

OFFICE OF THE DISTRICT & SESSIONS JUDGE, DIMA HASAO, HAFLONG

**NOTICE FOR FILLING UP ONE VACANT POST OF
JUNIOR ADMINISTRATIVE OFFICER (J.A.O)/SHERISTADAR OF MUNSIFF**

Date: **11.08.2026**

Applications are hereby invited from eligible **Senior Administrative Assistants (SAA)** serving under the establishment of the District & Sessions Judge, Dima Hasao, Haflong in prescribed Standard Form for consideration for promotion against **one vacant post** of **Junior Administrative Officer (JAO)/Sheristadar of Munsiff** in the office of the **Civil Judge (Junior Divisions), Dima Hasao, Haflong**. The appointment shall be made by way of **promotion from amongst eligible Senior Administrative Assistants (SAA)** in accordance with the applicable Government of Assam (Judicial Department), The Assam District & Sessions Judges Establishment (Ministerial) Service Rules, 1987 and other relevant Hon'ble Gauhati High Court instructions which is in force.

Name of the Post	Number of Vacancy	Category	Scale of Pay	Eligibility Criteria
Junior Administrative Officer	01 (one) post	Unreserved (UR)	PB-2, Scale of Rs. 14,000/- to 70,000/- + Grade Pay Rs.8,000/- per month plus other allowances admissible as per Assam Service (Revision of Pay) Rules 2017.	By promotion amongst the Senior Administrative Assistants (SAA) of the District & Sessions Judge, establishment (Ministerial) concerned on the basis of Seniority-cum-Merit who have rendered not less than 7 years of service in the District & Sessions Judges establishment (Ministerial) concerned out of which at least 3 years shall be of continuous service as Senior Administrative Assistants (SAA) on the 1 st day of the year in which the promotion is made

Terms and Conditions

1. The Application in the prescribed format, duly filled in, must be accompanied by self-attested of all relevant testimonials, including educational qualification certificates, along with one recent passport size photograph.
2. The duly filled up application shall be addressed to the District & Sessions Judge, Dima Hasao, Haflong. The application enclosed in a sealed envelope must be submitted in a drop box in the office of the District & Sessions Judge, Dima Hasao, Haflong.
3. The last date for submission of application will be **18.08.2026.**
4. No application received after the prescribed date shall be entertained.
5. Eligible employees of the establishment shall appear for Personal Interview/Viva-voce for assessing the fitness of the Candidates for promotion to the post of JAO to be conducted by the Selection Board.
6. The Selection Board reserves the right to modify, cancel or withdraw this notice, wholly or partly, at any stage, without assigning any reason or without prior notice.
7. Any matter not specifically provided for in this notice shall be governed by the applicable Assam District & Sessions Judges Establishment (Ministerial) Service Rules, 1987.

e-signed/-

**District & Sessions Judge
Dima Hasao, Haflong**

Memo. No. DJ/DH/I-1/2026/ 2149-2152 /Estt.

Date: 11.08.2026

Copy for information to:

1. The Ld. Civil Judge (Senior Division), Dima Hasao, Haflong.
2. The Ld. Civil Judge (Junior Division) No.1, Dima Hasao, Haflong.
3. The Ld. Civil Judge (Junior Division) No.2, Dima Hasao, Haflong
- ✓ 4. The System Assistant, o/o District & Sessions Judge, Dima Hasao, Haflong.
He is requested to upload this notification in the official website.

5. *Notice Board of the establishment.*

6. *Office copy.*

Digitally signed by

DIPANKAR BORA

Date: 2026.08.11

16:12:58 +05'30'

District & Sessions Judge

Dima Hasao, Haflong

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