



OFFICE OF THE LABOUR COURT:GUWAHATI:: ASSAM

ADVERTISEMENT

NO.LCG/03/2024-25/

Dated Guwahati the 4th Nov, 2025

Applications are invited from eligible candidates who are citizens of India as defined in Article 5 and 6 of the Constitution of India, in the prescribed Standard Form under Assam Gazette of part - IX for filling up of vacant post (highlighted here under in the table) in the establishment of Labour Court, Guwahati with pay structure plus other allowances as admissible under the rules.

POST ADVERTISED

Sl. No.	Name of the Post	No. of Posts	Category	Requisite Qualification & Experience	Scale of pay
1.	Senior Administrative Assistant (UDA)	01 (one)	UR	(i) Graduate in any Discipline. (ii)Candidates serving as Junior Administrative Assistant having not less than 05 years of continuous service as on 01.01.2025 in any District Judiciary of Assam	Pay band-2 Rs.14000/- to Rs.70000/- + Grade Pay Rs. 8000/-

TERMS & CONDITIONS FOR APPLICATION:

1. Intending candidates shall submit their applications through proper channel and have to produce **"No Objection Certificate"** from their competent authority at the time of interview.
2. Candidate shall submit their experience certificate issued by their respective competent authority along with the copy of **service book** and copies of **ACR** of last 5 years.
3. Duly filled up "Application Form" along with self attested photocopies of all relevant testimonials in support of their age, educational qualification, other qualifications, 03 (three) recent passport size photographs, be submitted either by Post addressed to the **Presiding Officer, Labour Court, Guwahati, Assam, PIN-781036**, or dropped personally at the **Drop-Box** of the O/o the Labour Court, Guwahati, Assam during working days at the office hours only.
4. The application should be addressed to the Presiding Officer, Labour Court, Guwahati, Assam, and the name of the post should be clearly mentioned at the top of the envelope as **"APPLICATION FOR THE POST OF SENIOR ADMINISTRATIVE ASSISTANT"**.
5. The last date of receipt of application is **25-11-2025** till office working hours. No applications received thereafter will be entertained and this office will not be responsible for any postal delay.
6. The application shall be filled up in **BLOCK LETTERS** and contact nos. and Email-ID must be compulsory provided in the application, if required add the column in the form. Incomplete applications will be summarily rejected.
7. No TA/DA is admissible for attending the interview.

8. Mode of selection shall be on the basis of "Seniority cum merit". Which is to be determined on the basis of last 5 Years ACRs and personal interview.
9. The Selection Board reserves the right to relax the requisite criteria in case of need and exigencies.
10. Canvassing directly or indirectly shall disqualify a candidate.
11. List of eligible candidates/rejected candidates (if any) will be uploaded in the official website of Kamrup Metro District Judiciary (<https://kamrupmetro.dcourts.gov.in>) along with the date of interview, Admit card for the interview will be made available in the official website of District Judiciary, Kamrup (M). No individual call letters will be issued.
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 addressed to :



The Presiding Officer

Address : Labour Court, Guwahati

New DC Office Building,

3rd Floor, Hengrabari-781036 (Assam)

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Presiding Officer
Labour Court, Assam
PRESIDING OFFICER
LABOUR COURT GUWAHATI

Memo No.LCG/03/2024-24/ 456-460,

Dated Guwahati the 4th Nov, 2025

Copy forwarded for information & necessary action to:

1. The District & Sessions Judge,

Bajali/Baksa/Barpeta/Biswanath/Bongaigaon/Cachar/Chirang/Darrang/Dhemaji/Dhubri/Dibrugarh/DimaHasao/Golpara/Golaghat/Hailakandi/Hojai/Jorhat/Kamrup(M)/Kamrup(R)/KarbiAnglong/Kokrajhar/Lakhimpur/Majuli/Morigaon/Nagaon/Nalbari/Sivasagar/Sonitpur/Tinsukia/Udalguri/SouthSalmara-Mankachar/Sribhumi/West-KarbiAnglong with a request to circulate the advertisement amongst the equivalent courts and the staff as well as to place the same in the Notice Board of respective establishment.

2. The D.I.P.R.O Kamrup (M), Guwahati 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, Kamrup (M), Guwahati and DIPR Assam, for wide publicity

✓ 3. The System Officer, Kamrup (M) District Judiciary, for publishing the advertisement in the official website.

4. Office notice Board.

5. Office File.

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Presiding Officer
Labour Court, Assam
PRESIDING OFFICER
LABOUR COURT GUWAHATI