

**Sanctioned strength, vacancy position etc. of officers & staff (Non judicial) of district Judiciary
(For substantive posts only)**

Name of establishment : Office of the Principal Judge, Family Court-II, Kamrup (M), Guwahati

Sl. No.	Name of all the posts (in order of regular scale pay, as per ROP Rules/If a cadre consists of more than one post, all posts should be indicated in the list) (Example indicated below is not exhaustive)	Name of Incumbent/ Vacant from dd/mm/yyyy is (Whichever applicable)	Normal mode of recruitment (Direct/Promotion), as per existing Rules/Notifications etc. (Indicate compassionate appointment, If any)	Recruiting authority (Gauhati High Court/Head of the establishment, whichever is applicable)	Whether the post is Unreserved or reserved for (SC/ST(P)/S T(H)/OBC/M OBC/PWD/ Woman	Govt. Sanction letter No. & date of creation of the post (Chronologically)
1	Chief Administrative Officer (earlier designated as Superintendent)	Ranjit Kalita	Promotion	Head of the establishment	Unreserved	JDJ.1016/27/2017-ESTT-JUDI/80 dtd.29.06.17
2	Head Assistant					
3	Executive Assistant, If any					
4	Stenographer Grade-I	Rakesh Sk	Promotion	Gauhati High Court	Unreserved	JDJ.83/2010/50 dtd.01.07.15
5	Stenographer Grade-I					
6	Stenographer Grade-II					
7	Stenographer Grade-II					
8	Stenographer Grade-III	Abdul Gafur Ahmed	Direct	Gauhati High Court	Unreserved	JDJ.83/2010/18 dtd.11.11.10
9	Stenographer Grade-III					
10	Senior Administrative Assistant (earlier designated as UDA)	Dhrubajyoti Das	Promotion	Head of the establishment	Unreserved	JDJ.83/2010/18 dtd.11.11.10
11	Administrative Officer (earlier designated as Nazir)	Bedanta Neog	Promotion	Head of the establishment	Unreserved	JDJ.83/2010/18 dtd.11.11.10
12	Record Keeper	Jyotsna Medhi Sarania	Promotion	Head of the establishment	Unreserved	JDJ.1016/27/2017-ESTT-JUDI/80 dtd.29.06.17
13	Junior Administrative Assistant (earlier designated as LDA)	Rupjyoti Kakati	Direct	Head of the establishment	Unreserved	JDJ.83/2010/18 dtd.11.11.10
14	Junior Administrative Assistant (earlier designated as LDA)	Pranab Kalita	Direct	Head of the establishment	Unreserved	JDJ.83/2010/18 dtd.11.11.10
15	Junior Administrative Assistant (earlier designated as LDA)	Ashok Moni Deka	Direct	Head of the establishment	Unreserved	JDJ.83/2010/18 dtd.11.11.10
16	Junior Administrative Assistant (earlier designated as Copyist)	Pintu Moni Kalita	Promotion	Head of the establishment	Unreserved	JDJ.83/2010/18 dtd.11.11.10
17	Junior Administrative Assistant (earlier designated as Typist)	Vacant w.e.f. 18.05.2022	Direct	Gauhati High Court	Unreserved	JDJ.83/2010/18 dtd.11.11.10
18	Junior Administrative Assistant (earlier designated as Computer Typist)	Ankur Dutta Purkayastha	Direct	Gauhati High Court	Unreserved	JDJ.113/2015/6 dtd.19.06.15
19	Junior Administrative Assistant (earlier designated as Computer Typist)	Wazid Ahmed	Direct	Gauhati High Court	Unreserved	JDJ.113/2015/6 dtd.19.06.15
20	Process Server	Hitesh Das	Direct	Head of the establishment	Unreserved	JDJ.83/2010/18 dtd.11.11.10
21	Process Server	Kailash Das	Direct	Head of the establishment	Unreserved	JDJ.83/2010/18 dtd.11.11.10
22	Record Arranger	Vacant w.e.f. 29.06.17	Direct	Gauhati High Court	Unreserved	JDJ.1016/27/2017-ESTT-JUDI/80 dtd.29.06.17
23	Driver	Nipu Das	Direct	Head of the establishment	Unreserved	JDJ.147/2014/37 dtd.05.01.15
24	Attach Peon	Umesh Shah	Direct	Head of the establishment	Unreserved	JDJ.83/2010/18 dtd.11.11.10
25	Peon	Vacant w.e.f. 08.06.2023	Direct	Head of the establishment	ST(P)	JDJ.83/2010/18 dtd.11.11.10
26	Chowkidar	Dhaneswar Mahanta	Direct	Head of the establishment	Unreserved	JDJ.83/2010/18 dtd.11.11.10

- * **N.B.:** 1) The posts as mentioned above are re-designated as per Govt. Notification No. E 510267/2024/316 dated 16.09.2024.
2) The avenue of filling up of the posts of Peon and Record Arranger are under process.

Bedanta Neog
30/09/2026
Full signature & designation of
dealing assistant with date
Administrative Officer
Family Court-II, Kamrup (M),
Guwahati

Ranjit Kalita
30/09/26
Full signature of Chief Administrative Officer
with date
Chief Administrative Officer
Family Court-II, Kamrup (M),
Guwahati

Jayraj Hazarika
20/9/26
Full signature of Presiding
Officer with date & seal
Family Court-II, Kamrup (M)
Guwahati