

OFFICE OF THE DISTRICT & SESSIONS JUDGE ::: CHARAIDEO

Memo No. DJCHA/2024/ 1468-1471

Dated 13th of September, 2024

RE-ADVERTISEMENT

Date 13/09/2024

As per the resolution taken by the Selection Committee on 06.09.2024, the earlier Advertisement of this office vide Memo No. DJCHA/2023/506 Dated 03.04.2023 regarding appointment of 05 Nos. of Process Server is hereby canceled and fresh Applications are invited from eligible candidates in **Standard Form** as published in Assam Gazette in Part IX , who are the citizens of India as defined in Article 5 to Article 8 of the Constitution Of India for filling up the sanctioned posts mentioned below, which are lying vacant, in the office of the District & Sessions Judge, Charaideo, Sonari, Assam.

Details of Vacant Posts

Sl. No	Name of the Post	No. of Post	Scale of Pay along with Grade Pay	Qualification / Eligibility	Category wise break up of Vacancies
1.	Process Server	05	14000/- to 60500/- + G.P. 5200/- P.M. along with other admissible allowances as per ROP Rules, 2017	Graduate in any stream from a UGC recognized University along with knowledge of Assamese language.	UR-01 (Unreserved) OBC-02 ST(P)-01 SC-01

Contd.....

JOB PROFILE: Field Work, Serving and Execution of processes, summons, Notices etc. to the concerned parties relating to any matter pending before the court within the district wherever necessary. However, they can be required to perform any other public duty assigned to them by the controlling officer.

Terms and Conditions:

1. Candidates must not be less than 18 years or more than 40 years of age as on 01.01.2024. The upper age is relaxable as per Govt. norms.
 - a) 05 years for ST/SC candidates, i.e. 45 years.
 - b) 03 years for OBC/MOBC candidates, i.e. 43 years.
2. Applicants who are already in Govt. service should submit their applications through **proper channel**. They shall have to produce **No Objection Certificate** at the time of **Interview** and **Release Order** at the time of joining from present employer, if selected.
3. Duly filled up "**Application Form**" along with **self attested photocopies of all relevant testimonials in support of their age, educational qualifications, Mark-Sheets of H.S.L.C., H.S. and Graduation, valid Employment Exchange Registration Certificate, Caste Certificate, other qualifications, 03 (three) recent passport sized photographs**, be submitted either **by POST** addressed to the District & Sessions Judge, Charaideo, PIN-785690, Assam, or **dropped personally** at the **Drop-Box** of the O/o the District & Sessions Judge, Charaideo during working days at the office hours only.
4. The applications should be addressed to the District & Sessions Judge, Charaideo, Assam, and the name of the post should be clearly mentioned at the top of the envelope as "**APPLICATION FOR THE POST OF PROCESS SERVER**".
5. The application shall be filled up in **BLOCK LETTERS** and **contact nos.** and **E-mail ID** must be compulsorily provided in the application. Incomplete applications will be summarily rejected.
6. The last date of the receipt of application is **08-11-2024** till **office working hours**. No applications received thereafter will be entertained and this office will not be responsible for any postal delay.

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7. Selection shall be made on basis of academic performance in H.S.L.C., H.S. and Graduation, top 30 (Thirty) candidates will be shortlisted from the category of UR, OBC, ST-(P), SC for a written test of 50 (Fifty) marks and on being qualified 1:3 candidates from the written test will be invited for Viva-Voce/Interview of 50 (Fifty) marks.
8. List of eligible candidates/ rejected candidates (if any) will be uploaded in the official website of Charaideo District Judiciary (<https://districts.ecourts.gov.in/charaideo>) along with the date of written test. Admit card for the written test will be available in the official website of District Judiciary, Charaideo. No individual call letters will be issued.
9. Candidates who had applied earlier needs to apply afresh.
10. No TA / DA will be admissible for attending the written test/Viva Voce, etc.
11. Canvassing directly or indirectly shall disqualify a candidate.
12. The Appointing authority reserves the right to cancel the advertisement and to modify any terms and conditions mentioned in the advertisement.
13. The application should be addressed to:

The District & Sessions Judge, Charaideo

Address: District Judicial Court Campus, Charaideo

Rajadhap, P.O.& P.S.: Sonari, PIN: 785690


District: Charaideo, Assam

Memo No. DJCHA/2024/.....**1468-1471**

Dated: 13.09.2024



District & Sessions Judge,
District & Sessions Judge
Charaideo


13/09/24

(Contd....)

Copy to:-

1. The District & Sessions Judge,
Kamrup(M)/Kamrup/Nagaon/Morigaon/Golaghat/Jorhat/Sivasagar/Dibrugarh/Tinsukia/
Dhemaji/Lakhimpur/Sonitpur/Darrang/Udalguri/Bongaigaon/Barpeta/Nalbari/Dhubri/
Goalpara/
Baksa/Hailakandi/Karimganj/Cachar/Chirang/Dima-Hasao/Karbi
Anglong/Kokrajhar/Hojai/Majuli/South Salmara-Mankachar/Bajali/Biswanath.
2. The D.I.P.R.O. Charaideo. He/She is requested to take necessary steps for publishing the advertisement in 1(One) Assamese, 1(One) English Daily and also in the official social media handle of DIPRO, Charaideo and DIPR, Assam, for wide publicity.
3. The System Assistant , Charaideo District Judiciary, with a direction to e-mail this advertisement to all concerned and also, to upload the advertisement in the official website immediately.
4. The Notice Board of this Office.
5. The concerned file.


District & Sessions Judge,
District & Sessions Judge
Charaideo

13/09/24