GOVERNMENT OF ASSAM
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ORDERS BY THE GOVERNOR

NOTIFICATION

Dated Dispur, the 3rd September, 2026

No. **E-6808/2026/944**:- In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of Assam is hereby pleased to make the following rules regulating the recruitment and the conditions of services of the persons appointed to the Assam District Court Employees Service, in the manner hereinafter appearing, namely:—

Short title, commencement and application

1. (1) These rules may be called the Assam District Court Employees Service Rules, 2026.

(2) It shall come into force on the date of their publication in the Official Gazette.

(3) It shall apply to all the employees of services in the establishment of the Courts of the District and Session Judges, Chief Judicial Magistrates and the Ministerial staff in the establishment of the Special Judges, Motor Accident Claims Tribunals and Family Courts of Assam.

Definitions

2. In these rules, unless there is anything repugnant in the subject or context ;—

(a) "Appellate Authority" means the Gauhati High Court;

(b) "Appointing Authority" means the District and Sessions Judge for all the employees of the Courts of District and Session Judge, Chief Judicial Magistrates in case of employees of Sub-ordinate Courts and the respective Heads of the establishments for the employees under the Motor Accident Claims Tribunals, Family Courts and Special Judges for Special Courts;

(c) "Board" means the ASSEB, CBSE, ICSE or any other body declared by the Government to be a recognized Board for the purpose for holding Class X and XII examinations;

(d) "Central Recruitment Committee" means the Committee constituted under sub-rule (1) of rule 14;

(e) "Direct Recruitment" means an appointment made otherwise than by promotion, transfer or by deputation;

(f) "Disciplinary Authority" means the Appointing Authority;

(g) "District" means a judicial district under the control of District and Sessions Judge comprising of either one or more revenue districts;

(h) "District Court Establishment" means and includes all the employees working under the establishment of the Courts of the District and Session Judges, Chief Judicial Magistrates and the Ministerial staff in the establishment of the Special Judges, Motor Accident Claims Tribunals and Family Courts of Assam but shall not include Court Managers;

(i) "District Judge" means District and Session Judge of the concerned District;

(j) "District Recruitment Cell" means a Cell in each district constituted for the purpose of recruitment to any kind of the vacancies which shall be headed by a Judicial Officer, to be nominated by the District and Sessions Judge as Chairperson and two senior staff of Grade–II and shall publish the short-listed applications received for the posts and shall conduct the examination with the approval of the District Recruitment Committee;

(k) "District Recruitment Committee" means the Committee constituted under sub-rule (2) of rule 14;

(l) "Government" means the Government of Assam;

(m) "High Court" means the Gauhati High Court;

(n) "Member" means the members of the Assam District Court Employees Service;

(o) "Recognised University or institution" means any university or institution established by law;

(p) "Recruitment Body/Cell" means a body constituted for recruitment of employees under the supervision of a Registrar of the High Court and may consist of other Registrars or members of the Assam Judicial Service working in the Subordinate Courts to be nominated by the Chief Justice of the Gauhati High Court from time to time;

(q) "Schedule" means Schedule appended to these rules; and

(r) "Service" means the Assam State District Court Employees Service;

(s) "State" means State of Assam;

(t) "Year" means the calendar year i.e. from January to December;

Constitution of Service

3. (1) After the date of commencement of these rules the Government in consultation with the High Court shall constitute a service namely, the Assam District Employees Service as may be notified in the Official Gazette.

(2) The service shall consist of the categories of posts as specified in Schedule-I.

(3) The persons, who immediately before the commencement of these rules are holding any of the posts as specified in Schedule-I of these rules, shall be deemed to have been appointed to the respective posts and Grades of the service in accordance with the provisions of these rules.

Classes and Cadres

4. The Service shall consist of the following classes and cadres :-

(i) Grade-I (Group-A) :—

(a) Chief Administrative Officer; Chief Administrative Officer (Family Court);

(b) Senior Administrative Officer;

(c) Head Administrative Officer to District Judge;

(d) Stenographer Grade-I;

(ii) Grade-II (Group –B) :—

(a) Head Administrative Officer to Chief Judicial Magistrate;

(b) Administrative Officer, Bench Clerk Grade-I (Civil Judge);

(c) Stenographer Grade-II;

(iii) Grade-III (Group –C) :—

(a) Protocol Officer;

(b) Stenographer Grade -III;

(c) Junior Administrative Officer, Bench Clerk Grade-II, Record Keeper, Administrative Officer (Nazir), Senior Administrative Assistant, Accountant;

(d) Librarian;

(e) Bench Clerk Grade- III;

(f) Junior Administrative Assistant (JAA);

(g) Protocol Assistant;

(h) Bailiff;

(i) Driver.

(j) Process Server, Record Arranger, Duftry;

(iv) Grade-IV (Group –D) :—

(a) Peon or Mali, Orderly, Attendar, Guard, Bunglow peon;

(b) Protocol Attendant;

(c) Cleaner/Safai Karmachari, Jamadar.

(d) Chowkidar, Night Chowkidar.

Strength of Service

5. The strength of each cadre in a class of service shall be such as may be determined by the Governor from time to time. The strength of the cadre of the service along with the pay scale on the date of commencement of these rules shall be as shown in **Schedule-I**:

Provided that the Governor may hold in abeyance any post as and when considered necessary in consultation with the High Court.

Method of Recruitment

6. Recruitment to the cadres of the service shall be made in the following manner, namely :-

(i) By Direct Recruitment :

The cadres of Librarian, 50% of the cadre strength of the Stenographer-II, Stenographer-III, 90% of the Junior Administrative Assistant (JAA), Protocol Officer, Process Server, Record Arranger, Peon or Mali or Orderly or Attender or Guard or Bungalow peon, Protocol Assistant, Cleaner or Safai Karmachari. Driver shall be filled up from the candidates fulfilling the qualifications as in Schedule-II by direct recruitment in accordance with the procedure as per rule 7.

(ii) By Promotion :

The cadres of Chief Administrative Officer, Chief Administrative Officer (Family Court),Senior Administrative Officer, Administrative Officer (Nazir), Stenographer I, 50% of the Stenographer II, Head Administrative Officer to CJM,

Administrative Officer or Bench Clerk Grade- I (Civil Judge), Jr. Administrative Officer or Bench Clerk Grade- II, Record Keeper, Senior Administrative Assistant (SAA), Bench Clerk Grade- III, Accountant, 10% of the Junior Administrative Assistant, Record Keeper, Bailiff, Process Server and Duftry shall be filled up from the candidates fulfilling the qualifications as in Schedule-III by promotion in accordance with the procedure as per rule 13.

Procedure of Direct Recruitment

7. Direct recruitment shall be made by the Central Recruitment Committee with the approval of the Chief Justice, in accordance with the procedure hereinafter provided , namely :—

(1) Before the end of each year the Appointing Authority shall make an assessment regarding the likely number of vacancies to be filled up by direct recruitment during the next year and shall intimate the same to the Central Recruitment Committee and District Recruitment Committee as the case may be, together with the details of reservation for candidate's belonging to Scheduled Caste, Scheduled Tribes or any other category as laid down by the Government and about carry forward of such reservation.

(2) The Appointing Authority shall simultaneously request the Central Recruitment Committee and District Recruitment Committee for conducting selection procedure for direct recruitment in order of preference equal to the number of vacancies.

(3) The Recruitment Cell and the District Recruitment Cell shall fill up the said vacancies by conducting the recruitment examination within the time frame as decided by the Appointing Authority from time to time and which shall be duly published both in the notice board and website.

(4) The candidates shall apply in such form with the necessary particulars as set out in the advertisement which may be decided by the High Court/Appointing Authority from time to time.

(5) The Recruitment Cell shall initiate the process of recruitment giving advertisement in two daily news papers one in English and other in vernacular language. Apart from that, the District Recruitment Cell shall upload the advertisement in the official website and shall also intimate the District Employment Exchange. In case of publication of advertisement for filling up of vacancies in more than one Zone, a candidate can apply for one Zone only by giving his preference of the districts under the Zone for which he has applied.

(6) The process of selection by direct recruitment for the post of

Grade –III shall be held on two tier basis, –

(i) Written examination as per the syllabus as shown in Schedule-IV.

(ii) Skill test as per syllabus shown in Schedule-IV.

(7) Recruitment of Grade-III posts :—

(i) The Recruitment Cell shall hold separate screening test for the candidates of each Zone. The candidates shall be short listed strictly on the merit basis for appearing in written examination preferably at the ratio of 1:10. Screening test shall be held at Zonal Head Quarters or at such other places as may be fixed by the High Court.

(ii) The Recruitment Cell shall conduct examination for all the Zones. The shortlisted candidates shall have to appear in written examination for selection to be held at Zonal Head Quarters or at such other place as fixed by the Central Recruitment Committee. Candidates who shall qualify the same shall have to appear in viva-voce and computer skill test preferably at the ratio of 1:3.

(iii) The Recruitment Cell may conduct Viva-voce and computer proficiency test at Guwahati or any such other place as may be fixed by the High Court as per Schedule-VII.

(iv) The Recruitment Cell shall, thereafter, publish the list of selected candidates and recommend for their appointment to the concerned Appointing Authority with the approval of the Chief Justice or the concerned Committee.

(v) The Recruitment Cell, shall forward the name of the selected candidates to the Appointing Authority for the appointment of the selected candidates against the vacant post of the said District as per the select list.

(8) Recruitment of Stenographer Grade I, II and III

(i) For promotion to the post of Stenographer Grade-I, the candidate shall be required to have the requisite qualifications as in Schedule-III and V.

(ii) For direct recruitment to the post of Stenographer Grade-II and Grade-III, the candidate shall have the requisite qualifications as in Schedule-II and IV.

(iii) For recruitment to the posts of Stenographer Grade II and III, the candidate shall have to appear in written examination and clear the proficiency test for speed and accuracy as per Syllabus as in Schedule-V and VI.

(9) Recruitment of Grade-IV Posts

(i) The recruitment to the posts of Grade-IV shall be made by the District Recruitment Cell, with the approval of the District Recruitment Committee, having qualifications as mentioned as in Schedule-II.

(ii) The District Recruitment Cell for direct recruitment in Grade-IV posts shall hold a written examination of 100 marks. The Written test shall comprise of subjects ranging from English, Assamese, General Awareness, Mathematical Ability, Aptitude etc.

Apart from the above, a written test shall be conducted in State language of which minimum qualifying marks shall be 35%.

(iii) The candidates appearing in written examination shall have to obtain minimum qualifying marks.

(iv) The District Recruitment Cell shall hold Viva- Voce of 25 marks for direct recruitment to Grade-IV.

(v) For appointment in Grade-IV, preference may be given by the District Recruitment Committee to the existing employees serving in temporary/casual/daily wage basis subject to overall suitability by giving weightage for past experiences gained and services rendered by them at the time of making final selection.

(10) A candidate appearing in the examination of the direct recruitment shall have to obtain the minimum qualifying marks at each level of the different skill tests and written examination which shall be fixed by the High Court from time to time.

(11) A select list shall be prepared on the cumulative marks obtained in written examination, viva-voce and computer proficiency test subject to obtaining minimum qualifying marks at each level.

(12) The Appointing Authority shall act on the recommendations of the Central Recruitment Committee in respect of the appointment of the Grade-III posts and District Recruitment Committee in respect of appointment of Grade-IV employees.

(13) The candidates shall have to obtain minimum qualifying marks in written Examination.

(14) For appointment to the Grade-III and Grade-IV posts, preference may be given by the Central Recruitment Committee and District Recruitment Committee to the existing employees serving in temporary or casual or daily wage basis subject to overall suitability by giving weightage for past experiences gained and services rendered by them at the time of making final selection.

(15) In the event of the Committee being unable to recommend sufficient number of candidates to fill all the vacancies in a year, it shall in consultation with the Appointing Authority repeat the procedure as mentioned hereinabove under sub-rule(1) of this rule for recommending a subsequent list in the year:

Provided that the Appointing Authority shall not make appointment of any candidate from the subsequent list until all the candidates of the earlier list of the same year are appointed to the service:

Provided further that any shortfall of reservation in the cadres mentioned above due to non-availability of adequate number of suitable candidates in a particular year shall be carried forward to the subsequent years.

Constitution of Zone

8. The High Court shall divide the state into five zones for the purpose of appointment which shall at present consist of the following, namely:—

(i) ZONE A- Sessions Division of Kamrup(Metro), Kamrup, Darrang, Nalbari, Barpeta, Morigaon, Udalguri, Bajali

(ii) ZONE B- Sessions Division of Cachar, Karimganj, Hailakandi, Dima Hasao

(iii) ZONE C- Sessions Division of Tinsukia, Dibrugarh, Sibsagar, Jorhat, Golaghat, Karbi Anglong, Majuli, Charaideo

(iv) ZONE D- Sessions Division of Dhemaji, Lakhimpur, Sonitpur, Biswanath, Nagaon, Hojai, West Karbi Anglong

(v) ZONE E- Sessions Division of Kokrajhar, Bongaigaon, Dhubri, Goalpara, Chirang, Baksa, South Salmara Mankachar

Age

9. A candidate for direct recruitment to the service shall be not less than twenty one years and more than forty (40) years of age on the 1st January of the year of recruitment, with relaxation in case of candidates belonging to special categories like Scheduled Castes, Scheduled Tribes or any other category as laid down by Government in accordance with the general orders of the Government in force.

Academic Qualification

10. The academic qualifications of a candidate for direct recruitment shall be as prescribed by the Government from time to time in consultation with the High Court. The qualifications and experience prescribed as on the

date of commencement of these rules are as given in Schedule-II.

Physical Fitness

11. A candidate for direct recruitment shall be,

(i) of sound health, both mentally and physically and free from organic defect of bodily infirmity likely to interfere with the efficient performance of his or her duties; and

(ii) required to undergo medical examination before appointment to the service.

Character

12. A candidate for direct recruitment shall produce to the Recruitment Board or District Recruitment Committee certificates of good character from —

(i) the principal or Academic Officer of the University or College or such educational institution in which he or she had studied last; and

(ii) two respectable persons, who are well acquainted with (but not related to) the candidate.

General Procedure of Promotion

13. (1) Before the end of each year, the Appointing Authority shall make an assessment of the likely number of vacancies of the cadres to be filled up by the promotion in the next year. The Recruitment Cell shall call for details of the eligible candidates from the Appointing Authority of every District for promotion to Grade I, II and III employees.

(2) After scrutinizing the applications, the Recruitment Cell shall call candidates for departmental examination, interview or viva-voce as per syllabus mentioned in Schedule-IV in 1:3 ratio against the vacant posts.

(3) The Recruitment Cell shall prepare a list of eligible employees for promotion after considering their marks in the limited departmental examination, ACR and Service Books for last 5 years, in order of seniority cum merit :

Provided that the Chief Justice in exigencies may extend the validity of the list for a period not exceeding one year.

(4) The Recruitment Cell shall conduct proficiency test in shorthand and typing speed by calling applications for promotions of Stenographers from existing grade to the next higher grade from eligible employees having requisite qualifications as shown in Schedule-III.

(5) The Recruitment Cell shall prepare the select list and forward it to the appointing authority.

(6) If any candidate does not desire to join in the new post as offered to him on promotion, the candidate next in the merit list shall be promoted, and the candidate who has refused the promotion shall be disentitled for such promotion for a period of two years and accordingly gradation list shall be corrected.

(7) For promotion to next higher grade, the existing stenographer having requisite qualification on being called for examination shall appear in proficiency test for speed and accuracy to be conducted by the Central Recruitment Committee, with the approval of the Chief Justice or the concerned Committee.

(8) The Appointing Authority on receipt of the lists recommended by the Recruitment Committee shall consider the list prepared by the Committee along with character rolls and personal files of the employees and approve the list unless it considers it necessary to make any change. If the Appointing Authority considers it necessary to make any change in the list received from Committee, he shall inform the Recruitment Committee of the changes proposed and after taking into the account the comments, if any, of the Recruitment Committee, may approve the list finally with such modification, if any, as may, in his opinion, be just and proper.

(9) The inclusion of a candidate's name in a select list shall confer no right to promotion unless the Appointing Authority is satisfied after such inquiry as may be considered necessary that a candidate is suitable for promotion.

(10) The list finally approved by the Appointing Authority, as the case may be, shall be published by the Appointing Authority within 15 days from the date of final approval.

(11) The select lists shall remain valid for 12 calendar months from the date of approval by the Appointing Authority as the case may be.

(12) The promotion shall be in accordance with the list finally approved.

(13) The appointment shall be offered to the candidates in the district of their choice but in case of failure to adjust the candidate in his preferred district, he may be posted in other District of the zones, in order of his merit and preference of districts. In case the candidate refuses to accept posting in the offered district, he shall be debarred from claiming appointment on the basis of his rank in the select list.

Central Recruitment Committee and District Recruitment

14. (1) The Central Recruitment Committee shall consist of the following members, namely :—

(i) Seniormost Judge of the Gauhati High -Chairman

Committee			Court	
		(ii)	Two Judges of the Gauhati High Court as nominated by Chief Justice	-Member
		(iii)	Registrar, Gauhati High Court as may be nominated by the Chief Justice	-Member Secretary

(2) The District Recruitment Committee shall consist of the following members, namely :—

(i)	District and Sessions Judge of the concerned District	-Chairperson
(ii)	Senior Grade-I Judicial Officer of the district	-Member Secretary
(iii)	Two Grade-II Judicial Officers of the district as nominated by District Judge of the concerned district :	- Member:

Provided that in the event of vacancy to any post, the District and Sessions Judge shall have the power to nominate any other suitable Judicial Officer working in the district as a Member of the Committee:

Provided further that in case of recruitment to the Grade-IV post of other independent establishment of District Judicial Court Establishment, the Presiding officer of that independent establishment shall be included in the District Recruitment Committee;

High Court and District Recruitment Cell

15. (1) (i) Recruitment Cell shall consist of a Registrar of High Court along with two other Registrars or members of Assam Judicial Service working in the District Judiciary to be nominated by the Chief Justice from time to time.

(ii) The Cell shall initiate the process of recruitment with the approval of the Central Recruitment Committee.

(2) (i) The District Recruitment Cell shall consist of one Judicial Officer and two other senior Officers of the rank of Grade-II, who shall be nominated by the District and Session Judge.

(ii) District Recruitment Cell shall publish advertisement and short-list the applications received for the posts and shall conduct the examination with the approval of the District Recruitment Committee.

Disqualification

16. (1) No person shall be eligible for appointment to the service,-

(a) unless he or she is a citizen of India;

(b) if he or she has more than one spouse living.

Provided that the Governor may, if he is satisfied that there is a special ground for doing so, exempt any person from the operation of this clause:

(c) if he or she has more than two children living;

(d) if he or she has violated the legal age of marriage;

(e) if he or she has been convicted of any offence involving moral turpitude;

(f) if he or she has been dismissed from service under Union of India, or State Government or of any Public Sector Undertaking.

(2) No person who attempts to enlist support for his candidature directly or indirectly by any recommendation, either written or oral or by any other means, shall be appointed to the service.

Reservation

17. In all cases of appointment by direct recruitment as well as by promotion, there shall be reservation in case of candidates belonging to the Scheduled Castes, Scheduled Tribes as per the provision of the Assam Scheduled Castes and Scheduled Tribes (Reservation of Vacancies in Service and Posts) Act, 1978 and rules framed there under. There shall also be reservation for candidates belonging to Other Backward Classes as per O.M. No TAD/OBC/1/2004/55 dated 31/05/2005 for direct recruitment only. General orders in respect of reservation in favour of other categories of candidates shall be as prescribed by the Government from time to time.

Appointment

18. (1) Subject to the provision of sub-rule (2) of this rule, appointments under rule 6 shall be made by the Appointing Authority in accordance with the order of preference determined in the list referred to sub-rule (12) of rule 7.

(2) The inclusion of a candidate's name in the list mentioned in rule 7 shall confer no right to appointment unless the Appointing Authority is satisfied after such enquiry as may be considered necessary, that a candidate is suitable in all respects for appointment to the service.

Joining Time

19. A person shall join within 15 days from the date of receipt of the order of appointment or of promotion, failing which the appointment shall be cancelled unless the Appointing Authority extends the period, which shall not in all, exceed three months.

Training

20. (1) The High Court may depute the employees of the service for induction and in service training programme in the Judicial Academy.

(2) The Judicial Academy shall formulate training module for both induction and in-service training for the employees.

(3) The training period, if organized for newly recruited employees shall not be counted towards the probation period.

(4) The duration and nature of training programme shall be determined by the Judicial Academy in consultation with the High Court.

Discharge and Reversion

21. A temporary or officiating member shall be liable to be discharged or reverted to the lower cadre of the service or to his original service, if

(i) he or she fails to make sufficient use of the opportunities given during any training as may be prescribed by the Government from time to time or fails to render satisfactory service during his tenure of service in the cadre, and or

(ii) is found on a subsequent verification that he or she was initially not qualified for the appointment or that he or she had furnished any incorrect information with regard to his appointment.

Seniority

22. (1) The seniority of a member in a cadre appointed by direct recruitment or by promotion shall be determined according to the order of preference in the respective list recommended by the Central Recruitment Committee in case of employees of Grade I, II and III under rule 7 and District Recruitment Committee in case of Grade IV employees, if he joins within 15 days from the date of receipt of the order or within the extended period as mentioned in rule 19.

(2) If a member fails to join the appointment within the initial period of 15 days of receipt of the order or within the extended period as mentioned in rule 19, but joins later his or her seniority shall be determined in accordance with the date of joining.

(3) A member appointed by promotion in a year shall be senior to a member appointed by direct recruitment in that year.

(4) The inter-se-seniority of members in each Grade of the service shall be determined by the length of continuous service on a post of the same category in that cadre:

Provided that in the case of members of direct appointment, seniority shall be determined in the order of merit in which they are selected for appointment and persons appointed as a result of an earlier selection shall rank senior to those appointed as a result of subsequent selection:

Provided further that in the case of two or more members appointed on the same date, their seniority shall be determined as follows:-

(i) a member appointed by promotion shall be senior to a

member appointed by direct recruitment, and

(ii) in the case of members appointed by promotion or transfer, seniority shall be determined according to the seniority of such members in the cadre from which they were promoted or transferred; and

(iii) in the case of members appointed by transfer from different cadres their seniority shall be determined according to pay and preference is to be given to a member who was drawing a higher rate of pay in his previous appointment and if the rates of pay drawn are also same then by their length of service in these appointments and if the length of such service is also the same, the one elder in age shall be the senior.

Note: 1. In the case of two candidates acquiring equal marks in the competitive test and are placed in a bracket, the elder in age shall be considered senior to the younger one.

Note: 2. The inter-se-seniority of members of the existing employees in each cadre of service shall be determined by the length of continuous service in a post if same in the category in a Cadre:

Provided that in case two or more employees have the same length of service in a post then the employee who has the maximum length of service amongst them shall be senior:

Provided that if two or more existing members have the same length of service in a Cadre then the elder amongst them in age shall be the senior.

Probation and Confirmation

23. (1) Subject to availability of permanent vacancy in the respective on cadre a member shall be placed according to seniority probation against the permanent vacancy for a period of two years, in case of direct recruitment and one year in case of promotion :

Provided that,

(i) period spent on deputation on a corresponding or a higher post shall be reckoned as the period of probation;

(ii) in case of an appointment by transfer, any period of work on an equivalent or higher rank prior to the appointment to the service may in the discretion of the appointing authority be allowed to be reckoned towards the period of probation;

(iii) any period of officiating appointment to the service shall be reckoned as period spent on probation.

(2) If, in the opinion of the Appointing Authority, the work or conduct of a member of service during the period of probation is not satisfactory, it may,

(i) if such person is recruited by direct appointment, dispense with his services or revert him to a post, from which he had come on lien prior to his appointment.

(ii) if appointed otherwise revert him to his former post; or deal with him in such other manner as the terms and conditions of the previous appointment permit.

(iii) extend the period of probation, if his work and conduct is not found satisfactory.

(3) The Appointing Authority, on satisfactory completion of probationary period may,

(i) confirm such person from the date of his appointment, if appointed against a permanent vacancy;

(ii) confirm such person from the date from which a permanent vacancy occurs, if appointed against a temporary vacancy; or

(iii) declare that he has completed his probation satisfactorily, if there is no permanent vacancy:

Provided that the total period of probation including extension, if any, shall not exceed three years.

(4) If confirmation of a member is delayed on account of his failure to qualify for such confirmation he shall lose his position in order of seniority vis-à-vis such of his junior as might be confirmed earlier than him. His seniority shall, however, be restored on his confirmation subsequently.

Retirement in Public Interest

24. The Chief Justice shall constitute a committee consisting of three Judges, to review the career progress and performance of all the employees who have completed 15 years, 20 years and 25 years of service respectively. If the committee considers that in public interest any such employee is required to retire from service, the order for compulsory retirement shall be given after giving him a written notice of not less than 3 months subject to the condition that in the event of such retirement on completion of minimum requisite qualifying years of service for availing the proportionate retirement benefits.

Gradation List

25. Gradation list shall be prepared and published every year by the Recruitment Cell and the District Recruitment Cell containing the name of all members of the service cadre–wise in order of seniority and such other particulars as date of birth, date of appointment etc.

Transfer

26. (1) The power of transfer and posting of any member of the service from one District to another District shall vest with the Registrar General of the High Court. The services under the District Court Establishment is transferable within the state, however, the District and Sessions Judge shall have no such power to transfer the

employees of the aforesaid establishments.

(2) Every member of the service shall be treated to be a member of the State cadre for the purpose of transfer and posting and ordinarily shall be liable to be transferred from one District to another District within the Zone.

(3) An employee shall not demand any transfer or promotion in any zone as a right, the decision shall rest solely with the High Court which may make transfers or promotions outside the zone.

Other Conditions of Service

27. (1) Except as provided in these rules, all other matters related to pay, allowances, leave, pension, discipline, superannuation and all other conditions of service shall be regulated by the general rules or orders of the Government for the time being in force or as recommended by the High Court and as accepted by the Government.

(2) The conditions of service of the members, in respect of matters, for which no provisions has been made in these rules, shall be same, as are, for the time being, applicable to other officers of the Government, of the corresponding status and having similar functions.

Code of Conduct

28. There shall be a code of conduct for all the employees as may be notified by the Government in consultation with the High Court from time to time. Any dereliction on the part of a employee shall be treated as misconduct and may call for initiation of disciplinary proceeding against the employee.

Disciplinary proceedings

29. (1) The Appointing Authority shall be the Disciplinary authority. In case of transfer of an employee, the District and Sessions Judge, where the employee is working shall be the disciplinary authority.

(2) The Disciplinary authority at its own initiative or on receipt of specific complaint against any of the employee of any of the cadre regarding dereliction of duty, lack of integrity, failure to perform allotted work or for any other cogent reason, may initiate a disciplinary proceeding against the concerned employee.

(3) All disciplinary proceedings shall be governed by Assam Services (Discipline and Appeals) Rules, 1964.

Appeal

30. Any employee, aggrieved by an order of the disciplinary authority may prefer an appeal before the High Court within thirty days from the date of receipt of the order :

Provided that the Appellate Authority may entertain the appeal after the expiry of the aforesaid period, if it is satisfied that the appellant had sufficient cause for not preferring the appeal in time.

Power to Relax

31. Where the Chief Justice is of the opinion that the operation of any rule causes undue hardship in a particular case, he may, by order, relax the requirement of that rule to such extent and subject to such conditions as

he may deem necessary.

Repeal and Saving

32. (1) The Assam District and Sessions Judges Establishment (Ministerial) Service Rules, 1987 and the Assam Chief Judicial Magistrate Establishment (Ministerial) Service Rules, 1987 are hereby repealed.

(2) Notwithstanding such repeal, any appointment made, order issued, action taken or anything whatsoever done under these rules so repealed shall be deemed to have been made, issued, taken or done under the corresponding provisions of these rules and the provisions of section 6 of the General Clauses Act,1897 shall apply in determining the effect of such repeal.

SCHEDULE-I

(see rule 5)

NAME OF CADRES WITH STRENGTH AND PAY SCALE

Sl. No	Categories of posts	Scale of Pay	Number of Permanent post
1	**2**	**3**	**4**
1.	Chief Administrative Officer	PB-4 Rs. 30,000- Rs. 1,10,000, GP – Rs. 14,500.	32
2.	Chief Administrative Officer (Family Court)	PB-4 Rs. 30,000- Rs. 1,10,000, GP – Rs. 14,500.	6
3.	Senior Administrative Officer	PB-4 Rs. 30,000- Rs. 1,10,000, GP – Rs. 13,900.	20
4.	Head Administrative Officer to Dist Judge	PB-4 Rs. 30,000- Rs. 1,10,000, GP – Rs. 13,900.	33
5.	Stenographer Grade-I	PB-4 Rs. 30,000- Rs.1,10,000 GP – Rs. 13,300.	101
6.	Head Administrative Officer to CJM	PB-3 Rs. 22,000- Rs. 97,000, GP – Rs. 10,300.	35
7.	Stenographer Grade-II	PB-3 Rs. 22,000- Rs. 97,000, GP – Rs. 9,700.	104
8.	Administrative Officer	PB-3 Rs. 22,000- Rs. 97,000, GP – Rs. 9,100.	31
9.	Bench Clerk Grade- I (Civil Judge)	PB-3 Rs. 22,000- Rs. 97,000, GP – Rs. 9,100.	20
10.	Jr. Administrative Officer	PB-2 Rs. 14,000- Rs. 70,000, GP – Rs. 8000	36
11	Bench Clerk Grade- II	PB-2 Rs. 14,000- Rs. 70,000, GP – Rs. 8000	25
12.	Record Keeper	PB-2 Rs. 14,000- Rs. 70,000, GP – Rs. 8,000	8
13.	Administrative Officer (Nazir)	PB-2 Rs. 14,000- Rs. 70,000, GP – Rs. 8,000	6
14.	Senior Administrative Assistant (SAA)	PB-2 Rs. 14,000- Rs. 70,000, GP – Rs. 8,000	427
15.	Accountant	PB-2 Rs. 14,000- Rs. 70,000, GP – Rs. 8,000	6

16.	Protocol Officer	PB-2 Rs. 14,000- Rs. 70,000, GP – Rs. 7,600	5
17.	Bench Clerk Grade-III	PB-2 Rs. 14,000- Rs. 70,000, GP – Rs. 7,400	24
18.	Stenographer Grade-III	PB-2 Rs. 14,000- Rs. 70,000, GP – Rs. 7,400	256
19.	Librarian	PB-2 Rs. 14,000- Rs. 70,000, GP – Rs. 6,200	4
20.	Junior Administrative Assistant (JAA)	PB-2 Rs. 14,000- Rs. 70,000, GP – Rs. 6,200.	1604
21.	Protocol Assistant	PB-2 Rs. 14,000- Rs. 70,000, GP – Rs. 6200.	4
22.	Bailiff	PB-2 Rs. 14,000- Rs. 70,000, GP – Rs. 6200	14
23.	Process Server	PB-2 Rs. 14,000- Rs. 70,000, GP – Rs. 5200	419
24.	Record Arranger	PB-2 Rs. 14,000- Rs. 70,000, GP – Rs. 5200	12
25.	Driver	PB-2 Rs. 14,000- Rs. 70,000, GP – Rs. 5200	190
26.	Duftry	PB-2 Rs. 14,000- Rs. 70,000, GP – Rs. 5000	32
27.	Peon / Mali / Orderly / Attender / Guard / Bunglow peon	PB-1 Rs. 12,000- Rs. 52,000, GP – Rs. 3900	841
28.	Chowkider	PB-1 Rs. 12,000- Rs. 52,000, GP – Rs. 3900	131
29.	Jamadar	PB-1 Rs. 12,000- Rs. 52,000, GP – Rs. 3900	1
30.	Grade – IV	PB-1 Rs. 12,000- Rs. 52,000, GP – Rs. 3900	5
31.	Night Chowkider	PB-1 Rs. 12,000- Rs. 52,000, GP – Rs. 3900	5
32.	Protocol Attendant	PB-1 Rs. 12,000- Rs. 52000, GP – Rs. 3,900	5
33.	Cleaner/Safai Karmachari	PB-1 Rs. 12,000- Rs. 52000, GP – Rs. 3,900	33

SCHEDULE-II

[see rules 6,7(8) (ii) and 7(9)]

QUALIFICATION FOR **DIRECT RECRUITMENT**

Sl. No	Designation	Qualification Criteria
(1)	**(2)**	**(3)**
1.	Protocol Officer	(i) A candidate having MBA or equivalent in travel and tourism management or hospitality management obtained through regular classroom course from a UGC recognized University will be eligible to apply. (ii) The candidate shall be a permanent resident of the state of Assam. The candidates are required to have adequate knowledge of various cultures, histories flora and fauna of the North Eastern states and also the places of interest and importance.
2.	Librarian	Have a degree in Bachelor of Library Science.
3.	Stenographer Grade-II	**(50% of the sanctioned posts)** (i) Shall be a graduate in any discipline. (ii) Shall hold a diploma/certificate in shorthand from ITI/Poly Technique/ Any other Institute. (iii) required to have working knowledge on computer. (iv) Shall pass the proficiency test examination of shorthand and typing skill as prescribed from time to time and to be conducted by Central Recruitment Committee.
4.	Stenographer Grade-III	(i) Shall be a graduate in any discipline. (ii) Shall hold a diploma/certificate in shorthand from ITI/Poly Technique/ Any other Institute. (iii) Working Knowledge on computer as well as on type machine. (iv) Shall pass the proficiency test examination of shorthand and typing skill as prescribed from time to time and to be conducted by Central Recruitment Cell.
5.	Junior Administrative Assistant (JAA)	(i) Shall be a graduate in any discipline. (ii) Shall have working knowledge on computer.
6.	Protocol Assistant	(i) A graduate from any UGC recognized university with minimum six months diploma/ certificate in travel and tourism management or hospitality management. (ii) The candidate shall be a permanent resident of the state of Assam. The candidate shall have

		adequate knowledge of various cultures, histories, flora and fauna of the North Eastern states and also the places of interest and importance.
7.	Process Server	(i) Shall pass HSLC. (ii) Shall have knowledge in official language of Assam.
8.	Record Arranger	(i) Shall pass HSLC. (ii) Shall have knowledge in official language of Assam.
9.	Driver	(i) Shall pass HSLC. (ii) Shall hold valid professional driving license to drive LMV/four wheel vehicle for not less than last 5 years
10.	Peon/Mali/Orderly/Attender/ Guard/Bunglow peon/or any other designation as may be given.	(i) Shall pass class VIII. (ii) Shall be a permanent Resident of Assam
11.	Protocol Attendant	(i)Shall pass class VIII. (ii) Shall be a permanent Resident of Assam
12.	Cleaner/Safai Karmachari	(i)Shall pass class VIII. (ii) Shall be a permanent Resident of Assam

SCHEDULE-III

[see rule 6(ii),7 (8)(i) , 13(4)]

QUALIFICATIONS AND EXPERIENCE FOR **PROMOTION**

Sl. No.	Name of Post	Grade	Qualification for Promotion
1.	Chief Administrative Officer	I	(i) Shall be a graduate in any discipline. (ii) Completed 3 years of continuous service in the post of Senior Administrative Officer. (iii) in absence of (ii) above, has completed 4 years of continuous service in the post of Head Administrative Officer to District Judge.
2.	Chief Administrative Officer (Family Court)	I	(i) Shall be a graduate in any discipline. (ii) Completed 3 years of continuous service in the post of Senior Administrative Officer. (iii) in absence of (ii) above, has completed 4 years of continuous service in the post of Head Administrative Officer to District Judge.
3.	Senior Administrative Officer	I	Completed 2 years of continuous service in the post of Head Administrative Officer to District Judge.
4.	Head Administrative Officer to District Judge	I	Completed 2 years of continuous service in the post of Head Administrative Officer to Chief Judicial Magistrate.
5.	Stenographer Grade-I	I	(i) Completed 5 years of continuous service in the post of Stenographer Grade-II (ii) Shall have to pass the departmental proficiency test of shorthand and typing skill as prescribed from time to time and to be conducted by Central Recruitment Committee.
6.	Head Administrative Officer to Chief Judicial Magistrate	II	Completed 2 years of continuous service in the post of Administrative Officer with Grade Pay of Rs. 9,100/- / Bench Clerk- I.
7.	Administrative Officer with Grade pay of Rs. 9,100/- /Bench Clerk Grade-I (Civil Judge)	II	Completed 2 years of continuous service in the post of Jr. Administrative Officer/Bench Clerk-II/Record Keeper, Administrative Officer (Nazir), Senior Administrative Assistant, Accountant.
8.	Junior Administrative Officer/Bench Clerk Grade-II	III	(i) Completed 2 years of continuous service in the post of Bench Clerk III. (ii) In absence of candidates at (i) above has completed 7 years of continuous service in the post of Jr. Administrative Assistant.

9.	Record Keeper	III	(i) To be the senior most Junior Administrative Assistant (JAA) of the Establishment. Or, (ii) Completed 5 years of continuous service in the post of Junior Administrative Assistant (JAA) (iii) Shall be a graduate in any discipline.
10.	Administrative Officer (Nazir)/Senior Administrative Assistant	III	(i) Completed 5 years of continuous service in the post of Junior Administrative Assistant (JAA). (ii) Shall be a graduate in any discipline.
11.	Accountant	III	(i) Completed 4 years of continuous service in the post of Junior Administrative Assistant (JAA). (ii) Shall be a graduate in any discipline.
12.	Bench Clerk Grade-III	III	(i) Completed 4 years of continuous service in the post of Junior Administrative Assistant (JAA). (ii) Shall be a graduate in any discipline.
13.	Stenographer Grade-II	II	(i) Shall be a graduate in any discipline. (ii) Completed 5 years of continuous service in the post of Stenographer Grade-III (iii) Shall have to pass the departmental proficiency test of shorthand and typing skill as prescribed from time to time and to be conducted by Central Recruitment Committee.
14.	(For the 10% of the posts of) Junior Administrative Assistant (JAA)	III	(i) Shall be a graduate in any discipline. (ii) Completed 7 years of continuous service in Group IV of the service.
15.	Bailiff	III	Completed 5 years of continuous service as process server.
16.	Process Server/Record Arranger	III	Completed 5 years of continuous service in Group IV of the service.
17.	Duftry	III	Completed 5 years of continuous service in Group IV of the service

SCHEDULE–IV

[See rule 7(6) and 13 (2)]

SYLLABUS FOR DIRECT RECRUITMENT AND PROMOTION

(A) Syllabus for **Direct Recruitment** for Group C (Grade III) cadres

Stage I	1.	General English, Precise writing, Essay writing, Drafting, translation, English Grammar etc.			50 Marks
	2.	General Knowledge, Including Computer, General Aptitude			30 Marks
	3.	Assamese/Official language paper of 20 marks with minimum qualifying marks of 40% of 20 that is 8 marks			20 Marks
Stage II	4.	Computer Proficiency/Typing test			35 Marks
		(i)	Computer typing test	20 Marks	
		(ii)	Proficiency in word	15 Marks	
Stage III	5.	Viva voce			15 Marks

(B) Syllabus for **Direct Recruitment** for Stenographer Grade-II and Grade-III cadres

1.	General English, Precise writing, Essay writing, Drafting, translation, English Grammar etc.	50 Marks
2.	Assamese/Official language paper of 20 marks with minimum qualifying marks of 35%	20 Marks
3.	Shorthand Test in English and Computer Proficiency	50 Marks
4.	Shorthand Test in Assamese and Computer Proficiency	50 Marks
5.	Viva voce	10 Marks

(C) Syllabus for promotion through departmental examination

Stage I	1.	General English, Precise writing, Essay writing, Drafting, translation, English Grammar etc.			50 Marks
	2.	General Knowledge, Including Computer, General Aptitude			30 Marks
	3.	Assamese/Official language paper of 20 marks with minimum qualifying marks of 40% of 20 that is 8 marks			20 Marks
Stage II	4.	Computer Proficiency/Typing test			35 Marks
		(i)	Computer typing test	20 Marks	
		(ii)	Proficiency in word	15 Marks	
Stage III	5.	Viva voce			15 Marks

SCHEDULE – V

[See rule 7(8)(ii),7(8)(iii)]

Selection Process for Stenographer Grade-I:

Speed test for promotion to Grade-I		
Sl. No.	Subject	Time/Marks
1	Voice test before dictation	2 Minutes
2	Speed Test in shorthand at a speed of 80 words per minute (Duration 7 minutes) (560 words)	50 Marks, Duration 7 minutes
3	Time to be given to the candidates for testing the computer	3 Minutes
4	Time for transcription of the dictated portion in computer	20 Minutes
5	Candidates securing 30 or more marks out of 50 will be eligible for promotion to Grade-I	

Selection Process for Stenographer Grade-II:

Stage	Description	Marks/Duration
Stage 1	**Stenography Test**	
	(i) Voice test before dictation	2 Minutes
	(ii) Speed Test in shorthand at a speed of 100 words per minute (700 words)	100 Marks, 7 minutes
	(iii) Time to be given to the candidates for testing the computer	3 Minutes
	(iv) Time for transcription of the dictated portion in computer	25 Minutes
Stage 2	**Written Test**	
	Candidates equal to 10 times the number of vacancies (1: 10) who have qualified in the stenography test securing minimum 30 marks, shall be called for the written test. The written test shall consist of objective	

	type (OMR based) multiple choice questions on English Language Proficiency (50 marks) and Official Language of the state of Assam (Assamese) (20 marks). Both English and Assamese Language segment shall be of qualifying nature and candidates shall have to secure 40% marks in each segment to qualify in these two segments.	70 Marks, 1 ½ hours
Stage 3	**Viva-voce** Candidates qualifying in the written test shall be called in the ratio of 1:3 in order of merit in the Stenography Test for the Viva-voce. The final merit position shall be determined on the basis of the total marks obtained in the Stenography Test and Viva-voce.	10 Marks

SCHEDULE –VI

[See rule 7(8)(iii)]

Selection Process for Stenographer Grade-III:

Stage	Description	Marks/Duration
Stage 1	**Stenography Test**	
	(i) Voice test before dictation	2 Minutes
	(ii) Speed Test in shorthand at a speed of 80 words per minute (Duration 7 minutes) (560 words)	100 Marks
	(iii) Time to be given to the candidates for testing the computer	3 Minutes
	(iv) Time for transcription of the dictated portion in computer	25 Minutes
Stage 2	**Written Test**	70 Marks, 1 ½ hours
	Candidates equal to 10 times the number of vacancies (1: 10) who have qualified in the stenography test securing minimum 30 marks, shall be called for the written test. The written test shall consist of objective type (OMR based) multiple choice questions on English Language Proficiency (50 marks) and Official Language of the state of Assam (Assamese) (20 marks) of 1½ hour duration. Both English and Assamese Language segment shall be of qualifying nature and candidates shall have to secure 40% marks in each segment to qualify in these two segments.	
Stage 3	**Viva-voce**	10 Marks
	Candidates qualifying in the written test shall be called in the ratio of 1:3 in order of merit in the Stenography Test for the Viva-voce. The final merit position shall be determined on the basis of the total marks obtained in the Stenography Test and Viva-voce.	

SCHEDULE – VII

[See rule 7(7)]

SELECTION PROCESS FOR JUNIOR ASSISTANT/ OTHER GRADE-III POSTS :

	Common Written Test (OMR based objective Questions with Multiple Choices) of two hour duration of **120 marks**.
Stage: 1	(i) General English (50 marks), General Knowledge including Computer Knowledge (30 marks) and General Aptitude (20 marks). (ii) Official language of the state of Assam (Assamese): 20 marks (which will be qualifying in nature, qualifying marks shall be 40% of 20 i.e. 8 marks). **Each question will carry 1(one) mark. There is negative marking for every wrong answer. One-fourth (i.e. 0.25) mark will be deducted for every wrong Answer.** Marks obtained in the Assamese language segment will not be counted in preparing the merit list of written test as well as the final select list. **Candidates in the ratio of 1:5 from the rank-wise mark-sheet of the written test (5 times the total posts of a particular district) will be called to the Stage 2 i.e. Computer Skill Test (35 marks).**
	Computer skill test of 35 marks.
Stage: 2	(a) Computer Typing Test in a Typing Application Software (20 marks) The test of typing speed and accuracy in word processing shall be conducted with the help of typing application software. Candidates will be required to type a paragraph and on the basis of such typing, the number of correct words per minute (WPM)/net speed of the candidate will be taken into consideration. (b) Proficiency in word processor and spreadsheet (15 marks) **Candidates in the ratio of 1:3 from the combined rank-wise mark-sheet of the written test and computer skill test (3 times the total no. of posts for a particular district) will be called to the Stage 3 i.e. Viva-voce (15 marks).**

	Viva-voce of 15 marks
Stage:3	On the basis of the grand total marks (out of 150) obtained by the candidates in the Written Test (Out of 100), Computer Skill test (out of 35) and viva-voce (15), the final selection will be made district wise.
Note: In case of candidates obtaining the same grand total marks, the candidate who obtains more marks in the Written Test and Computer Skill Test combined will be given preference. Where marks obtained by such candidates in such scenario are also same, then the candidate who is senior in age will be given preference.	

Digitally signed by
BISWAJIT CHAKRABORTY
Date: 03-09-2026
15:28:42

L.R & Commissioner & Special Secretary to the Govt. of Assam,
Judicial Department, Dispur

Memo E-6808/2026/944-A Dated Dispur, the 3rd September, 2026

Copy for information and necessary action:

1. The Advocate General, Assam, Gauhati High Court, Guwahati-01.
2. The Principal Accountant General (A & E), Assam, Beltola, Maidamgaon,Guwahati -29.
3. The Registrar General, Gauhati High Court, Guwahati-01.
4. The District & Sessions Judge (All Districts).
5. The District Commissioner (All Districts).
6. The Chief Judicial Magistrate (All Districts).
7. The Staff Officer to Chief Secretary, Assam.
8. The P.P.S to Hon'ble Chief Minister, Assam.
9. The P.S to Hon'ble Minister, Judicial, Assam.
10. The Director, Assam Govt. Press, Bamunimaidam, Guwahati-781021 for urgent publication of aforesaid Notification in the next issue of the Extraordinary Assam Gazette.
11. The Content Manager for uploading the said Notification in the Departmental website.

By order etc.,

Digitally signed by
ABHILEKH ANJAN GOGOI
Date: 03-09-2026
15:55:47

Deputy Secretary to the Govt. of Assam,
Judicial Department, Dispur