OFFICE OF THE DISTRICT & SESSIONS JUDGE
S R I B H U M I

Notification No. 3
Date:- 24.01.25

Calling of Option for promotion to 01 (one) vacant post of Junior Administrative Assistant in the establishment of the District & Sessions Judge, Sribhumi

Applications in Standard Form are hereby invited from eligible Grade IV staff of the establishment of the District & Sessions Judge, Sribhumi for filing up 01 (one) vacant post of Junior Administrative Assistant (JAA) by way of promotion in the pay scale as mentioned below:-

Sl. No.	Name of the Post	No. of vacancy	Scale of Pay	Requisite criteria	Remarks
01	Junior Administrative Assistant (J.A.A.)	01	Rs. 14,000/- to Rs. 70,000/- plus Grade Pay Rs. 6200/- under PB-2	As per provision of Rule 6(5)(c) of the Govt. Of Assam (Judicial Department), the Assam District & Sessions Judges Establishment (Ministerial) Service Rules, 1987, the candidate:- 1.Must be a Grade IV employee in the establishment of the District & Sessions Judge, Sribhumi 2.Must have completed at least 07 years of continuous service in the establishment of the District & Sessions Judge, Sribhumi as on 01.01.2025 and 3.Must have passed H.S.L.C. or equivalent examination.	

Terms and Conditions:-

1. Duly filled-up application form must be accompanied by self-attested copies of all testimonials including educational qualification certificate, age proof certificate etc and at least 02 (two) copies of recent passport size photographs.
2. Candidate with Computer proficiency including CIS will be given preference.
3. Duly filled up application must be addressed to the District & Sessions Judge, Sribhumi and the envelope containing the application must be dropped in the Drop Box kept in front of the Court of the undersigned.
4. The last date for submission of application is **30.01.2025,** and no application will be entertained after the closing date.
5. Eligible candidate(s) will have to appear in a written test for 40 Marks to be followed by viva-voce of 60 Marks. Thus, in total, the entire test will be of 100 Marks, out of which 60% (i.e. 60 marks) would be the cut off marks for qualifying for promotion and any candidate not securing the said cut-off marks (i.e. 60 marks) will not be considered for promotion.
6. The Selection Board reserves the right to alter/modify/cancel the instant Notification without any prior notice.

District & Sessions Judge-cum-
Chairperson, Selection Board,
Sribhumi

Memo No. JSD/2025/ 649–655 Date:- 24.01.25

Copy for information to:-

1. The Addl. District & Sessions Judge (FTC), Sribhumi
2. The Civil Judge (Sr. Div), Sribhumi
3. The Civil Judge (Jr. Div) No. 1, Sribhumi
4. The Civil Judge (Jr. Div) No. 2, Sribhumi
5. The Civil Judge (Jr. Div) No. 3, Sribhumi
6. The Systems Officer, Sribhumi District Judiciary for uploading the same in the official website.
7. Notice Board/Notification File.

District & Sessions Judge-cum-
Chairperson, Selection Board,
Sribhumi
24/01/2025