



জিলা ও সত্ৰ ন্যায়াধীশৰ কাৰ্যালয় : : কাৰ্বি আংলং : : ডিফু
OFFICE OF THE DISTRICT & SESSIONS JUDGE
KARBI ANGLONG : : DIPHU (ASSAM) .

ADVERTISEMENT NO. 01/2025
Dated Diphu, the 20th January, 2025

Applications are invited for filling up the following vacant posts of Process Server (Grade IV) in the establishment of the undersigned in the Scale of Pay shown as under:

Sl. No	Name of post	No. & Category of Vacant Post					Scale of Pay	Sanctioning letter No.
		SC	ST	OBC	UR	TOTAL		
1	Process Server				2	2	Rs. 14000-70,000)+ GP- Rs. 5200	JDJ(E).260/2010/26, Dtd-03/10/2012

Eligibility:

1. The candidates must be Graduate in any discipline.
2. The candidates must have knowledge in official language in Assam.

How to apply:

Intending candidates will have to submit their application in sealed envelope to "The District & Sessions Judge, Karbi Anglong, Diphu -782460" either personally or through post on or before **20-02-2025** during office hours.

1. The applicants must superscribe "Application for the post of Process Server" on the top of the envelope and must write their MOBILE Nos. on the top of the Standard Form respectively in red ink.
2. The applications must be accompanied with-
 - a. Two copies of recent coloured passport size photo,
 - b. Experience Certificate, if any
 - c. All SELF ATTESTED testimonials in support of their educational qualification and caste.
3. Candidates already in govt. service must apply through proper channel.
4. Canvassing directly or indirectly will disqualify a candidate.
5. The candidates will have to appear in the written examination & Interview at their own expenses and no T.A. & D.A. is admissible in this respect.
6. Incomplete application will be summarily rejected.


7. All information about date of written test and viva-voce shall be uploaded in the official website and office Notice Board.

SELECTION PROCEDURE:

1. Selection for the post of Process Server will be through written examination of 100 marks followed by viva-voce of 20 marks.
2. The written test shall comprise of subject from English, General Awareness, Mathematical Ability, Aptitude etc.
3. The eligible candidates will have to appear for the written examination at their own expense.
4. Computer skills/Driving skills etc. shall be preferred.
5. Canvassing directly or indirectly by any candidate will lead to cancellation of his/her candidature.
6. The appointing authority reserves the right to reject any candidate who does not fulfil the eligibility criteria.
7. List of eligible candidates and date of written examination and interview will be notified through official website of the District Judiciary, Karbi Anglong.

The Selection Board reserves the right to cancel, modify or alter the advertisement or other terms and conditions without any prior notice.

Inform all concerned accordingly.


District & Sessions Judge,
Karbi Anglong.

Memo No. DJKA/513-15/2025 Dated, Diphu the 20th January, 2025

Copy for information and necessary action to:

1. For publication in the newspaper "The Sentinel/Tribune" and in Local daily news papers "Arleng Daily/Thekar Arnivang". The System Officer of this office for uploading the advertisement in respective website.
2. Notice Board of this Office.
3. Office Copy.

A. S. O., DJKA


District & Sessions Judge,
Karbi Anglong.