

**OFFICE OF THE DISTRICT AND SESSIONS JUDGE ::: NALBARI**

**A D V E R T I S E M E N T**

**Dated: Nalbari, the 11<sup>th</sup> June, 2025**

Applications are invited from eligible intending employees of the establishment of the District and Sessions Judges of the state of Assam to fill up the vacant post of Chief Administrative Officer (C.A.O) of the establishment of the District and Sessions Judge, Nalbari through proper channel; in the pay scale of ₹ 30,000 – 1,10,000/- with Grade Pay of ₹ 14,500/- and other allowances as admissible per month under the ROP Rules 2017 having the following requisite conditions -

1. The candidate must be a graduate from a recognized university in any discipline.
2. **The Candidate must have served continuously either as Head Administrative Officer in the Establishment of the District and Sessions Judge or Sheristadar in the office of the Additional District and Sessions Judge for a minimum of 3 (three) years.**
3. The intending candidates shall submit their application in the Standard Form of application published in Assam Gazette Part-IX through proper channel by enclosing experience certificate, issued by the competent Authority, along with all the relevant testimonials and two copies of recent passport size photographs, documents of educational qualification, age proof certificate (Self Attested).
4. Candidates will have to produce testimonials in original, in the event of being selected for interview and skill test; failing which his/her candidature will be rejected and the next eligible candidate will be considered.

5. The provisional short listed candidates will be called for interview/viva-voce and skill test. The date and time of the interview/viva voce and skill test will be notified in the official website of the Nalbari District Judiciary in due course.
6. The candidate shall have to appear before the Selection Board for interview/ viva-voce and skill test at their own expenses. No TA/DA will be applicable.
7. The candidates are requested to go through the Official Website of Nalbari District Judiciary for updated information.
8. Canvassing directly or indirectly will disqualify his/her candidature.
9. The final selection will be made on the basis of the marks, obtained by the candidates in interview / viva-voce and skill test only.
10. The last date of submission of application is **01/07/2025**. No postal delay will be considered.
11. The application received after the last date will be summarily rejected.
12. Incomplete application will be summarily rejected.
13. Applicants have to mandatorily provide their contact number and e-mail ID in their application form.
14. **Duly filled up application form along with all testimonials as mentioned above should be addressed to the "Office of the District and Sessions Judge, Nalbari, Barama Road, PIN-781335" by post or may be placed in the Drop Box labelled as "Drop Box for applications for the post of Chief Administrative Officer".**

Sd/- Mallika Dutta  
District and Sessions Judge  
-cum-  
Chairperson,  
Selection Board, Nalbari

*Copy for information to:-*

1. The District & Sessions Judge, Bajali/ Baksa/ Barpeta/ Biswanath/Bongaigaon/Cachar/Charaideo/Chirang/Dima-Hasao/ Darrang/Dhemaji/Dhubri/Dibrugarh/Dima Hasao/ Goalpara /Golaghat/ Hailakandi/ Jorhat/ Kamrup(M)/ Kamrup/ Karimganj/ Karbi Anglong/ Kokrajhar/ Lakhimpur/ Majuli/ Morigaon/ Nagaon/ Sibsagar/ Sonitpur/ Tinsukia/Udalguri/South Salmara-Mankachar with a request to circulate the advertisement amongst the staff as well as to place the same in the Notice Board of respective establishment.
2. The Principal Judge, Family Court, Nalbari/The Presiding Officer, Motor Accident Claim Tribunal, Nalbari/The Addl. District & Sessions Judge, Nalbari/ The Chief Judicial Magistrate, Nalbari/The Secretary, District Legal Services Authority, Nalbari with a request to display this advertisement in the Notice Boards of the respective establishments.
3. The Systems Officer, Nalbari District Judiciary. He is asked to upload this advertisement in the official website as well as to forward the said advertisement via e-mail to all the Establishments of the District and Sessions Judges of the State of Assam.
3. The Notice Board of the office of the District & Sessions Judge, Nalbari.
4. Office File.

District and Sessions Judge  
-cum-  
Chairperson,  
Selection Board, Nalbari