

OFFICE OF THE CHIEF JUDICIAL MAGISTRATE ::::::::::: DHEMAJI.

ADVERTISEMENT.

Memo No. CJDH/

/2026, Dated Dhemaji the

June /2026.

1. Application are invited from eligible candidates for filling up of 2 (two) vacant posts of Multi Tasking Staff (MTS)/ Grade-IV (D-II) in the pay scale of Rs. 12000-52,000/- (Pay Band: 2) with Grade Pay of Rs. 3900/- plus other admissible allowances as per rules. The number of vacancies is indicative only and may vary at the time of final selection on either side.

IMPORTANT DATE:-

SL. No.	Description	Date
1.	Submission of Application	08/06/2026
2.	Last Date for Submission of Application	29.06.2026

2. Category wise Break Up of Vacancies:

SL No.	Total Vacancy	Category-wise Break Up of Vacancies					
		UR	OBC/ MOBC	SC	ST(P)	ST(H)	PwBD
1.	02	02	Nil	Nil	Nil	Nil	Nil (LV, HH, DW, LC, AAV, OL, OA)

3. Duties:-

Physical Maintenance of records of the office. General cleanliness & Upkeep of the office. Carrying of files and other papers within the building. Photocopying, sending of FAX etc. Other non-clerical work in the office. Assisting in routine office work like diary, dispatch etc. including on computer. Delivering of dak (outside the building). Watch and ward duties. Opening and closing of rooms. Cleaning of rooms. Duties of furniture etc. Cleaning of building, fixtures etc. Driving of vehicles, it in possession of valid driving licence. Upkeep of parks, lawns, potted plants etc. Any other work assigned by the superior authority. Engaged in need based IT works including computerization, e-file etc.

4. Eligibility Criteria:-

- I. Candidate must possess the educational qualification of class-VIII standard; and those who have passed HSSLC (Higher Secondary) or above shall not be eligible to apply for the said posts.
[N.B. Candidates must declare in his/her application from that he/she possesses the minimum education qualification of Class VIII standard but he/she has not passed HSSLC (Higher Secondary)]

- II. The candidate must possess valid Employment exchange registration number for the State of Assam.

Candidates must possess the aforesaid eligibility criteria as on the last date of submission of the application form.

5. How to Apply:-

- i. Fill the application form in Assam Gazette Part IX Standard Form.
- ii. Attach self-attested copies of Educational certificates, Age proof, Cast certificate (if applicable), Employment Exchange Registration.
- iii. Attach 2 passport-size photographs.
- iv. Write the post name "Multi Tasking Staff (MTS)/ Grade-IV (D-II)" on the envelop.
- v. Send or drop the application at:
Address:
The Chief Judicial Magistrate, Dhemaji, PIN- 787057, Assam.

6. Terms And Conditions:-

- i. Candidate must be an Indian Citizen as per the Constitution of India.
- ii. Candidate should not be less than 18 years and not more than 40 years as on 01-01-2026. Upper Age relaxation 03 years for OBC/MOBC and 05 years for SC, ST(P) & ST(H).
- iii. Candidates must provide their email address and mobile phone number in the application number, without fail.
- iv. Eligible candidates for the post of MTS (Grd.-IV) will have to appear for Interview/viva-voce.
- v. The accepted list/rejected list of applications for the post of MTS (Grd.-IV) will be uploaded in the official website of Dhemaji District Judiciary.
- vi. No individual Call Letter/Admit Card will be sent to the eligible candidates. List of eligible candidates to be called for appearing Interview /viva-voce will be uploaded in the official website of Dhemaji District Judiciary (<https://dhemaji.dcourts.gov.in>) and candidates will have to download the same from the official website. The list of rejected candidates will also be uploaded in the official website.
- vii. No person who has entered into or contracted a marriage with a person having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the aforesaid post of peon.
- viii. Candidates have to produce their original testimonials regarding educational qualifications, date of birth, caste, working experience etc. at subsequent stages when asked for.
- ix. The admission of candidates at all stages of the selection process will be purely provisional and subject to satisfying the prescribed eligibility conditions. The application will be subject to scrutiny at every stage and shall be rejected if any defect is detected.
- x. No TA/DA shall be paid to the candidates for appearing in the written test/interview etc.

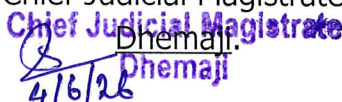
- xi. Candidates who are already in the Government Service (Central/State or PSU) may apply through proper channel. They shall have to produce "No Objection Certificate" from the present Employer at the time of document verification before interview/viva-voce and they will have to submit release order at the time of joining.
- xii. Application form, which is incomplete in any respect, such as, without photograph and signature, is liable to be rejected summarily.
- xiii. Information submitted by an applicant in his/her application will bind the candidate and if found to be false, his/her candidature will be cancelled forthwith and he/she shall be liable for criminal prosecution.
- xiv. The candidate will be responsible for any mistake made by him/her in the application form and the Recruitment Board, Dhemaji shall not be responsible or liable in any way.
- xv. The certificate for claim of reservation must be issued by competent authority.
- xvi. If any candidate is found canvassing directly or indirectly, his/her candidature will be rejected.
- xvii. The Recruitment Board reserves the right to cancel, alter or modify the advertisement or other terms and conditions of the advertisement without any prior notice.
- xviii. All other matters which are not specifically provided in this advertisement shall be decided by the Recruitment Board.


(O. Mize)
Chief Judicial Magistrate,
Dhemaji.

Memo No. CJDH/ 1190-93 /2026, Dated Dhemaji the 4th June /2026.

Copy forwarded for information to:-

1. The System Assistant, District Judiciary, Dhemaji. He is directed to upload the Advertisement in the Dhemaji District Judiciary official website.
2. The Notice Board, O/o The Chief Judicial Magistrate, Dhemaji.
3. The Notice Board, O/o The SDJM(M), Jonai.
4. Order File.


(O. Mize)
Chief Judicial Magistrate,
Dhemaji.

4/6/26