**OFFICE OF THE CHIEF JUDICIAL MAGISTRATE :::: KAMRUP (M) :: GUWAHATI**

**No CJM (K)** 2675 **/J** **Dated: Guwahati, the 20/08/2025**

**ADVERTISEMENT**

**20/08/2025**

Applications are invited from the intending experienced candidates of the establishment of Chief judicial Magistrate of any District of the State of Assam for filling up of one vacant post of Head Administrative Officer in the usual scale of pay **Rs.22000-97000/- + GP Rs. 10,300/-** and other allowances as per admissible per month under the Establishment of the Chief judicial Magistrate, Kamrup (Metro) as per "The Assam Chief judicial Magistrates Establishment (Ministerial) Service Rule, 1987." The candidates must have served as Senior Administrative Assistant/Upper Division Assistant continuously at least **10 (ten)** years including Supervisory Assistant, (as on the date of advertisement) in the establishment of Chief Judicial Magistrate of any District of Assam.

**DETAILS OF VACANT POST**

| Sl. No | Name of Post | No. of Posts | Category | Scale of Pay with Grade Pay | Qualification/ Eligibility |
|---|---|---|---|---|---|
| 1. | Head Administrative Officer | 01 | Unreserved | Rs.22000/-to 97000/-+ GP Rs.10,300/ along with other admissible allowances as per ROP Rules, 2017 | Experience as UDA(SAA)with at least 10 years of continuous service including Supervisory Assistant in the establishment of Chief judicial Magistrate of any District of Assam |

**Terms and Conditions:**

1. The intending candidates shall submit their applications in Standard Form as published in the Assam Gazette in Part IX through proper channel with NOC issued by the respective Chief Judicial Magistrate along with self-attested copies of educational qualification certificate(s), Copy of A.C.R. for last three years, copy of updated Service Book, alongwith3 (three) recent passport size colour photographs.
2. Candidates shall submit their experience certificate issued by respective competent authority/respective Chief Judicial Magistrate through proper channel .
3. Incomplete applications will be summarily rejected. Canvassing in any manner will lead to disqualification.
4. The selection shall be based on the provision of Rule 6(1) of 'The Assam Chief Judicial Magistrate (Ministerial) Establishment Service Rules, 1987'. The eligible candidate shall have to appear for an interview/viva voce of 30 marks. While making selection the board will also consider the ACR's of last 3 years and service book of the incumbent/candidates to select most suitable candidate.
5. In view of the Rule 17 of 'The Assam Chief Judicial Magistrate (Ministerial) Establishment Service Rules, 1987' the selection board may relax the requisite criteria/requirement in respect of the suitable candidate to such extent and subject to such conditions as it may consider necessary in the interest of public service.
6. List of sorted out candidates and the date, time and venue of interview will be uploaded in the official website viz. "https://kamrupmetro.dcourts.gov.in in due course. No individual call letters will be issued to the candidates.

7. Application should reach the office of the Chief Judicial Magistrate, Kamrup (Metro) during office hours on working days on or before 15 days from the date of publication of the advertisement in the official website of district Judiciary.

8. Address for communication:- Office of the Chief judicial Magistrate, Kamrup (Metro) P.O. Panbazar, Pin Code- 781001, Dist- Kamrup(M), Assam, E-mail ID- cjm-kamrup@nic.in .

**Sd/- Baloram Kshetri**
Chief Judicial Magistrate
Kamrup (M), Guwahati

**Memo No CJM (K)** 2675-82 **/J Dated Guwahati, the 20th August/2025**

*Copy forwarded for information and necessary action to:-*

1. The Hon'ble Registrar General, Hon'ble Gauhati High Court, Guwahati.

2. The Hon'ble Chief Judicial Magistrate, Kamrup (R)/ Morigaon / Nagaon / Sonitpur / North Lakhimpur /Dhemaji /Dhubri /Darrang /Golaghat / Jorhat /Sivasagar /Sonitpur / Dibrugarh / Tinsukia / Cachar /Sribhumi / Hailakandi / Nalbari / Barpeta / Bongaigaon / Dima Hasao / Goalpara / Kokrajhar / Baksa / Chirang / Karbi Anglong,Diphu /Charaideo /Udalguri / Bajali /Majuli /West Karbi Anglong,Hamren /Biswanath/South Salmara

3. The Hon'ble Chief Judicial Magistrate are requested to circulate this advertisement amongst the eligible candidates in their establishments and also to affix this advertisement to the Notice Board of their respective office.

4. The D.I.P.R.O. Kamrup (Metro). He/She is requested to take necessary steps for publishing the advertisement in 1 (one) Assamese, 1 (one) English Daily news paper for wide publicity.

5. The Chief Administrative Officer, to the office of Hon'ble District & Sessions Judge, Kamrup(M), with a request to affix this advertisement to the Notice Board of the office of District & Sessions Judge, Kamrup(M).

6. The System Assistant, Kamrup(M), with a direction to upload this advertisement in the official website of District judiciary.

7. The Notice Board of the Office.

8. Office File.

Chief Judicial Magistrate
Kamrup (M), Guwahati

Chief Judicial Magistrate
Kamrup (Metro) District
Guwahati