

ADVERTISEMENT

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** and **Peon** which are lying vacant in the establishment of the Sub-Divisional Judicial Magistrate (M), Hatsingimari as well Chief Judicial Magistrate, South Salmara Mankachar, Assam.

Sl. No.	Name of Post	No. of Posts	Category wise reservation	Scale of Pay with Grade Pay	Educational Qualifications
1.	Process Server	01	OBC/MOBC (Reserved for women)	Rs.14000-60500 + GP Rs.5200 (PB-2)	Graduate (in any discipline) with knowledge of Assamese language.
2.	Peon	02	ST(H)-01 SC-01	Rs.12000-52000 + GP Rs. 3900 (PB-1)	Must be class VIII Pass but below HSSLC/HS. A candidate who has passed HSSLC /HS shall be ineligible for the post.

Terms & Conditions:

- 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 1(one) recent passport size colour photograph in the specified box and submit another 2(two) passport size photograph with the application form. Put applicant's signature in the box specified for signature.
- For the posts of PEON, Candidates shall submit a notarized affidavit of declaration regarding highest educational qualification. In case of selected candidates at any stage of service found overqualified then his/her service will be terminated automatically and she/he shall be liable for legal action as per law.
- 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, forwarding documents, in case applying through proper channel, Experience Certificate if any, must send it by post to the Office of the Chief Judicial Magistrate, South Salmara-Mankachar, P.O- Fekamari, Pin Code- 783135, Dist-South Salmara-Mankachar, Assam, or may be dropped in the "Drop Box" to be kept in the Office of the undersigned. The documents furnished with the application must be self attested by the candidates himself/herself.
- The applicant should superscribed the name of post in the top of the Envelope.
- Applications made in any other mode except as indicated above shall be summarily rejected without any communication.
- Incomplete applications in any respect will be rejected without assigning any reason thereof.
- Age limit:** Minimum age must not be less than 18 years and maximum age must not be more than as indicated below as on 01.01.2025.

Sl. No.	Category	Maximum age (years)
1	OBC/MOBC	43
2	SC & ST (H)	45

For candidates with Benchmark disabilities (PwBD) the relaxation in maximum age limit will be as per rules of the state govt.

- 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 the present employer, if selected.
- Applications should reach the Office of the undersigned during office hours on working days on or before 05-01-2026. No applications will be accepted if receipt after 05-01-2026 (office hours) through any mode and the authority shall not be responsible for any postal delay.

10. Selection Process for PROCESS SERVER-

Stage 1	Written Examination Written Examination for 100 marks of 2 hours (120 minutes) duration testing the English, General Awareness, Mathematical Ability, Aptitude and knowledge of Assamese language etc for duration of 02 hours (120 minutes).
Stage 2	Interview/Viva-voce of 51 marks Candidates equals to three times the number of vacancies out of the qualified candidates (1:3) in order of merit in the written test will be called to appear in the Interview/Viva Voce. A candidate must secure at least 50 % marks in the written test i.e 50 out of 100 in order to be considered qualified.

10. Selection Process for PEON-

Stage 1	Written Examination Written Examination for 50 marks of 1 hours (60 minutes) duration testing the English, General Awareness, Mathematical Ability, Aptitude and knowledge of Assamese language etc.
Stage 2	Interview/Viva-voce of 15 marks Candidates equals to three times the number of vacancies out of the qualified candidates (1:3) in order of merit in the written examination will be called to appear in the Interview/Viva-Voce. A candidate must secure at least 50 % marks in the written test i.e 25 out of 50 in order to be considered qualified

- The eligible Candidates shall have to appear written test followed by Viva-voce.
- No TA/DA will be admissible to the candidates for appearing in the Written Test / Viva-Voce etc.
- Candidates are advised to visit the official website (**<https://southsalmara.dcourts.gov.in>**) of South Salmara Mankachar, District judiciary regularly to get updated information. Unnecessary correspondence could be avoided and if done, candidature will be rejected.
- If any candidate is found canvassing directly/indirectly, his/her candidature will be rejected.
- 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.
- Newly Appointed candidates have to submit a declaration that "I and my family members are neither beneficiaries of the Orunudo Scheme or have voluntarily opted out as on the date of appointment/engagement".