Office of the Principal

NALBARI COMMERCE COLLEGE

P.O: Chowkbazar, Dist: Nalbari, State: Assam, PIN- 781334

Memo No.: NCC/10(B)26/238

Date: 21/11/2026

From, Dr. Basanta Kalita, M. A. Ph. D.
Principal cum Secretary

Website: www.nccnalbari.in
E-mail: principalnccollege1979@gmail.com
Phone: 7086182199

Advertisement for the post of Junior Assistant

In pursuance of permission from DHE, Assam vide letter No. DHE/Advt.Perm./2026/000253 dated 18/11/2026 applications in prescribed format by DHE, Assam (Assam Gazette Part- IX) is invited along with complete Bio-data and self-attested testimonials from HSLC onwards from eligible candidates for the following sanctioned post of Junior Assistant at Nalbari Commerce College, Nalbari. Filled in application must reach the office of the undersigned within 15 days from the date of publication of this advertisement.

1. Junior Assistant :01 Post (OBC; RP: 06)

Eligibility and other terms and conditions for Junior Assistant

The applicants for the post of Junior Assistant must apply in the format of Assam Gazette (Part-IX) along with complete bio-data having contact number, whatsapp number and E-mail ID along with self-attested copies of all supporting testimonials from HSLC onwards.

1. Graduation in Arts/Science/Commerce from a recognised college/institution affiliated to recognised university and Diploma or Certificate in Computer Application of minimum 03 months duration with working knowledge of Assamese and English typing in MS Word and simple MS Excel.
2. The educational qualification of the candidates and selection will be as per Govt. of Assan OM No. DHE/CE/Misc/341/2016/49 dated 09/02/2017 and No. DHE/CE/Misc/341/2016/12 dated 29/04/2017. The candidate must have to acquire the necessary academic and professional qualification by the last date set out for receipt of application.
3. The upper age limit of the candidates as on 01/01/2026 is 43 years for OBC candidate as per Govt of Assam OM No. ABP.6/2016/51 dated 02/09/2020.
4. In service candidates must apply through proper channel.
5. The applicant must have Permanent Residential Certificate (PRC) and must have proficiency in local language.

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6. Application must accompany the proof of payment of application fee Rs.500/- (Rupees five hundred only) through online at the following bank account details-
   Name of the bank: HDFC Bank
   Branch : Nalbari
   Name of A/c holder : Prin cum Sec Nalbari Commerce College
   A/c number : 50100522969905
   IFSC : HDFC0002039
7. All relevant documents in original, including PRC must be produced at the time of interview for verification. Interview call letter to eligible candidates will be sent through e-mail only.
8. Incomplete/defective applications will be rejected and no call letter will be issued.
9. For further notification and updates please visit the college website www.nccnalbari in.

Digitally signed by BASANTA KALITA
Date: 2026.11.21 13:12:41 +05'30'

(Dr. Basanta Kalita)
Principal
Nalbari Commerce College
Japarkuchi, P.O- Chowkbazar
Nalbari, Assam- 781334