes of Central and State Govt.	40 Marks
	2.	Current events at State, National and International level.	
	3.	Current events and developments related to Higher Education in the National and state level.	

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Paper-III (General Aptitude analysis)	1.	Logical Reasoning and analytical ability	30 Marks
	2.	Quantitative Aptitude	
	3.	Decision-making and Problem-solving skills	
	4.	Inter-personal and communicative skills	
Interview			
Teaching Proficiency analysis	Domain knowledge		5 marks
	Use of ICT and innovative pedagogy		3 marks
	Personality Test		2 marks

**3. For the selection of Teaching Faculties**

- (i) Selection of the candidate shall be based on the following scores :

Category	Marks allotted
Screening Examination (Equalizer Exam)	90
Interview	10
Total	100

(ii) **(A) Selection Criteria for the post of Grade-III employees :**

The total weightage for selection of Grade-III posts shall be divided as follows into Written examination 80%, Computer Test 15% and Interview 5 %. The details are given Below (upto two decimal places) :-

Category	Marks Allotted
Written Examination	80
Computer Test	15
Interview	5

(iii) **(B) Selection Criteria for the post of Grade-IV employee :**

The total weightage for selection of Grade-IV posts shall be on the basis of the marks obtained in written examination and oral interview for the posts as follows:-

Category	Marks Allotted
Written Examination	90
Interview	10

4. The final assessment/recommendation of candidates shall be based on marks scored in Screening Test and Interview performance in the ratio 90:10 as detailed below:

**5. Special provisions in reference to educational qualifications-**

- i. The educational qualification shall be as per UGC guidelines issued from time to time in respect of the cadres of Principal, Associate Professor, Assistant Professor and the Librarian.

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- ii. The candidates have to obtain the required educational qualification from any university recognized by a State Government or by Central Government and in case of open and distance education it shall be recognized by the Distance Educational Bureau (DEB) or the joint committee of UGC, DEB, NCTE and AICTE with the particular educational qualification.

**Note :** If the candidate has earned educational qualification through distance mode from University/Deemed University/Open University in an academic session for which the University/Deemed University/Open University got post-facto recognition from DEB or the joint committee of DEC, UGC, NCTE & AICTE then in lack of any notification, properly notified and circulated by the government regarding territorial jurisdiction, exam centres and study centres (through which educational qualification has been earned), it shall be treated as a case of post-facto recognition from government and the earned qualification shall be considered valid. From the date of proper notification and circulation of Procedures, actions may be taken as per rule with prospective effects.

- iii. All qualifications earned through the distance mode of learning shall be valid if not provided

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