

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

E. Comp. No.439692/2024/3

From: Ms. Sumitra Dev, AES  
Dy. Director of Higher Education, Assam  
Kahilipara, Guwahati- 19.

To, The Principal (all)  
PDUAM/GMC/Provincialised Colleges of Assam

Sub: Regarding Checklist for appointment of Assistant Professor/  
Librarian and Grade-III & Grade-IV post.

Sir,

With reference to the subject cited above, I am directed to inform you that Permanent Residential Certificate (PRC) is not mandatory for appointment of Assistant Professor/ Librarian and Grade-III & Grade-IV post of PDUAM/GMC/Provincialised Colleges of Assam.

You are, therefore, requested to submit proposal as per prescribed checklist enclosed herewith for appointment of Assistant Professor/ Librarian and Grade-III & Grade-IV post of your college.

Please treat this as Most Urgent.

Yours faithfully,

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

Memo E. Comp. No.439692/2024/3  
Copy to:

1. The Secretary to the Govt. of Assam, Higher Education Department, Dispur, Guwahati-6.
2. P.S. to the Hon'ble Minister Education Assam, Dispur, Guwahati-6 for kind appraisal to the Hon'ble Minister.
3. Superintendent/ Dealing Assistant of College Establishment Branch of this Directorate.
4. Guard file.

(e-Signed)  
Dy. Director of Higher Education, Assam  
Kahilipara, Guwahati-19.

**CHECKLIST FOR APPOINTMENT OF ASSISTANT PROFESSOR / LIBRARIAN  
in Provincialised Colleges/ PDUAM/ Govt. Model Colleges/ Govt. Model Degree Colleges/  
Govt. Model Women Colleges of Assam**

Sl. No.	Nature of Document	
1)	Name of the College	
2)	Name of Post	
3)	Department	
4)	Name of recommended candidate	
5)	Administrative approval No. & date (if any)	
6)	Reservation as per approved Roster Register (copy approved Roster Register & Govt. endorsement must be enclosed)	Reservation: Roster Point No.:
7)	Date of Advertisement (copy must be enclosed)	
8)	Date of Birth (copy of age Proof certificate)	
9)	Age as on the 1 <sup>st</sup> day of the year in which advertisement issued	
10)	Caste Certificate (wherever applicable)	
11)	Proficiency of Local language	
12)	Whether candidate is employed If yes, Status of NOC	
13)	Post against which the appointment is made	
14)	Post creation/ allotment letter No. & date (copy must be enclosed)	
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/ article/ Publication etc. (if any)	
29)	Certificate of Teaching experience (if any) Name of college with name of Affiliated University	
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)	
33)	Attendance sheet of candidate	
34)	Declaration that the post is not subjudiced/ personal post and not already withdrawn by the Government.	
35)	Declaration that the concerned sanctioned post not previously filled up on falling vacant.	
36)	Declaration that the post shall be filled up with strict compliance with the provision of the AFRBM Act, 2005 & existing reservation Act and latest selection Guideline.	

Signature:

Dealing Assistant

Superintendent

Dy. D.H.E., Assam

**CHECKLIST FOR APPOINTMENT OF GRADE-III and GRADE-IV POST  
IN PROVINCIALISED/ PDUAM/ GOVT. MODEL COLLEGES OF ASSAM**

Sl. No.	Nature of Document	
1)	Name of the College	
2)	Name of Post	
3)	Name of recommended candidate	
4)	Reservation as per approved Roster Register (copy approved Roster Register & Govt. endorsement must be enclosed)	Reservation: Roster Point No.:
5)	Date of Advertisement (copy must be enclosed)	
6)	Date of Birth (copy of Age Proof certificate)	
7)	Age as on the 1 <sup>st</sup> day of the year in which advertisement issued	
8)	Caste Certificate (wherever applicable)	
9)	Whether candidate is employed If yes, Status of NOC (wherever applicable)	
10)	Post against which the appointment is made	
11)	Post sanctioning letter/Post creation letter No. & date (copy must be enclosed)	
12)	Declaration about Court Case for this post	
13)	Declaration of members of the selection committee about relationship with the candidate	
14)	Mark sheet/ Certificate from HSLC onwards (Minimum Class VIII pass for Grade-IV post)	
15)	B.A./B.Sc./B.Com. PC (%) of Marks & (Not applicable for Grade-IV post)	PC (%) of Marks: Name of University:
16)	Computer Knowledge Certificate (Not applicable for Grade-IV post)	
17)	GB resolution No.& date	
18)	Marking statement	
	1) Written Test	
	2) Computer Test (Not applicable for Grade-IV post)	
19)	Selection Committee Report	Date:
20)	Attendance sheet of candidate	
21)	Declaration that the post is not subjudiced, personal post and not already withdrawn by the Government.	
20)	Declaration that the concerned sanctioned post not previously filled up on falling vacant.	
21)	Declaration that the post shall be filled up with strict compliance with the provision of the AFRBM Act, 2005 & existing reservation Act and latest selection Guideline.	

Signature:

Dealing Assistant

Superintendent

Dy. D.H.E., Assam