

VACANCY FOR THE POST OF PROCESS SERVER

ADVERTISEMENT

Dated: 23.07.2024

Applications are invited from the eligible candidates, who are citizens of India as defined in the Constitution of India, in Prescribed Standard form of application, with self attested copies of all testimonials in support of age, educational qualification, caste, experience (if any), along with 3(three) copies of recent passport size colour photograph for filling up the following sanctioned post of **Process Server** which are lying vacant in the establishment of the District & Sessions Judge, South Salmara-Mankachar.

| Sl. No | Name of the Post | No. of vacant Posts | Category wise Reservation | Scale of pay | Educational Qualifications |
|--------|-----------------------|---------------------|---------------------------|---------------------------------------|---|
| 1. | Process Server | 01 | ST(P) | Rs. 14000-70000+ GP Rs. 5200(PB-2) | Graduate (in any discipline) with knowledge of Assamese language. |

Terms and Conditions :

1. Candidates who will fulfill the requisite eligibility criteria must submit their applications in the Standard form of application published in the Assam Gazette Part-IX and fill the form with Block Letters using Black/Blue ball pen only. Paste one recent Passport size colour photograph in the specified box and submit another two Passport size colour photograph with the application form. Put applicant's signature in the box specified for signature.
2. The filled up "Application Form" along with the copy of age certificate, Educational Qualification Certificate, Caste Certificate from competent authority, Valid Employment Exchange registration Certificate, Experience certificate(if any) must send it by registered post to the **office of the District & Sessions Judge, South Salmara-Mankachar, P.O- Fekamari, P.S- South Salmara, PIN- 783135, District- South Salmara-Mankachar(Assam)** or may be dropped in the **"Drop Box for applications"** to be kept in the Office of the undersigned. The documents furnished with the application must be self attested by the Candidates himself/herself.
3. Applications made in any other mode except as indicated above shall be summarily rejected without any communication.
4. Candidates must not be less than **18 years or more than 45 years**(Age is relaxable as per Govt. norms for ST(P)) of age as on **01.07.2024**.



(2)

5. Candidates applying for the post of **Process Server** must have passed Graduation (in any discipline) with knowledge of Assamese language.
6. **Application should reach the office of the undersigned during office hours on working days on or before 22.08.2024.**
7. Applicants who are already in Govt. service should submit their application through proper channel. They shall have to produce **No Objection Certificate** at the time of document verification and **Release order** at the time of joining from present employer, if selected.
8. Envelope containing the application should indicate the name of the post applied for in Block letters as - "**APPLICATION FOR THE POST OF PROCESS SERVER**"
9. The list of Eligible/Rejected candidates along with interview dates/venue etc(if any) will be uploaded in the official website of District Judiciary, South Salmara-Mankachar (<http://south.salmara.dcourts.gov.in>) in due course of time.

10. **No separate call letters will be issued.** The Candidates are requested to visit the website regularly for further details.

11. No **TA/DA** will be admissible to the candidates for attending the interview process.

12. Application received after last date or without proper supporting documents or unsigned or incomplete application will be summarily rejected.

13. Canvassing directly or indirectly shall disqualify a candidate.

14. The Selection Board reserves the right to cancel, alter or modify the advertisement or other terms and conditions of the advertisement without any notice.

Sd/(S.Hazarika)

District & Sessions Judge,

-cum-

Chairman, Selection Board
South Salmara-Mankachar.

NO.DJ.SSM-I.2/Esstt/2021-2024/1229-1232/E,

DATED: 23/07/2024

1. The DIPRO, South Salmara-Mankachar. He/She is requested to take necessary step for publishing this advertisement in two leading dailies of Assam.

2. The System Assistant of this office. He is directed to upload this advertisement in the official website.

3. Notice Board of this office.

4. Office file.



District & Sessions Judge,

-cum-

Chairman, Selection Board
South Salmara-Mankachar.

(Signature)
28/7/24