

OFFICE OF THE DISTRICT & SESSIONS JUDGE ::: CHARAIDEO

Memo No. DJCHA/2025/ 2193-2196

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 post mentioned below, which is lying vacant, in the office of the District & Sessions Judge, Charaideo, Sonari, Assam.

Details of Vacant Post

Sl. No.	Name of the Post	No. of Post	Scale of Pay along with Grade Pay	Category wise break up of Vacancies
1.	Chief Administrative Officer	01	(₹30,000-₹1,10,000) + Grade Pay 14,500 per month	UR-01 (Unreserved)

ELIGIBILITY:-

The candidate must have served either as a Senior Administrative Officer (Sheristadar of Additional District & Sessions Judge) or as the Head Administrative Officer in the District & Sessions Judge establishment, continuously for 5 years as on 01.01.2025 as per the Assam District & Sessions Judges' Establishment (Ministerial) Service Rules, 1987.

However, the Selection Board reserves the right to relax the requisite criteria in case of need and exigencies.

Terms and Conditions:

1. The applicants must submit their applications in the Standard Form of application published in Assam Gazette Part-IX. A candidate will have to submit 4 (Four) copies of recent passport size photographs and testimonials of his/her Age, Caste, Educational Qualification etc., along with the filled up application form, in photocopy to be self-

- attested. Candidates will have to produce testimonials in original during the time of interview failing which his/her candidature will be rejected.
2. The intending candidates shall submit their applications through proper channel including experience certificate issued by the respective District and Sessions Judge or equivalent courts along with copies of service-book, last five years ACRs with proof of requisite educational qualifications.
 3. Applicants must mandatorily provide their contact number and e-mail ID (If available) in their application.
 4. The candidate must submit "No Objection Certificate" issued by the competent authority.
 5. A provisional 'Select List' and 'Reject List' will be notified in due course of time in the official website of Charaideo Judiciary, viz. <https://charaideo.dcourts.gov.in/>
 6. Completed applications along with all testimonials as mentioned above should be addressed to 'The Office of District & Sessions Judge, Charaideo, Sonari, 785690' through post or may be placed in the box labelled as 'Drop Box for Application to the post of Chief Administrative Officer' which will be placed inside the premise of the court of the undersigned.
 7. The name of the post should be clearly mentioned at the top of the envelope as **"APPLICATION FOR THE POST OF CHIEF ADMINISTRATIVE OFFICER"**.
 8. No TA / DA will be admissible for attending interview.
 9. Mode of selection shall be on the basis of "seniority cum merit".
 10. There shall be **Viva-Voce/interview** for the post of **Chief Administrative Officer**.
 11. No application will be entertained after Scheduled date for receiving the application. The authority shall not be responsible for any postal delay.
 12. Incomplete applications, i.e., those without necessary particulars, signature, photographs, testimonials etc., shall be summarily rejected.
 13. Canvassing directly or indirectly will disqualify the candidate for the post.
 14. List of sorted out candidates and the date of interview will be uploaded in the official website mentioned herein, viz – <https://charaideo.dcourts.gov.in/>
 15. Application should reach the office of the District & Sessions Judge, Sonari, Charaideo during office hours on working days on or before **24/10/2025**
 16. Candidates, who have already applied for the post of Chief Administrative Officer in pursuance to the advertisement Dated 21st May, 2025 vide memo no. DJCHA/2025/920-923 need not apply afresh.
 17. The Selection Board reserves the right to cancel, alter or modify the advertisement or other terms and conditions of the advertisement without any prior notice.
 18. **Address for Communication –**
 - (A) **District Judicial Court Campus, Charaideo**
Rajadhap, P.O.& P.S.: Sonari, PIN: 785690
District: Charaideo, Assam
 - (B) Details Regarding the advertisement can also be collected from the official website, i.e. <https://charaideo.dcourts.gov.in/>


District & Sessions Judge,
Charaideo

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

Dated: 26.09.2025

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
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