

OFFICE OF THE DISTRICT & SESSIONS JUDGE:..... SOUTH SALMARA MANKACHAR.

VACANCY FOR THE POST OF GRADE-IV

ADVERTISEMENT

Dated 8th JULY/2025.

Applications are invited from the eligible candidates, who are citizens of India as defined in the Constitution of India, in Prescribed standard form, 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 photograph for filling up the following sanctioned posts which are lying vacant in the establishment of the District and Sessions Judge, South Salmara Mankachar. The reservation policies will be followed as per Govt Rules.

Sl nos	Name of posts	Number of posts	Category	Scale of Pay with Grade Pay	Educational Qualifications
1	PEON	05	Unreserved – 3 ST(P) – 01 SC – 01 One post is reserved for women as per Rules.	Rs 12000 – 37500 + GP Rs 3900 (PB-1)	Minimum Class VIII standard, those who have passed HSSLC(10+2) or above shall be ineligible to apply.
4	PROCESS SERVER	01	Unreserved – 01	Rs. 14000-70000+ GP Rs. 5200 (PB-2)	Graduate (in any discipline) with knowledge of Assamese language.

Sd/(S.Hazarika)

District & Sessions Judge

–cum–

Chairman Selection Board

South Salmara Mankachar.

How to apply:-

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 pass port size photograph with the application form. Put applicant's signature in the box specified for signature. All pass port photos should be signed by the applicants on the backside.
2. The filled up "Application Form" along with the copy of age certificate, Educational Qualification Certificate, Caste Certificate from competent authority, **Employment Exchange Registration Certificate**, forwarding documents in case applying through proper Channel, Experience certificate if any must send it by post to the **Office of the District & Sessions Judge, South Salmara Mankachar, P.O:- Fekamari, PIN:- 783135, Dist: 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. **The applicant should superscribed the name of post in the top of the Envelope.**
4. Candidates have to produce their Original testimonials regarding educational Qualifications, date of birth, Caste Certificate, working experience if any at subsequent stages as and when asked for.
5. Applications submitted in any other mode except as indicated above shall be summarily rejected without any communication.
6. **Applications should reach the office of the undersigned during office hours on all working days on or before 08.08.2025.** Application received after last date or without proper supporting documents or unsigned or incomplete application will be summarily rejected. For any postal delay authority will not be responsible.
7. The candidates should not be less than 18 years of age and not more than 40 years of age as on 30.06.2025. The upper age limit is relaxable by
 - i) 5 years for ST and SC candidates i.e. upto 45 years as per Govt Notification No **ABP.6/2016/51 Dated Dispur the 2nd September/2020** issued by Department of personnel, Government of Assam.
 - ii) Further age relaxation will be given to the candidates in the category of PWD as per Govt Notification.
8. Applicants who are already in Govt. service, should submit their applications 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.
9. Candidates shall have to appear in a written test and after qualifying in the written test, they will also be called for Viva-Voce.
10. For the posts of PEON, Candidates shall submit a notarised affidavit regarding **maximum educational qualification**. In case of selected candidates at any stage of service found overqualified then his/her service will be terminated automatically.
11. No TA/DA will be admissible to the candidates for appearing in written test / Viva – Voce etc.
12. Candidate will be responsible for any mistake made by him/her in the application form.
13. Candidates applying for the post of **Process Server** must have passed Graduation (in any discipline) with knowledge of Assamese language.
14. **No individual call letters will be issued to eligible Candidates. However list of eligible Candidates to be called for written test/ Viva-Voce etc will be uploaded in the official website of District Judiciary and candidates are required to download admit cards from the official website as per instruction given in the website in due course of time.**
15. Candidates are advised to visit the official website (<http://south.salmara.dcourts.gov.in>) of South Salmara Mankachar, District Judiciary regularly to get updated information. Unnecessary correspondence should be avoided and if done, candidature will be rejected.
16. If any candidate is found canvassing directly/indirectly his/her candidature will be rejected.

17.The selection Board reserves the right to cancel ,alter or modify the advertisement or other terms and conditions of the advertisement without any prior notice.No of posts may vary at the time of final result.

18.All other matters which are not specifically provided in this advertisement shall be decided by the Selection Board.

19.The written test for the post of Peon and Process Server will comprise of Assamese, English, General Knowledge ,Math, Aptitude test etc.

Memo No. DJ.SSM-I.2/Esstt/2021-2025/ 1525-28/E,Dated 08 / 07 /2025.

Copy forwarded for information to:-

1.The D.I.P.R.O,South Salmara Mankachar.He/she is requested to take necessary step for publishing this advertisement in two leading daily news papers of Assam both Assamese and English .

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

3.The Notice Board of this Office.

4.Office file.



District & Sessions Judge
-cum-
Chairman Selection Board
South Salmara Mankachar.

