

OFFICE OF THE DISTRICT & SESSIONS JUDGE, UDALGURI

ADVERTISEMENT

Dated: 17th day of May, 2025

Applications are invited from eligible Indian citizens in the Standard Form, as prescribed in Part-IX of the Assam Gazette, to fill the following vacant position within the establishment of the District & Sessions Judge, Udalgori.

Name of the Post	No. of Post	Scale of Pay (with Grade Pay)	Eligibility Criteria
Chief Administrative Officer (CAO)	01	(₹30,000 - ₹1,10,000) + Grade Pay ₹14,500 per month	The candidate must have served either as a Senior Administrative Officer of the Additional District & Sessions Judge, or as the Head Administrative Officer in the District & Sessions Judge establishment, continuously for 5 years as on 16 th day of May 2025, as per the Assam District & Sessions Judges' Establishment (Ministerial) Service Rules, 1987.

General Instructions:

1. The intending candidates must submit their applications through proper channel only, by enclosing self-attested copies of educational certificate(s), experience certificate(s), A.C.R. for the last three years, NOC from the current employer, a copy of the updated Service Book, and 3 (three) recent passport-sized coloured photographs.
2. Applicants should include a personal contact number and an email address in their applications to facilitate future communications.
3. Applications should reach the office of the undersigned on or before **02nd June, 2025 addressed to – The Office of the District & Sessions Judge, Udalgori, P.O Udalgori, Pin – 784509, Assam.**
4. Incomplete applications will be rejected without any prior notification.
5. The application envelope must clearly mention "APPLICATION FOR THE POST OF CHIEF ADMINISTRATIVE OFFICER" on the top of the envelope.
6. The details regarding the date, time and venue of the interview / viva-voice will be posted in the official website (<https://udalguri.dcourts.gov.in>). Candidates are

advised to regularly check the official website of Udalguri District Judiciary for updates.

7. No individual call letters for the interview / viva-voice will be issued to the candidates separately.
8. No T.A./D.A. will be provided for attending the interview.
9. Any form of canvassing will result in disqualification.


The Selection Board reserves the right to cancel, alter, or modify any part of the advertisement or other terms and conditions without prior notice, if deemed necessary.

Sd/-
(N.S Deori)
District & Sessions Judge
Udalguri

Memo No. DJ(U) 2941-2945 Dated Udalguri, the 17th day of May, 2025

Copy forwarded to:

1. The District & Sessions Judge,
Baksa/ Barpeta/ Bongaigaon/Cachar/ Charaideo/ Chirang/ Darrang/ Dhemaji/ Dhubri/ Dibrugarh/ Dima Hasao/ Goalpara/ Golaghat/ Hailakandi/ Hojai/ Jorhat/ Kamrup (M)/ Kamrup/ Karbi Anglong/ Karimganj/ Kokrajhar/Lakhimpur/Morigaon/ / Nalbari/ Nagaon/ Silchar/ Sivasagar/ Sonitpur (Tezpur)/ Tinsukia/ South Salmara-Mankachar / Biswanath/ Bajali/ Majuli/ West Karbi Anglongwith a request to circulate the advertisement amongst the staff as well as to display in the notice board of your establishment.
2. The District Information & Public Relation Officer, Udalguri for wide publication. He/ She is requested to publish the advertisement in two leading local newspaper, in "Assam Tribune" and one vernacular newspaper in Assam.
3. ✓ The Systems Assistant, Udalguri District Judiciary; to upload the advertisement in the official website as well as to forward via e-mail to all the District & Sessions Judge Establishments of Assam.
4. Notice Board, O/o the District & Sessions Judge, Udalguri.
5. Office File.


(N.S Deori)
District & Sessions Judge
Udalguri