



**OFFICE OF THE DISTRICT AND SESSIONS JUDGE, BISWANATH
AT BISWANATH CHARIALI**

No. DJ (BN) 3759 Dated, Biswanath Chariali, the 4th Aug, 2025

From :- Smt. B. Kshetry,
District and Sessions Judge,
Biswanath, Biswanath Chariali

To:
The Chief Judicial Magistrate, Biswanath.

Sub:- Approval for appointing Head Administrative Officer in the
establishment Chief Judicial Magistrate, Biswanath.

Ref: CJM/BN 652 dated 29.07.2025.

Madam,

With reference to the subject cited above, I have received the file containing the application submitted by the candidate with necessary enclosures and recommendation of the Selection Board for appointing Head Administrative Officer in the CJM, Biswanath. I have also seen the resolution dated 07.07.2025 as well as the advertisement dated 04.12.2024 for appointment to the post of Head Administrative Officer to the establishment of Chief Judicial Magistrate, Biswanath.

After perusal of the above documents and enclosures, I have hereby, approved the name of **Sri Dhrubajyoti Sarmah** on merit as recommended by the Recruitment Committee and make his appointment as Head Administrative Officer in the establishment of Chief Judicial Magistrate, Biswanath.

This is for favour of your kind information and necessary action.

Yours faithfully,


(Smt. B. Kshetry)
District and Sessions Judge,
Biswanath, Biswanath Chariali

**MEETING OF THE COMMITTEE CONSTITUTED FOR RECRUITMENT FOR THE
VACANT POSTS OF HEAD ASSISTANT, UPPER DIVISION ASSISTANT AND
BENCH CLERK GRADE II HELD ON 07-07-2025**

In presence of :

1. Smti Aklima Begum, Ld. CJM, Biswanath..... Chairperson.
2. Smti Pranjita Konwar, Ld. SDJM(M), Biswanath Chariali..... Ld. Member.
3. Smti Sibani Dutta, Ld. SDJM(M), Biswanath Chariali..... Ld. Member.

Agenda No. 1

Interview for the post of Head Administrative Officer.

Resolution

As per the resolution dtd. 13-06-2025 today's date is fixed for the interview for the post of Head Administrative Officer and accordingly the candidates were called for the interview.

Prior to conducting the interview , the Board has discussed about the criteria and total marks of the interview and after due deliberation, the Board has resolved that the maximum marks that may be awarded by each member of the Board in the interview would be out of 50 (Fifty) and the final selection list is to be prepared on the basis of marks scored by each candidate out of total 150 (One Hundred Fifty) marks. The division of marks on various heads of criterion would be as follows :

Qualification	ACR	Intelligence	Knowledge	Utility	Total
10	10	10	10	10	50

Accordingly, the interview for the post of Head Administrative Officer is conducted. Sri Dhrubajyoti Sarmah and Sri Dilip Kakaty have appeared before the Board.

Interview of the candidates are conducted considering their qualification, ACR, Intelligence, Knowledge and Utility. The Board has scrutinized their documents including the ACR and Service Records . Rule 6 of Chief Judicial Magistrates Establishment (Ministerial) Service Rules, 1987 provides for assessing the comparative merit and ability of the candidates for purpose of recommending the names of suitable candidates to the Hon'ble District & Sessions Judge concerned. Hence that aspect along with seniority shall be considered.

The members of the Board gave separate marks for each category/ criterion on the basis of the performance of the candidates in the interview which have been annexed herewith as Annexure-A, Annexure-B and Annexure-C.

The final marks obtained by the candidates are as follows :

Name of candidate	Interviewer 1 Smti Aklima Begum, CJM	Interviewer 2 Smti Pranjita Konwar, SDJM(M), Biswanath Chariali	Interviewer 3 Smti. Sibani Dutta SDJM(M), Gohpur	Total
Sri Dhrubajyoti Sarmah	40	41	43	124
Sri Dilip Kakaty	34	36	38	108

RESOLUTION

Candidate No.1 Sri Dhrubajyoti Sarma is presently appointed as Junior Administrative Officer at the office of the CJM, Karbi Anglong. From his Service Book and ACR it is revealed that the candidate has completed required 05 years of experience as UDA/ Senior Administrative Assistant at the relevant time. His qualification is MCA. The candidate joined service as LDA on 11-12-2011. He was promoted to UDA (Re-designated as SAA) in the office of the Chief Judicial Magistrate, Karbi Anglong on 01-11-2017 and he possesses 6 years of experience as UDA. On 11-01-2024 he was promoted to Supervisory Assistant (re designated as Junior Administrative Officer) in the office of the Chief Judicial Magistrate, Karbi Anglong. His ACR for the years 2021,2022 and 2023 are found satisfactory. Sri Dhrubajyoti Sarma obtained a total of 124 marks out of 150 marks in the interview.

Candidate No.2 Sri Dilip Kakaty is presently appointed as Senior Administrative Assistant at the office of the CJM, Biswanath. He has also been performing Protocol Duty along with other entrusted duties. From his Service Book and ACR it is revealed that the candidate does not possess required 05 years of experience as UDA/ Senior Administrative Officer at the relevant time. His qualification is HSSLC. The candidate joined service on 26-02-1997 as Copyist. He was promoted to UDA (re designated as SAA) in July 2021. His ACR for the years 2021,2022 and 2023 are found satisfactory. Sri Dilip Kakaty obtained a total of 108 marks out of 150 marks in the interview.

Candidate no. 1, Sri Dhrubajyoti Sarma fulfills the relaxed eligibility criteria and as per merit he obtained the highest marks and hence he has been found to be fit for the post of Head Administrative Officer to Chief Judicial Magistrate, Biswanath. The Board resolves to recommend the name of Sri Dhrubajyoti Sarmah to the Appointing Authority, i.e. the Hon'ble District & Sessions Judge, Biswanath, Biswanath Chariali for



kind perusal and needful for his appointment to the post of Head Administrative Officer to the Ld. Chief Judicial Magistrate, Biswanath.

In terms of Rule 6 of Assam Chief Judicial Magistrate Establishment (Ministerial), 1987, the select list so prepared on the basis of comparative merit and ability of the candidates shall be valid for one year.

Ld. members of the committee have requested Ld. Chief Judicial Magistrate, Biswanath to place the recommendation letter along with other relevant documents before the Hon'ble District & Sessions Judge, Biswanath. After a brief discussion all the members of the committee unanimously resolved to transmit the recommendation letter along with all other relevant documents to the Hon'ble District & Sessions Judge, Biswanath, Biswanath Chaharali for necessary approval.

Chief Judicial Magistrate
Biswanath

SDJM (M)
Sub-Divisional Judicial Magistrate(M)
Biswanath, Biswanath Chaharali

Sub Divisional Judicial Magistrate(M)
Sub-Divisional Judicial Magistrate
Gohpur, Biswanath