

OFFICE OF THE DISTRICT & SESSIONS JUDGE ::: CHARAIDEO

Memo No. DJCHA/2025/ 2199-2201

Dated 26.09.2025

ADVERTISEMENT

Date 26.09.2025

Applications are invited from eligible candidates in **Standard Form** as published in Assam Gazette in Part IX , who are the citizens of India as defined in Article 5 to Article 8 of the Constitution Of India for filling up the sanctioned posts mentioned below, which are lying vacant, in the office of the District & Sessions Judge, Charaideo, Sonari, Assam.

Details of Vacant Posts

Sl. No.	Name of the Post	No. of Post	Scale of Pay along with Grade Pay	Qualification / Eligibility	Category wise break up of Vacancies
1.	Senior Administrative Assistant (UDA)	02	14000/- to 70000/- + G.P. 8000/- P.M. along with other admissible allowances as per ROP Rules, 2017	Candidates serving as Junior Administrative Assistant having not less than 05 years of continuous service as on 01.01.2025 in the establishments of the District & Sessions Judges, of Assam	UR-01 (Unreserved) ST(P)-01

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Terms and Conditions:

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. Candidates 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 qualifications, other qualifications, 03(three) recent passport sized photographs**, be submitted either **by POST** addressed to the District & Sessions Judge, Charaideo, PIN-785690, Assam, or **dropped personally** at the **Drop-Box** of the O/o the District & Sessions Judge, Charaideo during working days at the office hours only.
4. The applications should be addressed to the District & Sessions Judge, Charaideo, 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 **24-10-2025** 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 **E-mail ID** must be compulsorily provided in the application. 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. If a candidate who is presently working as Junior Administrative Assistant (computer typist) selected to the post of UDA/SAA, he/she has to submit an undertaking that his/her promotion to the post of UDA/SAA shall be subject to the outcome of the case nos. WP (C) Nos. 2104 of 2023, 2640 of 2023, 1055 of 2023 , 3562 of 2020, 1884 of 2023, 6135 of 2024 and I.A.(Civil)/1312/2023 which are pending before the Hon'ble Gauhati High Court
11. Canvassing directly or indirectly shall disqualify a candidate.
12. List of eligible candidates /rejected candidates (if any) will be uploaded in the official website of Charaideo District Judiciary (<https://charaideo.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, Charaideo. No individual call letters will be issued.
13. The Appointing authority reserves the right to cancel the advertisement and to modify any terms and conditions mentioned in the advertisement.

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14. The application should be addressed to:

The District & Sessions Judge, Charaideo

Address: District & Judicial Court Campus, Charaideo,

Rajadhap, P.O. & P.S.: Sonari, PIN: 785690,

District : Charaideo, Assam

Memo No. DJCHA/2025/.....

Dated: 26.09.2025

District & Sessions Judge
Charaideo

Copy to:-

1. The District & Sessions Judge,

Bajali/Baksa/Barpeta/ Biswanath/Bongaigaon/ Cachar/ Chirang/ Darrang/ Dhemaji/ Dhubri/Dibrugarh/ Dima Hasao/ Goalpara /Golaghat/ Hailakandi/Hojai/ Jorhat/Kamrup(M)/ Kamrup(R)/ Karbi Anglong/ Kokrajhar/ Lakhimpur/Majuli/ Morigaon/ Nagaon/ Nalbari/ Sivasagar/ Sonitpur/Tinsukia/Udalguri/South Salmara-Mankachar/Sribhumi/West-Karbi Anglong 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. Charaideo. 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, Charaideo and DIPR, Assam, for wide publicity.

✓ 3. The System Assistant, Charaideo District Judiciary, with a direction to e-mail this advertisement to all concerned and also, to upload the advertisement in the official website immediately.

4. The Notice Board of this Office.

5. The concerned file.

26/09/25
District & Sessions Judge
Charaideo
Charaideo

