

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

No.DHE/Estt/Apptt.Gr-III & IV/06/2023/37

Dated 29/05/2023

**N O T I C E**

All the appointee who have received appointment letter for the Post of Grade III and Grade IV from the O/o the Director of Higher Education, Assam on 25<sup>th</sup> May 2023 should submit joining letter with the following documents in the office of the undersigned on 01.06.2023 to 15-06-2023 and "sample format" are enclosed herewith for information and necessary action.

- a) **Joining Letter**
- b) **Undertaking for NPS**
- c) **Undertaking for "Small Family Norms".**
- d) **Notarized affidavit as per provisions of the Personnel (B) Department**  
**O.M. No. ABP.78/2021/01, dated 18/11/2021**


Sd/-(D.K. Mili, ACS)  
Director Higher Education, Assam  
Kahilipara, Guwahati - 19

Memo No.DHE/Estt/Apptt.Gr-III & IV/06/2023/37

Dated 29/05/2023

Copy to:-

1. Person concerned .....
2. The office guard file.

  
Director Higher Education, Assam  
Kahilipara, Guwahati - 19

1) *Dummy Appointment letter*

To

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

Date : Kahilipara the.....

Sub : Joining letter for the post of ...(designation).

Ref : (appointment letter No.)

Sir,

With reference to the subject cited, I have the honour to inform you that I have joined as ...(designation)...today on ...(date).. at.. (time)... in the Office of the Director of Higher Education Assam, Kahilipra, Guwahati-19 vide this office appointment letter No. ....and dated .....

This is for favour of you kind information and necessary action.

**Enclosures:-**

- 1) Joining Letter
- 2) Undertaking for NPS
- 3) Undertaking for "Small Family Norms".
- 4) Notarized affidavit as per provisions of the Personnel (B) Department O.M. No. ABP.78/2021/01, dated 18/11/2021

Yours Faithfully

Name:  
Designation  
Address

- 2) Undertaking before the appointing authority as prescribed by the **Finance (Budget) Department vide letter No. B.W.3/Pt-II/1, dtd. 25.01.2005** regarding acceptance of "New Pension Scheme" as under:-

*"I understand and accept that Government servant joining the service in the State Government on or after 01.02.2005 shall not be governed by the existing Assam Service (Pension) Rules, 1969 and orders issued there under from time to time and that their pension and other retirement benefits will be governed by a set of New Pension Rules, which are being introduced in the line with the Contributory Pension Scheme of Government of India".*

- Undertaking/affidavit that the time of joining as-

*"I,.....(Name), appointed as.....(Designation) in.....Department of Government of Assam do hereby solemnly affirm and declare that, I voluntarily and without duress agree to the terms and conditions mentioned in the appointment order. I also solemnly affirm and declare that I satisfy all the qualifying criteria of the post to which I am appointed to. I also declare that I do not have more than one wife living (applicable for male candidates) / have married a person who has wife living (applicable for female candidates). I also further declare that I do not have more than two living children on or after 01-01-2021 from a single or multiple partners. In case of any detection to the contrary in due course, I shall be summarily discharged from the Service."*

- 3) Notarized Affidavit as per provisions of the Personnel(B) Department O.M. No. ABP.78/2021/01, dated 18/11/2021. Format of the affidavit is enclosed in Annexure-I.

ANNEXURE - I

AFFIDAVIT

I..... son/daughter/wife of .....aged.....years, resident of .....  
(Mention full postal address), do hereby declare the followings to facilitate my appointment to the below mentioned post, without Police Verification Report:-

1. That I am citizen of India by.....and a resident of the aforesaid locality.
2. That I am a selected candidate for the post of ..... which was advertised vide no.....and the final selection list of which was published/intimated vide no..... Dated.....
3. That contact telephone number(s) is/are..... and my e-mail id (if any) is.....
4. That, I hereby declare that there is no pending criminal case against me.
5. That, I have not been convicted of any offence involving moral turpitude and have not been dismissed from service by the Union Government or by a State Government or any Local/ Autonomous Body.
6. That, I am not a member of or associated with anybody or association declared unlawful.
7. That, there is nothing in my character and antecedents which renders me unsuitable for appointment to the above-mentioned post.
8. That, if anything is found contrary to the declarations made herein above in this affidavit, and if the Appointing Authority is satisfied that such finding renders me unsuitable for the service, may discharge/remove or dismiss me from the Service without assigning any reason or divulging the findings. In such an event, I will have no claim or grievance against the appointing authority/authorities and I shall be liable to be prosecuted under the Law.
9. That, the statements made in paragraphs 1 to 8 above are true and correct to the best of my knowledge and belief and no part of it is false and nothing material has been concealed there from.

And I sign this affidavit today on .....20.....at.....

Identified by me

Advocate,.....

DEPONENT

Solemnly affirmed and declared before me by the  
deponent who is identified by.....,  
Advocate,.....on this.....day of ....., 20.....at.....