OFFICE OF THE PRESIDING OFFICER/MEMBER M.A.C.T,::::NALBARI

ADVERTISEMENT

Dated.01.08.2025

Applications are invited from eligible intending employees of the District and Sessions Judges of the state of Assam to fill up the vacant post of Sheristadar/Chief Administrative Officer (C.A.O) of the establishment of M.A.C.T, Nalbari through proper channel; in the pay scale of Rs/-30,000-1,10,000/- with Grade pay of Rs/- 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 Sheristadar (presently Senior Administrative Officer) in the office of the Additional District and Sessions Judge or as Head Assistant (presently Head Administrative Officer) in the Establishment of the District and Sessions Judge for a minimum of 5 (five) 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 three copies of recent passport size photographs, educational qualification, age proof certificate along with copy of Service Book and copy of ACR for last five years.

4. Candidates will have to produce testimonials in original, in the event of being selected for interview ; 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. The date and time of the interview/viva voce 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 at their own expenses. No TA/DA will be applicable.
7. The candidates are requested to go through the Official Website of District Judiciary, Nalbari 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 only
10. The last date of submission of application is **21/08/2025.** No postal delay will be considered.
11. Incomplete application will be summarily rejected.
12. Applicants have to mandatorily provide their contact number and e-mail ID in their application form.
13. No individual call letter will be issued to the candidates for appearing in the interview/ viva-voce.
14. **Duly filled up application form along with all testimonials as men tioned above should be addressed to the "Office of the Presiding Officer/ Member, MACT, Nalbari, PIN-781335" by post or may be placed in the Drop Box labeled as "Drop Box for applications for the post of Sheristadar/ CAO" during office hours in the premises of MACT, Nalbari.**

Nityananda Talukdar
Presiding Officer/ Member
-cum-
Chairperson,
Selection Board, Nalbari

Memo.MACT/N/ 437 - 440 **Date.01.08.2025**

Copy for information to:-

1.The District & Sessions Jugde,Bajali/Baksa/Barpeta/Biswanath/Bongaingaon/ Cachar/Charaideo/Chirang/Dima-Hasao/Goalpara/Golaghat/Hailakandi/Jorhat/Kamrup(M)/ Kamrup/Karimganj/KarbiAlong/Kokrajhar/Lakhimpur/majuli/Morigaon/Nalbari/Nagaon/Sib-

sagar/Sonitpur/Tinsukia/Udalguri/SouthSalmara-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 Addl. District & Sessions Judge, Nalbari/ The Chief Judicial Magistrate , Nalbari/ The Secretary, District Legal Services Authority, Nalbari with a request to display the advertisement in the Notice Boards of the respective establishments.

3. The System officer, Nalbari District Judiciary. He is requested to upload this advertisement in the official website as well as to forward the said advertisement via e-mail to all the Establishments of District and Sessions Judges of Assam.

4. The Notice Board of the office of the Presiding Officer/ Member, MACT, Nalbari.

5.Office File.

Presiding Officer/ Member
-cum-
Chairperson,
Selection Board, Nalbari