

## OFFICE OF THE CHIEF JUDICIAL MAGISTRATE, MORIGAON, ASSAM

### ADVERTISEMENT

No.CJMM.IV-4/2017/157/Rec.

Dated Morigaon 11<sup>th</sup> January, 2018

1. Applications, in prescribed format, are invited with effect from 17.1.2018 to 5.00 p.m. of 31.1.2018 from the citizens of India as defined under Article 5 and 6 of the Constitution of India for filling up of 4 (four) newly created posts of Process Servers (Jarikarak) in the office of the Chief Judicial Magistrate, Morigaon, Assam in the scale of pay of Rs.14000-49000+GP-5000/-(PB-2) and other allowances admissible as per Rules. Out of the 4 (four) posts, 1 (one) post is reserved for OBC and the remaining 3 (three) are open category posts.

2. **AGE:** Category wise age limit for the posts, **as on the last date of receipt of applications**, is as under:-

Sl. No.	Category	Minimum age	Maximum age
1	General	18	43
2	OBC/MOBC	18	46
3	SC	18	48
4	ST(P)/ST(H)	18	48
5	PWD	18	53

There shall be relaxation of age upto 45 years in respect of in service candidates, as per government of Assam O.M.No.ABP.513/79/9 dated 27.03.1980 and O.M. No. ABP.73/89/17 dated 04.01.1992.

### **3. ELIGIBILITY CRITERIA:**

- A candidate who has passed class-VIII but has not passed class-XII. Candidates who have passed class-XII are ineligible to apply.
- The candidate must have satisfactory knowledge of the residential localities spread around the district of Morigaon as the job includes, but not limited to, searching and locating specific households of the district for service of processes (summons, notices etc.) issued by courts. Candidates must be prepared to travel extensively in and around the district of Morigaon for service of such processes.
- Permanent residents of the district of Morigaon may be given preference.

4. **SELECTION PROCESS:** Selection process will be notified in due course.

### **5. HOW TO APPLY:**

- Candidates are first required to download and take print out of the "Advertisement & Application Form" from the website [www.morigaonjudiciary.gov.in](http://www.morigaonjudiciary.gov.in).
- Candidates shall fill up 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. **Four 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.
- iii. Candidates shall annex a duly stamped standard sized self-addressed envelope with the application form.
  - iv. The envelope containing the application form and self-addressed envelope should be super scribed as **"APPLICATION FOR THE POST OF PROCESS SERVER (JARIKARAK)"** and the same should be addressed to **"The Chief Judicial Magistrate, Morigaon, Assam, PIN-782105."**
  - v. **The envelope containing the duly completed application form and the self-addressed envelope should be dropped in the DROP BOX labeled "DROP BOX OF APPLICATIONS FOR THE POSTS OF PROCESS SERVER (JARIKARAK)" kept in the premises of the office of the Chief Judicial Magistrate, Morigaon, Assam on or before the last date.**
  - vi. **Applications submitted in any other mode such as by post, email etc., except as indicated above, will be summarily rejected without any communication.**
  - vii. Candidates who are already in the Government Service shall apply through proper channel. In other words, a forwarding letter of the employer shall be annexed with the application.
  - viii. **There is no need for submitting any other document, except as indicated above, along with the application form at the stage of submission of application.**
  - ix. **No fee is required to apply for the aforementioned posts.**

#### **6. TERMS AND CONDITIONS:**

- i. Merely satisfying the eligibility criteria do not entitle a candidate to be called for participating in the selection process.
- ii. No person, who has entered into or contracted a marriage with a person having a spouse living or who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible to apply for the said posts.
- iii. The admission of candidates at all stages of the selection process will be purely provisional and subject to their satisfying the prescribed eligibility criteria. If, on verification at any time before or after the selection process, it is found that a candidate does not fulfill any of the eligibility conditions, his/her candidature shall stand cancelled without any notice.
- iv. Mere calling of candidate to participate in the selection process or issuance of admit card/call letter etc. does not necessarily mean acceptance of candidature of any candidate which shall be further scrutinized at every stage and the selecting/appointing authority reserves the right to reject the candidature of any candidate at any time.
- v. Submission of application does not imply that a candidate has fulfilled all the criteria given in the advertisement and the application is subject to subsequent scrutiny and the same can be rejected at any subsequent point of time, if any ineligibility condition is detected later.

- vi. The list(s) of the candidates will be published in the aforementioned website for the candidates' reference.
- vii. No TA/DA etc. shall be paid to the candidates for participating in the selection process.
- viii. The selecting/appointing authority may decide not to issue any admit card/call letter etc. to any candidate and may decide to call candidates to participate in the selection process by publishing a notification in the aforementioned website and notice board of the office of the undersigned. Candidates are advised to visit the aforementioned website regularly for updates and important information. Unnecessary correspondence should be avoided.
- ix. The selecting/appointing authority shall not be responsible for non receipt, late receipt etc. of admit card, call letter etc. by the candidates due to postal delays etc.
- x. Application form, which is incomplete in any respect, such as without the photographs, signature etc., is liable to be rejected summarily, unless otherwise decided by the selecting/appointing authority.
- xi. Any information submitted by an applicant in his/her application will bind the candidate personally.
- xii. The candidate will be responsible for any mistake made by him/her in the application form and the selecting/appointing authority shall not be responsible or liable in any way.
- xiii. A candidate is allowed to submit one application form only.
- xiv. The certificate for claim of reservation must be obtained from the competent authority.
- xv. The selecting/appointing authority may put the finally selected candidates on probation for a period of 2(two) years. The selecting/appointing authority reserves the right to dismiss from service any selected candidate during the period of probation if his/her performance is not found satisfactory.
- xvi. The appointment and conditions of service of the selected candidates shall be governed by the relevant Rules.
- xvii. Candidates who are already in Government Service will have to submit "No Objection Certificate" from their employer at the time of joining, in the event of final selection.
- xviii. **If any candidate is found canvassing directly or indirectly, his/her candidature will be rejected.**
- xix. The selecting/appointing authority reserves the right to cancel the advertisement, alter any terms and conditions of the advertisement at any stage.
- xx. The application forms, examination materials etc. may be destroyed, due to scarcity of space, after two years of publication of the final select list, unless otherwise decided by the selecting/appointing authority.
- xxi. All other matters which are not specifically provided in this advertisement shall be as decided by the selecting/appointing authority.

*NK*  
11-1-2018

(N.K. Das)  
Chief Judicial Magistrate  
Morigaon, Assam

No.CJMM.IV-4/2017/158-170/Rec. Dated Morigaon 11<sup>th</sup> January, 2018

Copy to:

1. The Registrar Administration-cum- In Charge, Centralized Recruitment, Gauhati High Court, Guwahati.
2. The District & Sessions Judge, Morigaon, Assam.
3. The Civil Judge & Asstt. Sessions Judge, Morigaon, Assam.
4. The Addl. Chief Judicial Magistrate, Morigaon, Assam.
5. The SDJM(S), Morigaon, Assam.
6. The JMFC, Morigaon, Assam.
7. The Munsiff No.1 -cum- JMFC, Morigaon, Assam.
8. The Munsiff No.2 -cum- JMFC, Morigaon, Assam.
9. The Employment Exchange Officer, Morigaon Employment Exchange, Morigaon, Assam.
10. The President/Secretary, Morigaon Bar Association, Morigaon, Assam.
- ✓ 11. The Systems Officer, Morigaon district judiciary for immediate uploading of the Advertisement in the official website with the caption: "Advertisement dated 11.1.2018 with application form for direct recruitment of Process Server (Jarikarak) for the office of the Chief Judicial Magistrate, Morigaon."
12. Notice Board.
13. Order File.

*MC*  
*11-1-2018*

(N.K. Das)  
Chief Judicial Magistrate  
Morigaon, Assam



**OFFICE OF THE CHIEF JUDICIAL MAGISTRATE, MORIGAON, ASSAM**

**Application Form for Process Server (Jarikarak)**

(Advertisement dated 11-1-2018)

1. Name:  
(in BLOCK LETTERS without any prefixes like Sri, Smti, etc.)
2. Gender (M/F/Others):
3. Category (General/SC/ST(P)/ST(H)/OBC/MOBC/PWD):
4. Father's name:
5. Mother's name:
6. Husband's Name (In case of married female candidate):
7. Date of birth (as per school certificate):
8. Age, as on the last date of submission of application:
9. Nationality:
10. Whether married?
11. If married, whether more than one spouse living:
12. Educational Qualifications:

Paste a passport  
sized colour  
photograph and  
sign across the  
same.

Sl. No.	Exam Name	School/College/University	Board/Council/University	Division/Class	Percentage

13. Relevant/Other qualification(s), if any:
14. Work experience, if any:
15. Address for Correspondence:
16. Permanent Address:
17. Is any FIR/Complaint/Criminal Case pending against you in any police station/court ? (if yes, give details):
18. Have you ever been convicted in a criminal case? (if yes, give details):
19. Whether you have ever been terminated from service and/or whether any disciplinary proceeding had ever been initiated against you. (If yes, give details):
20. Have you ever been debarred from any examination? (if yes, give details):
21. Whether income tax assessee? If so, PAN/GIR No., If any:
22. Telephone/Mobile No.:
23. E-mail id (if any):

Declaration: I hereby affirm and state that the abovementioned information is true and correct to the best of my knowledge and belief.

Place & Date:

Full signature of applicant