

**OFFICE OF THE CHIEF JUDICIAL MAGISTRATE
BONGAIGAON::ASSAM
ADVERTISEMENT**

No. CJM/1312-19

Dated, Bongaigaon the *01st August*/2025

Applications are invited from Citizens of India as defined under Articles 5 and 6 of the Constitution of India for filling up the following Grade-IV Post in the establishment of Chief Judicial Magistrate; Bongaigaon.

Sl. No.	Name of Post	No. of Post Vacant	Qualification	Scale of Pay	Category wise break up of vacancies
1	PROCESS SERVER	01 No.	Candidates must be a Graduate in any discipline Candidates must have proficiency in the official language of the State of Assam	P.B.-2 Rs. 14,000/- to Rs. 70,000/- + G.P. Rs. 5,200/-	UR – 1 No

Terms and conditions:

1. The candidate must not be less than 18 years and more than 40 years of age as on 01-01-2025. The upper age limit will be relaxed. The upper age limit will be relaxed by:
 - i. By 5 years for ST and SC candidates i.e. up to 45 years.
 - ii. By 3 years for OBC/MOBC candidates i.e. up to 43 years.
 - iii. By 2 years i.e. up to 42 years in respect of Ex-service men and 10 years i.e. up to 50 years in respect of person with disabilities as per Govt. Notification No. ABP.6/2016/51 dtd. 02.09.2020 issued by Department of Personnel, Govt. of Assam.
2. The candidate should submit duly filled up application in Standard Form along with self attested copies of testimonials. The candidate should paste his/her recent passport sized coloured photograph in the given space of the application form and shall sign across the photograph. Three copies of the same photograph should be stapled on the top right corner of the application form. The envelope containing the application form should

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mention on it "APPLICATION FOR THE POST OF PROCESS SERVER". The application should reach the Office of the undersigned within 15 days from the date of publication of the advertisement in the newspaper. The applications can also be dropped in the Drop Box labeled as "DROP BOX OF APPLICATIONS FOR THE POST OF PROCESS SERVER" kept within the premises of C.J.M. Office (Bongalgaon) or may be sent by post to the "Office of the Chief Judicial Magistrate, Bongalgaon, District Court Complex, Deuripara, Bongalgaon, P.O. & P.S. - Bongalgaon, District- Bongalgaon, Assam, Pin- 783380."

3. Candidates who are already in Govt. Services must apply through proper channel.
4. The eligible candidates shall have to appear in a written examination consisting of 70 marks which will include General English, General Knowledge, General Aptitude and Reasoning followed by an Interview/Viva-Voce and they will have to bring all the required original testimonials on the day of Interview/Viva-Voce.
5. A provisional Select List of candidates eligible for appearing in the Written Examination/Interview/Viva-Voce and a Reject list along with the date, time and venue of Viva-Voce/Interview will be notified in due course of time in the official website of District Judiciary (www.bongalgaonjudiciary.gov.in) and in the office Notice Board of the undersigned. No separate call letters will be issued to the candidates from this office for Interview/Viva-Voce.
6. No T.A./D.A. will be paid for appearing in the written examination and interview.
7. If any candidate is found to have suppressed his/her educational qualification or give any wrong information at the time of applying for the post, his/her candidature shall be liable to be rejected or terminated.
8. Valid Employment Exchange Registration number is mandatory.
9. Incomplete applications, applications without proper supporting documents or unsigned applications will be summarily rejected.
10. Applications submitted in any other mode, except as indicated, will be summarily rejected without any communication. Application received after due date will be rejected. The appointing authority shall not be responsible under any circumstances for any postal delay.
11. Candidates who are already in Govt. Service will have to submit "No Objection Certificate" from proper authority at the time of Viva-Voce/Interview, if shortlisted for the Interview/Viva-Voce.
12. The undersigned reserves the right to cancel the advertisement, alter/modify any terms or conditions of the advertisement at any stage.
13. Canvassing directly or indirectly shall disqualify a candidate.

Sd/-
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14. The applicants shall mention their mobile number in the application.


Chief Judicial Magistrate,
Bongaigaon, Assam

Memo No.CJM/1312-19.....

Dated, Bongaigaon the 01st August/2025

Copy forwarded to:-

1. The Registrar General, Hon'ble Gauhati High Court, Guwahati.
2. The Hon'ble District & Sessions Judge, Bongaigaon.
3. The Asst. Director of Employment, District Employment, District Employment Exchange, Bongaigaon for wide publicity.
4. The DIPR Officer, Bongaigaon is requested to publish the advertisement in an Assamese daily Newspaper and in one English daily newspaper widely circulated in Assam, preferably in "Asomiya Pratidin" and "The Assam Tribune"
- ✓ 5. The Director, NIC, Bongaigaon, for wide publicity.
6. The System Officer, Bongaigaon, to upload the same in the Official website of Bongaigaon District Judiciary.
7. The Notice Board of the O/o the District & Sessions Judge, Bongaigaon.
8. The Notice Board of the O/o the Chief Judicial Magistrate, Bongaigaon.


CHIEF JUDICIAL MAGISTRATE
BONGAIGAON
01/08/25