OFFICE OF THE CHIEF JUDICIAL MAGISTRATE :: HOJAI :: ASSAM.

GRADATION LIST OF MINISTERIAL STAFF OF THE C.J.M. ESTABLISHMENT, HOJAI AS ON 31-12-2025.

GRADE-III STAFF- HEAD ADMINISTRATIVE OFFICER

PAY SCALE : PB- Rs.22,000/- to Rs.97,000/- + Grade Pay Rs. 10,300/-

TOTAL GOVT. SANCTIONED POST : 2 MAN IN POSITION : 1 VACANCY : 1

SL. NO.	NAME OF EMPLOYEE	PRESENT DESIGNATION	DATE OF BIRTH	CASTE	CATEGORY OF POST	EDUCATIONAL QUALIFICATION	DATE OF JOINING IN THE SERVICE	DATE OF JOINING TO THE HIGHER POST	DATE OF CONFIRMATION	DATE OF RETIREMENT	POST CREATION NO. & DATE
1	SRI MUKUL CH. KEMPRAI	HEAD ADMINISTRATIVE OFFICER	01/09/1967	S.T. (P)	UR	H.S.L.C.	26/09/1988	**SAA:** 21/08/2009 **HAO:** 13/07/2023	28/08/2001, 13-03-2016	31/08/2027	JDJ-11016/97/2017-ESTT-JUDI-Judicial/35, dated 12-03-2020
2	**VACANT**	HEAD ADMINISTRATIVE OFFICER			OBC/MOBC						JDJ-11016/97/2017-ESTT-JUDI-Judicial/35, dated 12-03-2020

GRADE-III STAFF- SENIOR ADMINISTRATIVE OFFICER.

PAY SCALE : PB- Rs.14,000/- to Rs.70,000/- + Grade Pay Rs.8,000/-

TOTAL GOVT. SANCTIONED POST : 3 MAN IN POSITION : 0 VACANCY : 3

SL. NO.	NAME OF EMPLOYEE	PRESENT DESIGNATION	DATE OF BIRTH	CASTE	CATEGORY OF POST	EDUCATIONAL QUALIFICATION	DATE OF JOINING IN THE SERVICE	DATE OF JOINING TO THE HIGHER POST	DATE OF CONFIRMATION	DATE OF RETIREMENT	POST CREATION NO. & DATE
1	**VACANT**	SENIOR ADMINISTRATIVE ASSISTANT			OBC						JDJ-11016/97/2017-ESTT-JUDI-Judicial/35, dated 12-03-2020
2	**VACANT**	SENIOR ADMINISTRATIVE ASSISTANT			UR						JDJ.11/81/139, DT. 28-02-1984
3	**VACANT**	SENIOR ADMINISTRATIVE ASSISTANT			UR						JDJ-11016/97/2017-ESTT-JUDI-Judicial/35, dated 12-03-2020

GRADE-II STAFF- BENCH CLERK GRADE-II.

PAY SCALE : PB- Rs.14,000/- to Rs.70,000/- + Grade Pay Rs.8,000/-

TOTAL GOVT. SANCTIONED POST : 2 MAN IN POSITION : 0 VACANCY : 2

SL. NO.	NAME OF EMPLOYEE	PRESENT DESIGNATION	DATE OF BIRTH	CASTE	CATEGORY OF POST	EDUCATIONAL QUALIFICATION	DATE OF JOINING IN THE SERVICE	DATE OF JOINING TO THE HIGHER POST	DATE OF CONFIRMATION	DATE OF RETIREMENT	POST CREATION NO. & DATE
1	**VACANT**	BENCH CLERK -II			UR						JDJ-11016/97/2017-ESTT-JUDI-Judicial/35, dated 12-03-2020
2	**VACANT**	BENCH CLERK -II			OBC/MOBC						JDJ-11016/97/2017-ESTT-JUDI-Judicial/35, dated 12-03-2020

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Assam

GRADE-II STAFF- STENOGRAPHER GRADE-II.

PAY SCALE : PB- Rs.22,000/- to Rs.97,000/- + Grade Pay Rs.9,700/-

TOTAL GOVT. SANCTIONED POST : 1 MAN IN POSITION : 0 VACANCY : 1

SL. NO.	NAME OF EMPLOYEE	PRESENT DESIGNATION	DATE OF BIRTH	CASTE	CATEGORY OF POST	EDUCATIONAL QUALIFICATION	DATE OF JOINING IN THE SERVICE	DATE OF JOINING TO THE HIGHER POST	DATE OF CONFIRMATION	DATE OF RETIREMENT	POST CREATION NO. & DATE
1		STENOGRAPHER-II			UR						JDJ-11016/97/2017-ESTT-JUDI-Judicial/35, dated 12-03-2020

GRADE-III STAFF- STENOGRAPHER GRADE-III.

PAY SCALE : PB- Rs.14,000/- to Rs.70,000/- + Grade Pay Rs.7,400/-

TOTAL GOVT. SANCTIONED POST : 2 MAN IN POSITION : 0 VACANCY : 2

SL. NO.	NAME OF EMPLOYEE	PRESENT DESIGNATION	DATE OF BIRTH	CASTE	CATEGORY OF POST	EDUCATIONAL QUALIFICATION	DATE OF JOINING IN THE SERVICE	DATE OF JOINING TO THE HIGHER POST	DATE OF CONFIRMATION	DATE OF RETIREMENT	POST CREATION NO. & DATE
1	VACANT	STENOGRAPHER-III			UR						JDJ.319/2012/19, DT 21-11-2013
2	VACANT	STENOGRAPHER-III			OBC/MOBC						JDJ-11016/97/2017-ESTT-JUDI-Judicial/35, dated 12-03-2020

GRADE-III STAFF- BENCH CLERK GRADE-III.

PAY SCALE : PB- Rs.14,000/- to Rs.70,000/- + Grade Pay Rs. 7,400/-

TOTAL GOVT. SANCTIONED POST : 1 MAN IN POSITION : 0 VACANCY : 1

SL.. NO.	NAME OF EMPLOYEE	PRESENT DESIGNATION	DATE OF BIRTH	CASTE	CATEGORY OF POST	EDUCATIONAL QUALIFICATION	DATE OF JOINING IN THE SERVICE	DATE OF JOINING TO THE HIGHER POST	DATE OF CONFIRMATION	DATE OF RETIREMENT	POST CREATION NO. & DATE
1	VACANT	BENCH CLERK -III									JDJ.319/2012/19, DT 21-11-2013

GRADE-III STAFF- JUNIOR ADMINISTRATIVE ASSISTANT

PAY SCALE : PB- Rs.14,000/- to Rs.70,000/- + Grade Pay Rs.6,200/-

TOTAL GOVT. SANCTIONED POST : 21 MAN IN POSITION : 13 VACANCY : 08

SL. NO.	NAME OF EMPLOYEE	PRESENT DESIGNATION	DATE OF BIRTH	CASTE	CATEGORY OF POST	EDUCATIONAL QUALIFICATION	DATE OF JOINING IN THE SERVICE	DATE OF JOINING TO THE HIGHER POST	DATE OF CONFIRMATION	DATE OF RETIREMENT	POST CREATION NO. & DATE
1	KABITA BORA	JUNIOR ADMINISTRATIVE ASSISTANT (Erstwhile Copyist)	23/11/1969	OBC	OBC	B.A.	02/05/2013		13/03/2016	30/11/2029	JDJ.187/89/59, DT.30-09-1994
2	ANUPAM PAUL	JUNIOR ADMINISTRATIVE ASSISTANT (Erstwhile Computer Typist)	23-05-1990	GENERAL	UR	B.Com & TALLY, DCA	21-08-2017	**SAA:** 25/01/2024 **Reverted back on:** 11-11-2025	03-03-2022	31-05-2050	JDJ.113/2015/6 DT.19-06-2015

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3	ANIRBAN BOSE	JUNIOR ADMINISTRATIVE ASSISTANT (Erstwhile Computer Typist)	03-12-1982	OBC	UR	B.A. & Basic in Computer	21-08-2017	**SAA:** 25/01/2024 **Reverted back on:** 11-11-2025	03-03-2022	31-12-2042	JDJ.113/2015/6 DT.19-06-2015
4	SANJAY DUTTA	JUNIOR ADMINISTRATIVE ASSISTANT (Erstwhile Computer Typist)	31-05-1978	OBC	UR	B.Com., MCA	22-08-2017		03-03-2022	31-05-2038	JDJ.113/2015/6 DT.19-06-2015
5	CHANDRALI SHARMA	JUNIOR ADMINISTRATIVE ASSISTANT (Erstwhile LDA)	11-05-1991	GENERAL	UR	M.A. & PGDCA	09-11-2017		20-12-2018	31-05-2051	JDJ.11/81/139, DT. 28-02-1984
6	NASIM MALIK SARKAR	JUNIOR ADMINISTRATIVE ASSISTANT (Erstwhile Copyist)	01/10/1986	GENERAL	UR	M.A.	03-05-2019		11-01-2024	31/10/2046	JDJ.187/89/59, DT.30-09-1994
7	PANKAJ ADHIKARI	JUNIOR ADMINISTRATIVE ASSISTANT (Erstwhile LDA)	25-11-1988	GENERAL	UR	M.Sc. & PGDCA	12-04-2022		11-01-2024	30-11-2048	JDJ-11016/97/2017-ESTT-JUDI-Judicial/35, dated 12-03-2020
8	SANGEETA DEKA	JUNIOR ADMINISTRATIVE ASSISTANT (Erstwhile LDA)	09/09/1992	OBC	OBC	M.A. & DICA&M	12-04-2022		11-01-2024	30-09-2052	JDJ-11016/97/2017-ESTT-JUDI-Judicial/35, dated 12-03-2020
9	**VACANT (Resigned on Lien Scheme on 17-11-2025**	JUNIOR ADMINISTRATIVE ASSISTANT (Erstwhile LDA)			OBC						JDJ-11016/97/2017-ESTT-JUDI-Judicial/35, dated 12-03-2020
10	DHURJJATI SANKAR DAS	JUNIOR ADMINISTRATIVE ASSISTANT (Erstwhile LDA)	22-01-1992	SC	SC	B.Tech (CSE)	12-04-2022		11-01-2024	31-01-2052	JDJ-11016/97/2017-ESTT-JUDI-Judicial/35, dated 12-03-2020
11	PADMINI BASUMATARY	JUNIOR ADMINISTRATIVE ASSISTANT (Erstwhile LDA)	27/07/1992	STP	STP	B.Sc. & DCCA	12-04-2022		11-01-2024	31-07-2052	JDJ-11016/97/2017-ESTT-JUDI-Judicial/35, dated 12-03-2020
12	INDIRA DOLEY	JUNIOR ADMINISTRATIVE ASSISTANT (Erstwhile Copyist)	30/09/1987	STP	STP	B.A. & ADCA	19-04-2022		11-01-2024	30-09-2047	JDJ-11016/97/2017-ESTT-JUDI-Judicial/35, dated 12-03-2020
13	KRISHNA KT. SAIKIA	JUNIOR ADMINISTRATIVE ASSISTANT (Erstwhile LDA)	24/02/1988	GENERAL	UR	B.A. & COMPUTER DIPLOMA	18/08/2015	**JAA:** 30-04-2024	18-12-2017	29/02/2048	JDR.216/88/54, DT.28-02-1996 (Addl.P.P.)
14	BUDHESWAR KALITA	JUNIOR ADMINISTRATIVE ASSISTANT (Erstwhile LDA)	31/08/1984	GENERAL	OBC	H.S.	04/09/2015	**JAA:** 30-04-2024	18-12-2017	31/08/2044	LJJ.15/76/2, DT. 28-04-1976
15	**VACANT**	JUNIOR ADMINISTRATIVE ASSISTANT (Erstwhile Typist)			UR						JDJ.11/81/139, DT. 28-02-1984
16	**VACANT**	JUNIOR ADMINISTRATIVE ASSISTANT (Erstwhile LDA)			UR						JDJ.319/2012/19, DT. 21-11-2013

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Assam

17	**VACANT**	JUNIOR ADMINISTRATIVE ASSISTANT (Erstwhile LDA)			UR						JDJ-11016/97/2017-ESTT-JUDI-Judicial/35, dated 12-03-2020
18	**VACANT**	JUNIOR ADMINISTRATIVE ASSISTANT (Erstwhile Copyist)			UR						JDJ.187/89/59, DT.30-09-1994
19	**VACANT**	JUNIOR ADMINISTRATIVE ASSISTANT (Erstwhile Copyist)			UR						JDJ.187/89/59, DT.30-09-1994
20	**VACANT**	JUNIOR ADMINISTRATIVE ASSISTANT (Erstwhile Copyist)			UR						JDJ-11016/97/2017-ESTT-JUDI-Judicial/35, dated 12-03-2020
21	**VACANT**	JUNIOR ADMINISTRATIVE ASSISTANT (Erstwhile Copyist)			OBC						JDJ.187/89/59, DT.30-09-1994

GRADE-III STAFF- COMPUTER OPERATOR.

PAY SCALE : PB- Rs.14,000/- to Rs.70,000/- + Grade Pay Rs.6,200/-

TOTAL GOVT. SANCTIONED POST : 1 MAN IN POSITION : 0 VACANCY : 1

SL. NO.	NAME OF EMPLOYEE	PRESENT DESIGNATION	DATE OF BIRTH	CASTE	CATEGORY OF POST	EDUCATIONAL QUALIFICATION	DATE OF JOINING IN THE SERVICE	DATE OF JOINING TO THE HIGHER POST	DATE OF CONFIRMATION	DATE OF RETIREMENT	POST CREATION NO. & DATE
1	**VACANT**	COMPUTER OPERATOR		UR							JDJ-11016/97/2017-ESTT-JUDI-Judicial/35, dated 12-03-2020

PROCESS SERVER.

PAY SCALE : PB- Rs.14,000/- to Rs.70,000/- + Grade Pay Rs.5,200/-

TOTAL GOVT. SANCTIONED POST : 4 MAN IN POSITION : 4 VACANCY : 0

SL. NO.	NAME OF EMPLOYEE	PRESENT DESIGNATION	DATE OF BIRTH	CASTE	CATEGORY OF POST	EDUCATIONAL QUALIFICATION	DATE OF JOINING IN THE SERVICE	DATE OF JOINING TO THE HIGHER POST	DATE OF CONFIRMATION	DATE OF RETIREMENT	POST CREATION NO. & DATE
1	SATATAM MAZUMDAR	PROCESS SERVER	06/07/1996	SC	UR	B.A	03/07/2023		25/07/2024	31/07/2056	JDJ-11016/97/2017-ESTT-JUDI-Judicial/35, dated 12-03-2020
2	NIPU BARMAN	PROCESS SERVER	01/01/1995	GENERAL	UR	HS	03/07/2023		25/07/2024	31/12/2054	JDJ-11016/97/2017-ESTT-JUDI-Judicial/35, dated 12-03-2020
3	SHIVA PRASAD BORAH	PROCESS SERVER	31/12/1989	GENERAL	UR	H.S.L.C.	07/09/2015	**PROCESS SERVER:** 13/05/2024	20/12/2018	31/12/2049	JDJ.11/81/139, DT. 28-02-1984
4	ARUP BORA	PROCESS SERVER	04/01/1994	GENERAL	OBC	B.A., 6 months Computer Certificate Prog.	14/07/2016	**PROCESS SERVER:** 14/05/2024	20/12/2018	31/01/2054	JDJ.11/81/139, DT. 28-02-1984

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DRIVER.

PAY SCALE : PB- Rs.14,000/- to Rs.70,000/- + Grade Pay Rs.5,200/-

TOTAL GOVT. SANCTIONED POST : 2 MAN IN POSITION : 2 VACANCY : 0

SL. NO.	NAME OF EMPLOYEE	PRESENT DESIGNATION	DATE OF BIRTH	CASTE	CATEGORY OF POST	EDUCATIONAL QUALIFICATION	DATE OF JOINING IN THE SERVICE	DATE OF JOINING TO THE HIGHER POST	DATE OF CONFIRMATION	DATE OF RETIREMENT	POST CREATION NO. & DATE
1	PAPU MONI BORA	DRIVER	15/05/1984	GENERAL	UR	VIII	13/11/2014		13/03/2016	31/05/2044	JDJ.147/2014/37, DT.05-01-2015
2	JAYANTA HAZARIKA	DRIVER	15/05/1981	OBC	OBC	X	01/07//2023		25/07/2024	31/05/2041	JDJ-11016/97/2017-ESTT-JUDI-Judicial/35, dated 12-03-2020

GRADE-IV STAFF- CHOWKIDER.

PAY SCALE : PB- Rs.12000/- to Rs.52,000/- + Grade Pay Rs.3,900/-

TOTAL GOVT. SANCTIONED POST : 2 MAN IN POSITION : 2 VACANCY : 0

SL. NO.	NAME OF EMPLOYEE	PRESENT DESIGNATION	DATE OF BIRTH	CASTE	CATEGORY OF POST	EDUCATIONAL QUALIFICATION	DATE OF JOINING IN THE SERVICE	DATE OF JOINING TO THE HIGHER POST	DATE OF CONFIRMATION	DATE OF RETIREMENT	POST CREATION NO. & DATE
1	GAUTOM TERON	CHOWKIDER	05/05/1996	ST(H)	UR	X	03/07/2023		25/07/2024	31/05/2056	JDJ-11016/97/2017-ESTT-JUDI-Judicial/35, dated 12-03-2020
2	TARKASWAR SHAH	CHOWKIDER	05/06/1985	OBC	OBC	HSLC	01/07/2023		25/07/2024	30/06/2045	JDJ.11/81/124, DT. 02-11-1983

GRADE-IV STAFF- PEON.

PAY SCALE : PB- Rs.12000/- to Rs.52,000/- + Grade Pay Rs.3,900/-

TOTAL GOVT. SANCTIONED POST : 13 MAN IN POSITION : 13 VACANCY : 0

SL. NO.	NAME OF EMPLOYEE	PRESENT DESIGNATION	DATE OF BIRTH	CASTE	CATEGORY OF POST	EDUCATIONAL QUALIFICATION	DATE OF JOINING IN THE SERVICE	DATE OF JOINING TO THE HIGHER POST	DATE OF CONFIRMATION	DATE OF RETIREMENT	POST CREATION NO. & DATE
1	BIPUL BORA	PEON	31-01-1978	GENERAL	UR	VIII	01/12/2018		11-01-2024	31-01-2038	JDR.46/76/242, DT. 05-12-1985 (Addl. P.P.)
2	ANUJ BORA	PEON	12/4/1996	GENERAL	UR	HSLC	01/07/2023		25/07/2024	30/04/2056	JDJ-11016/97/2017-ESTT-JUDI-Judicial/35, dated 12-03-2020
3	MINTU GOGOI	PEON	21/06/1988	OBC	OBC	HSLC	01/07/2023		25/07/2024	30/06/2048	JDJ-11016/97/2017-ESTT-JUDI-Judicial/35, dated 12-03-2020
4	UTTAM HAFILA	PEON	07/03/1988	ST(P)	ST(P)	HSLC	01/07/2023		25/07/2024	31/03/1948	JDJ-11016/97/2017-ESTT-JUDI-Judicial/35, dated 12-03-2020

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5	ABHISHEK BORA	PEON	31/12/1994	OBC	UR	HSLC	03/07/2023		25/07/2024	31/12/2054	JDJ-11016/97/2017-ESTT-JUDI-Judicial/35, dated 12-03-2020
6	LAKSHIRAM BORAH	PEON	31/01/1993	OBC	OBC	HSLC	03/07/2023		25/07/2024	31/07/2053	JDJ-11016/97/2017-ESTT-JUDI-Judicial/35, dated 12-03-2020
7	DIPUL TALUKDAR	PEON	01/08/1987	GENERAL	UR	HSLC	03/07/2023		25/07/2024	31/08/1947	JDJ-11016/97/2017-ESTT-JUDI-Judicial/35, dated 12-03-2020
8	BIDYUT BASUMATARY	PEON	02/01/1997	ST(P)	UR	HSLC	03-10-2024			31/01/1957	JDJ.319/2012/19, DT. 21-11-2013
9	BIRSING BEY	PEON	30/01/1998	ST(H)	UR	IX	03-10-2024			31/01/2058	JDJ-11016/97/2017-ESTT-JUDI-Judicial/35, dated 12-03-2020
10	SHIBA NANDA SAHA	PEON	02/01/1992	OBC	UR	HSLC	03-10-2024			31/01/2052	LJJ.15/76/2, DT. 28-04-1976
11	NAYAN SARMAH	PEON	30/06/1998	GENERAL	UR	HSLC	03-10-2024			30/06/2058	JDJ.11/81/124, DT. 02-11-1983
12	PUTU DAS	PEON	17/02/1991	SC	UR	HSLC	03-10-2024			28/02/2051	JDJ.11/81/139, DT. 28-02-1984
13	MRIDUL DAS	PEON	26/01/1994	SC	SC	HSLC	03-10-2024			31/01/2054	JDJ.11/81/139, DT. 28-02-1984

NAME OF POST	STRENGTH	VACANT	PRESENT	REMARKS
HEAD ADMINISTRATIVE OFFICER	2	1	1	
STENOGRAPHER GRD-II	1	1	0	
STENOGRAPHER GRD-III	2	2	0	
SR. ADMINISTRATIVE ASSISTANT	3	3	0	
BENCH CLERK GRD-II	2	2	0	
BENCH CLERK GRD-III	1	1	0	
JR. ADMINISTRATIVE ASSISTANT	21	8	13	1 (one) JAA Resigned on Lien Scheme
COMPUTER OPERATOR	1	1	0	
PROCESS SERVER	4	0	4	
DRIVER	2	0	2	
PEON	13	0	13	
CHOWKIDER	2	0	2	
TOTAL POST	54	19	35	

Prepared by:

Head Administrative Officer
O/O the Chief Judicial Magistrate
Hojai, Assam

Verified by:

Chief Judicial Magistrate
Hojai, Assam
Chief Judicial Magistrate,
Hojai, Sankardev Nagar

Approved by:

4.11.26

District & Sessions Judge
Hojai, Assam
District & Sessions Judge,
Hojai: Assam