

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

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No. DHE/CE/Misc.06/2019/3

Dated Kahilipara, the 07-02-2019

From:- Smti. Gitimoni Phukan, A.C.S.  
Director of Higher Education, Assam  
Kahilipara, Guwahati-19.

To,  
The Principal (All),  
.....College/ Mahavidyalaya,

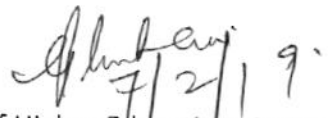
Sub: Regarding submission of proposal for permission for advertisement.

Sir/Madam,

In inviting a reference to the subject cited above, I would like forward herewith the Format-"I" and Format-"II" and to request you to furnish proposal for filling up the vacant post lying in your College as per Format for taking necessary action from this end.

Further, you are also requested to furnish subject wise last 3(three) years enrolment alongwith the proposal.

Yours faithfully

  
7/2/19  
Director of Higher Education, Assam  
Kahilipara, Guwahati-19.

**BASE LEVEL VACANT SANCTIONED POSTS IN THE DEPARTMENT**

**FORMAT - I (2019-2020)**

**Name of the Department :- Education.**

**Name of College:- .....**

Name of Posts	Total existing vacancies in direct entry posts as on <b>31-03-2019</b> (do not include posts already approved by SIU though yet to be filled up.	Number of essential vacant posts required to be filled up by direct recruitment only during <b>2019-2020</b>	Plan / Non-Plan	Priority criteria backlog / (court order) / lien-functional / technical	Backlog position SC/ST(H)/ST(P)/Phy. Handicapped	Duties & functions / responsibility of the posts	Whether justified redundant or any (re-designation needed)	Name & number of posts in the Department that are not essential or redundant
A	B	C	D	E	F	G	H	I
<b>(a) Gazetted Posts.</b>								
<b>(b) Non-Gazetted</b>								
Assistant Professor/Librarian/ Junior Assistant/Lib.Asstt./Lab. Asstt./ Grade-IV/Lab.Bearer, Lib. Bearer etc.			<b>Non Plan</b>					
<b>Total</b>								
<b>Grand Total (a+b)</b>								
<b>Total Non Gazetted</b>								

*Signature*  
Sr. F.A./F.A.

*Signature*  
Principal

*Signature*  
Head of the Department

*Signature*  
Head of Administrative Department.

**FORMAT II (2019-2020)**

**PROFORMA OF FINANCE (SIU) DEPARTMENT ISSUED VIDE NO.FSI.6/2005/4, DATED 30/07/2005 FOR FILLING UP OF POSTS (SIMPLIFIED)**

Sl. No	Name of the post  (indicate only one category of post in one line/row)	Cadre strength of each category  (indicate total number of posts in each cadre)	Number of posts already approved for filling up by Finance (SIU) Department till date  (Year wise)	Number of posts filled up against Finance (SIU) approval till date	Number of posts lying vacant as on <b>31-03-2019</b>  (please do not include posts that have been already approved for filling up though not yet filled up)		Number of the essential vacant sanctioned posts  Proposed to be filled up during <b>2019-2020</b> for which Finance (SIU) approval is now sought	Original sanction number and last retention number of posts proposed to be filled  (at least one of these if both are not available (please indicate clearly whether permanent or temporary))	Location of the posts  (Name of the Office and place)	Number of posts required for filling up backlog vacancies against reserved categories of SC/ST(H)/ST(P) Physically handicapped  (Please indicate category clearly)	Remarks / Justification Essentiality /Pri category  (backlog / Court / Order / Line / Lin functional)
					Plan	Non-Plan					
A	B	C	D	E	F	G	H	I	J	K	L
1	<b>Vacancy to be arise upto 31-03-2019</b>										
						Non-Plan					

Senior FA/FA  
Date :

Principal  
Date :

Head of the Department  
Date :

Head of the Administrative Department  
Date :