

# JUDICIAL ACADEMY, ASSAM

7.BHOLANATH MANDIR PATH, DR. B.K. KAKOTI ROAD, ULUBARI, GUWAHATI-781007

## ADVERTISEMENT FOR RECRUITMENT

Applications are invited from citizens of India as defined in Article 5 & 6 of the Constitution of India for filling up of various non-gazetted posts in the establishment of Judicial Academy, Assam. The details of the advertisement will be available in the websites of Gauhati High Court ([www.ghconline.gov.in](http://www.ghconline.gov.in)) and Judicial Academy, Assam ([www.jaassam.gov.in](http://www.jaassam.gov.in)).

The last date for submission of application is **10.12.2017**.

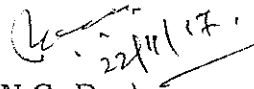
By Order  
Sd/-N.G. Das  
Administrative Officer  
Judicial Academy, Assam

**Memo No. JAA-28/2013/2013-15**

**Dated :22.11.2017**

**Copy to :**

1. The Director of Information and Public Relations (Janasanjyog), Dispur, Guwahati-6. He is requested to take necessary steps for publication of the above Short Advertisement for recruitment in "The Assam Tribune" and "Asomiya Pratidin" in one issue at the earliest.
- ✓ 2. The System Analyst/Programmer, Gauhati High Court. He is requested to up-load the Advertisement in the website of Gauhati High Court (Link-Recruitment Other Organization) as well as website of Judicial Academy, Assam.
3. Notice Board of Judicial Academy, Assam.

  
(N.G. Das)  
Administrative Officer  
Judicial Academy, Assam  
Administrative Officer  
Judicial Academy, Assam  
Guwahati

# JUDICIAL ACADEMY, ASSAM

7.BHOLANATH MANDIR PATH, DR. B.K. KAKOTI ROAD, ULUBARI, GUWAHATI-781007

## ADVERTISEMENT FOR RECRUITMENT

No. JAA-28/2013/2016

Dated :22.11.2017

Applications are invited from the citizens of India as defined in Article 5 and 6 of the Constitution of India for filling up the following vacant posts in the establishment of Judicial Academy, Assam. Reservations would be as per existing Rules. Last date for submission of applications is **10.12.2017** till 5.00 p.m.

Sl. No.	Description of Post	No. of vacant Posts.	Scale of Pay
1.	Stenographer Gr.II (Non Gazetted)	01 (one)	PB 3 Rs.22000/- to Rs.87000/- p.m. G.P. Rs.9100/-
2.	Stenographer Gr.III (Non Gazetted)	01 (one)	PB 2 Rs.14000/- to Rs.49000/- p.m. G.P. Rs.7400/-
3.	Junior Administrative Assistant (Non Gazetted)	01 (one)	PB 2 Rs.14000/- to Rs.49000/- p.m. G.P. Rs.7400/-
4.	Library Assistant (Non Gazetted)	02 (two)	PB 2 Rs.14000/- to Rs.49000/- p.m. GP Rs.7400/-
5.	Senior Administrative Assistant	01 (one)	PB 3 Rs. 22000-87000 G.P. 9100
6.	Computer Operator	01 (one)	PB 2 Rs.14000/- to Rs.49000/- G.P. Rs.6200/-
7.	Driver (Non Gazetted)	01 (one)	PB 2 Rs.14000/- to Rs.49000/- p.m. G.P. Rs.5000/-
8.	Duftry	01 (one)	PB 1 Rs.12000/- to Rs.37500/- p.m. G.P. Rs.4400/-
9.	Attender (Non Gazetted)	05 (five)	PB 1 Rs.12000/- to 37500/- p.m. G.P. Rs.3900/-
10	Cook	01 (one)	PB 1 Rs.12000/- to 37500/- p.m. G.P. Rs.3900/-
11	Total	<b>14 (fourteen)</b>	

### **AGE:**

Minimum age for all posts is 18 years (min) and maximum age is 43 years (General), 46 years (OBC/MOBC), 48 years (SC/ST) and 53 years (PWD).

### 1. **ELIGIBILITY CRITERIA:**

#### **I. STENOGRAPHER –GRADE II:**

Graduate with computer knowledge and Shorthand speed of 100 w.p.m. and computer typing speed of 40 w.p.m. with minimum experience of 5 years in the profession.

**II. STENOGRAPHER –GRADE III:**

Graduate with Shorthand speed of 80 w.p.m. and computer typing speed of 40 w.p.m. having computer knowledge and good academic record with minimum experience of 3 years in the profession.

**III. LIBRARY ASSISTANT:**

Graduate with Diploma/Degree in Information and Library Science from a recognized University

**OR**

Officers of Central/State Government or Universities holding analogous Post.

***Desirable: Knowledge of Computer Applications in a library.***

**IV. SENIOR ADMINISTRATIVE ASSISTANT: -**

Graduate with 7 years' service in the establishment of Gauhati High Court/ District Court/NEJOTI with proficiency in Computers.

**V. JUNIOR ADMINISTRATIVE ASSISTANT:**

Graduate with computer typing speed of 35 w.p.m. and must have knowledge of computer having Diploma in Computer Applications from reputed Institution.

**VI. COMPUTER OPERATOR:**

Graduate with Diploma in Computer Application.

**VII. CAR DRIVER:**

Matriculation or equivalent from a recognized Central or State Board having valid driving licence for light motor vehicle.

**VIII. DUFTRY:**

Matriculation or equivalent from a recognized Central or State Board

**IX. ATTENDER:**

Minimum 8<sup>th</sup> standard pass but shall not be a graduate.

**X. COOK:**

Matriculation or equivalent from a Recognized Central or State Board and having experience of cooking from a recognized Institution.

2. **SELECTION PROCESS:** Selection process will be notified in due course on website of **Judicial Academy, Assam** – <http://jaassam.gov.in>

**3. HOW TO APPLY :**

**I.** Candidates are required to submit application in prescribed Standard Form.

**II.** Candidates shall fill the Application Form and paste his/her recent passport sized coloured photograph in the given space of the application form and shall sign across the photograph. **Two copies** of the same photograph

should be stapled in the top right corner of the application form and the candidate should write his/her name on the reverse of the stapled photographs. The envelope containing the application form should be super scribed as "**APPLICATION FOR THE POST OF** (Name of the post applied for)" and the same should be addressed to "**Administrative Officer, Judicial Academy, Assam.**"

- III.** The envelope containing the application form along with other relevant documents should be dropped in the DROP BOX labelled "**DROP BOX OF APPLICATIONS FOR VACANT POSTS OF JUDICIAL ACADEMY, ASSAM**" kept in the Office of the JUDICIAL ACADEMY, ASSAM, 7 BHOLANATH MANDIR PATH, DR. B.K. KAKOTI ROAD, ULUBARI, GUWAHATI-781007
- IV.** Applications submitted in any other mode, except as indicated, will be summarily rejected without any communication.
- V.** The list of the candidates, with allotted Roll Nos. will be published on website of **Judicial Academy, Assam** – <http://jaassam.gov.in> for reference of the candidates in due course and no separate Admit Card/Call Letter shall be issued. Candidates are required to regularly visit the Notified Website of **Judicial Academy, Assam.**
- VI.** Candidates applying for more than one post should fill up separate application form for each post.
- VII.** Candidates already in Government service must apply through proper channel
- VIII. CANVASSING DIRECTLY OR INDIRECTLY SHALL DISQUALIFY A CANDIDATE**

**14. FEES.**

- I.** The candidates must attach an Indian Postal Order (IPO) for Rs 250/- (Rupees Two hundred and fifty only) for General Candidates and Rs 150/- (Rupees One hundred and fifty only) for SC/ST/OBC/MOBC candidates payable to **Judicial Academy, Assam at Guwahati.**

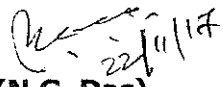
**By Order**  
**Sd/-N.G. Das**  
**Administrative Officer**  
**Judicial Academy, Assam**

**Memo No. JAA-28/2013/2017-18**

**Dated :22.11.2017**

**Copy to :**

1. The System Analyst/Programmer, Gauhati High Court. He is requested to up-load the Advertisement in the website of Gauhati High Court (Link- Recruitment Other Organization) as well as website of Judicial Academy, Assam.
2. Notice Board of Judicial Academy, Assam.

  
**(N.G. Das)**  
**Administrative Officer**  
**Judicial Academy, Assam**