

**THE GAUHATI HIGH COURT AT GUWAHATI**  
(THE HIGH COURT OF ASSAM, NAGALAND, MIZORAM AND ARUNACHAL PRADESH)

No. HC.XXXVII-27/2017/2951 /R.Cell

Dated Guwahati 26.10.2017

From: Sri A. Hazarika  
Registrar (Administration)—cum-  
In-Charge, Centralised Recruitment,  
Gauhati High Court, Guwahati-1

To:

- 1) **The District & Sessions Judges/Chief Judicial Magistrates** of all the districts of Assam.
- 2) **The Presiding Officer**, Labour Court, Guwahati / Labour Court, Dibrugarh.
- 3) **The Presiding Officer**, Industrial Tribunal, Guwahati/ Industrial Tribunal, Silchar/ Industrial Tribunal, Dibrugarh.
- 4) **The Principal Judge**, Family Court No.1, Guwahati / Family Court No.2, Guwahati/ Family Court No.3, Guwahati/ Family Court, Silchar/ Family Court, Barpeta.
- 5) **The Presiding Officer**, STAT & Member, MACT No. 1, Kamrup, Guwahati/ MACT No.2, Guwahati/ MACT No.3, Guwahati/ MACT, Nagaon/ MACT, Barpeta/ MACT, Dhubri/ MACT, Nalbari/ MACT, Cachar, Silchar/ MACT, Sonitpur, Tezpur.
- 6) **The Special Judge**, Assam, Guwahati/ Judge, Designated Court, Guwahati, Assam.
- 7) **The Special Judge**, CBI, Assam, Guwahati/ Addl. CBI Court No. 1, Guwahati/ Addl. CBI Court No. 2, Guwahati/ Addl. CBI Court No. 3, Guwahati.

Sub: Furnishing vacancy position of staff, updating gradation list of staff, filling up of Grade-IV posts in the establishments of the subordinate courts.

Sir/Madam,

With reference to the subject cited above, as directed, you are requested to furnish the following information by email at [gnc.rcell2013@gmail.com](mailto:gnc.rcell2013@gmail.com) or by post on or before 10.11.2017.

1. The vacancy position of LDA/Copyist/Typist as on 31.12.2017 and anticipated vacancies arising from 01.01.2018 to 31.12.2018 in the establishments of your district which are required to be filled up by direct recruitment as per existing Rules, in the enclosed format. The said vacancy position shall be prepared after considering the posts of LDA/Copyist/Typist filled up as per selection notification No.HC.XXXVII-15/2015/2751/R.Cell dated 21.07.2017 and No.HC.XXXVII-15/2015/2861/R.Cell dated 21.09.2017 published by the High Court.
2. The number of selected candidates joined as *Computer Typist* and *LDA/Copyist/Typist* as per selection list notification No.HC.XXXVII-33/2015/2633/R.Cell dated 08.06.2017 and notification dated 21.07.2017 & 21.09.2017 as stated above. The names of candidates who have not joined after due date given by the appointing authorities and the names of the candidates resigned after joining, if any, may also be furnished.

Further, as directed, you are requested to do the following:

1. The vacancy position of all categories of staff is to be uploaded in the official website of the district on every 1<sup>st</sup> working day of January, May and September as per High Court direction issued vide letter No.HC.XXXVII-27/1422/R.Cell dated 16.05.2016 (enclosed).
2. Appointing authorities of the districts are to fill up the vacant posts of Grade-IV as per rules and High Court direction letter issued vide No.HC.XXXVII-61/2012/1536/R.Cell dated 05.10.2012 (enclosed). The vacant Grade-IV posts, if any, are to be filled up expeditiously, preferably within three months.
3. The appointing authorities are to complete the process of filling up the existing promotional posts in their establishments as per High Court direction issued vide letter No.HC.XXXVII-61/2012/1536/R.Cell dated 05.10.2012 (enclosed). The promotion exercises are to be completed expeditiously, preferably within three months.
4. Update the Gradation list of the staff of the establishment as per rules and upload the same in the official website of the District by 31<sup>st</sup> December, 2017 and every December. A hard copy of the gradation list may also be sent to the undersigned.

This is for your information and necessary action.

Please treat this matter as **most urgent**.

Encl: As stated above.

Yours faithfully,

Registrar (Admin) -cum-  
In-Charge, Centralised Recruitment

Memo no. No. HC.XXXVII-27/2017/2951 A /R.Cell

Dated Guwahati 26.10.2017

Copy to:

- 1) System Analyst, Gauhati High Court, Guwahati. He is directed to upload the letter in the official website of Gauhati High Court as well as send by email to all the above addressees individually, immediately.

Registrar (Admin) -cum-  
In-Charge, Centralised Recruitment  
Gauhati High Court, Guwahati.

**LATEST VACANCY POSITIONS FOR THE POSTS OF LDA/COPYIST/ TYPIST**

Name of the District .....

Name of the Judicial Establishment .....

| 'A'     | 'B'              | 'C'                           | 'D'  | 'E'   |    |             |            |                               |           |
|---------|------------------|-------------------------------|--|---|----|-------------|------------|-------------------------------|-----------|
| Sl. No. | Name of the Post | Total no. of sanctioned posts | Total no. of vacant posts (as on 31.12.2017) which are required to be filled up by <u>direct recruitment as per applicable Rules</u> | Category wise break up of total vacancies mentioned in column 'D' |    |             |            |                               |           |
|         |                  |                               |  | Unreserved  | SC | ST (Plains) | ST (Hills) | PWD (Persons with disability) | OBC/ MOBC |
| 1.      | LDA              |                               |  |   |    |             |            |                               |           |
| 2.      | Copyist          |                               |  |   |    |             |            |                               |           |
| 3.      | Typist           |                               |  |   |    |             |            |                               |           |

Signature of the DJ/CJM/PO of the Estt. (with official stamp)

**LATEST VACANCY POSITIONS FOR THE POSTS OF LDA/COPYIST/ TYPIST**

Name of the District .....

Name of the Judicial Establishment .....

| 'A'     | 'B'              | 'C'                           | 'X'   | 'Y'   |    |             |            |                               |           |
|---------|------------------|-------------------------------|---|---|----|-------------|------------|-------------------------------|-----------|
| Sl. No. | Name of the Post | Total no. of sanctioned posts | Total no. of future/anticipated vacancies (during 01.01.2018 to 31.12.2018) which are required to be filled up by <u>direct recruitment as per applicable Rules</u> | Category wise break up of total vacancies mentioned in column 'X' |    |             |            |                               |           |
|         |                  |                               |   | Unreserved  | SC | ST (Plains) | ST (Hills) | PWD (Persons with disability) | OBC/ MOBC |
| 1.      | LDA              |                               |   |   |    |             |            |                               |           |
| 2.      | Copyist          |                               |   |   |    |             |            |                               |           |
| 3.      | Typist           |                               |   |   |    |             |            |                               |           |

Signature of the DJ/CJM/PO of the Estt. (with official stamp)

(17)

By email

**THE GAUHATI HIGH COURT AT GUWAHATI**  
(THE HIGH COURT OF ASSAM, NAGALAND, MIZORAM AND ARUNACHAL PRADESH)

No. HC.XXXVII-27/2015//422/R.Cell  
Dated Guwahati 16-5-2016

From: Registrar (Administration)-cum-  
In-Charge, Centralised Recruitment,  
Gauhati High Court, Guwahati-1

To:

- 1) **The District & Sessions Judges/Chief Judicial Magistrates** of all districts of Assam.
- 2) **The Presiding Officer**, Labour Court, Guwahati / Labour Court, Dibrugarh.
- 3) **The Presiding Officer**, Industrial Tribunal, Guwahati/ Industrial Tribunal, Silchar/ Industrial Tribunal, Dibrugarh.
- 4) **The Principal Judge**, Family Court No.1, Guwahati / Family Court No.2, Guwahati/ Family Court No.3, Guwahati/ Family Court, Silchar/ Family Court, Barpeta.
- 5) **The Presiding Officer**, STAT & **Member**, MACT No. 1, Kamrup, Guwahati/ MACT No.2, Guwahati/ MACT No.3, Guwahati/ MACT, Nagaon/ MACT, Barpeta/ MACT, Dhubri/ MACT, Nalbari/ MACT, Cachar, Silchar/ MACT, Sonitpur, Tezpur.
- 6) **The Special Judge**, Assam, Guwahati/ Judge, Designated Court, Guwahati, Assam.
- 7) **The Special Judge**, CBI, Assam, Guwahati/ Addl. CBI Court No. 1, Guwahati/ Addl. CBI Court No. 2, Guwahati/ Addl. CBI Court No. 3, Guwahati.

Sub: Uploading of information regarding sanctioned strength, vacancy position etc. in the website of district judiciary.

Sir/ Madam,

With reference to the subject cited above, as directed, I am to inform you that the Gauhati High Court has been pleased to direct as follows:

1. You have been directed to upload the information regarding sanctioned strength, vacancy position etc. in the website of the respective district judiciary in the format enclosed herewith.
2. The information should be uploaded in the website, initially within a period of 7(Seven) days from the receipt of this letter and thereafter regularly, i.e. on the 1<sup>st</sup> working day of January, May and September of every year, without fail.
3. Once uploaded, the information shall remain available in the website for all the time, unless otherwise directed by the High Court in due course.
4. District & Sessions Judges of the respective districts have been directed to take necessary steps for uploading the said information in the website of the district, on receipt of the same from other establishments of the district.
5. The information should be uploaded in the respective website in a single PDF file (scanned copy, black and white) and the original signed copy of the information should be maintained in the office by the concerned Presiding

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Officer, in a file, along with all the Government letters sanctioning the posts of the establishment concerned, so that the same may be produced, without delay, as and when requisitioned by the High Court.

This is for your information and necessary action.

Please treat this as most urgent.

Enclosed: As stated above (One sheet)

Yours faithfully,


  
16/5/2016

(M.K. Kalita)  
Registrar (Administration)-cum-  
In-Charge, Centralised Recruitment

Memo no. No. HC.XXXVII-27/2015/1423 /R.Cell Dated Guwahati 16-5-2016

Copy to:

- 1) System Analyst, Gauhati High Court, Guwahati. He is directed to upload the letter in the official website of Gauhati High Court as well as e-mail to all the above addressees individually, immediately.

  
16/5/16  
Registrar (Administration) -cum-  
In-Charge, Centralised Recruitment

(18) (19)

**Sanctioned strength, vacancy position etc. of officers & staff (Non judicial) of district judiciary**  
(For substantive posts only)


**Name of establishment:**

| No. | Name of all the posts (In order of regular scale of pay, as per ROP Rules/If a cadre consists of more than one post, all posts should be indicated in the list) (Example indicated below is not exhaustive) | Name of Incumbant/Vacant from dd/mm/yyyy(whichever is applicable) | Normal mode of recruitment(Direct/Promotion), as per existing Rules/Notifications etc. (Indicate compassionate appointment, if any) | Recruiting authority (Gauhati High Court/Head of the establishment, whichever is applicable) | Whether the post is Unreserved or Reserved for SC/ST(P)/ST(H)/OBC/MOBC/PWD/Woman | Govt.Sanction letter No. & date of creation of the post (Chronologically) |
|-----|---|---|---|--|--|---|
| 1   | Sheristadar   |   |   |  |  |   |
| 2   | Head Assistant  |   |   |  |  |   |
| 3   | Executive Assistant, if any   |   |   |  |  |   |
| 4   | Stenographer Grade-I  |   |   |  |  |   |
| 5   | Stenographer Grade-I  |   |   |  |  |   |
| 6   | Stenographer Grade-II   |   |   |  |  |   |
| 7   | Stenographer Grade-II   |   |   |  |  |   |
| 8   | Stenographer Grade-III  |   |   |  |  |   |
| 9   | Stenographer Grade-III  |   |   |  |  |   |
| 10  | UDA   |   |   |  |  |   |
| 11  | UDA   |   |   |  |  |   |
| 12  | LDA   |   |   |  |  |   |
| 13  | LDA   |   |   |  |  |   |
| 14  | LDA   |   |   |  |  |   |
| 15  | Copyist   |   |   |  |  |   |
| 16  | Copyist   |   |   |  |  |   |
| 17  | Typist  |   |   |  |  |   |
| 18  | Typist  |   |   |  |  |   |
| 19  | Daftary   |   |   |  |  |   |
| 20  | Process Server  |   |   |  |  |   |
| 21  | Process Server  |   |   |  |  |   |
| 22  | Driver  |   |   |  |  |   |
| 23  | Driver  |   |   |  |  |   |
| 24  | Office Peon   |   |   |  |  |   |
| 25  | Office Peon   |   |   |  |  |   |
| 26  | Day Chowkidar   |   |   |  |  |   |
| 27  | Night Chowkidar   |   |   |  |  |   |
| 28  | Safai Karmachari  |   |   |  |  |   |
| 29  | Safai Karmachari  |   |   |  |  |   |

Full signature & designation of dealing assistant with date

Full signature of Sheristadar/Head Assistant (whichever is applicable) with date

Full signature of Presiding Officer with date & seal

  
 16/5/2016

By fax (to district courts)  
& Post to all 63 courts

## THE GAUHATI HIGH COURT AT GUWAHATI

(THE HIGH COURT OF ASSAM, NAGALAND, MEGHALAYA, MANIPUR, TRIPURA, MIZORAM AND ARUNACHAL PRADESH)

No. HC.XXX.VII-61/2012/1536 R. Cell.

Dated Guwahati the 5<sup>th</sup> October, 2012.

From: Shri R. Phukan  
Registrar (Administration)  
Gauhati High Court,  
Guwahati, Assam-1

To: The District Judges/Chief Judicial Magistrates of Kamrup, Goalpara, Dhubri, Kokrajhar, Bongaigaon, Barpeta, Nalbari, Mangaldoi, Udalguri, Tezpur, North Lakhimpur, Dhemaji, Dibrugarh, Tinsukia, Sibsagar, Jorhat, Golaghat, Nagaon, Morigaon, Silchar, Karimganj, Hailakandi; Special Judge CBI Court No.1, Special Judge CBI Court No.2, Special Judge CBI Court No.3, Special Judge Assam, Judge Designated CBI Guwahati, Principal Judge Family Court Kamrup Guwahati, Family Court Guwahati, Family Court Silchar, MACT Guwahati; MACT Ulubari, Kamrup Guwahati, MACT Nagaon, MACT Barpeta, MACT Dhubri, MACT Nalbari, MACT Silchar, Labour Court Dibrugarh, Labour Court Guwahati, Industrial Tribunal Kamrup Guwahati, Industrial Tribunal Cachar Silchar & TADA Court Guwahati.

**Sub: Recruitment of Staff in Sub ordinate Judiciary of Assam**

Sir,

With reference to the subject cited above, I am directed to inform you that the Hon'ble Committee for Centralized Recruitment of Officers and Staff of Sub ordinate Judiciary and all Benches of the High Court in its meeting dated 29-09-2012 resolved to allow the appointing authority of 13 (Thirteen) establishments to complete the recruitment processes already underway, for the posts mentioned below in accordance with the existing rules namely; *District Judges Establishment (Ministerial) Service Rules, 1987* and *Chief Judicial Establishment (Ministerial) Service Rules, 1987*, if no embargo has been put by any court. No recruitment is to be made where enquiry is pending.

| <u>Sl.No</u> | <u>Name of District</u> | <u>Establishment</u> | <u>Name of Posts</u> | <u>Vacancy Position</u> | <u>Total no. of vacant posts</u> |
|--------------|-------------------------|----------------------|----------------------|-------------------------|----------------------------------|
| 1            | Dibrugarh               | Labour Court.        | Typist               | 1                       | 1                                |
| 2            | Dhubri                  | CJM Esstt.           | LDA<br>Peon          | 5<br>6                  | 11                               |
| 3            | Karimganj               | C J M Esstt.         | LDA                  | 2                       | 2                                |
| 4            | Jorhat                  | DJ Esstt.            | LDA                  | 4                       | 4                                |
| 5            | Jorhat                  | CJM Esstt.           | LDA                  | 2                       | 2                                |
| 6            | Cachar, Silchar         | DJ Esstt.            | LDA                  | 12                      | 12                               |




|    |            |                            |                       |        |   |
|----|------------|----------------------------|-----------------------|--------|---|
| 7  | Tinsukia   | CJM Esstt.                 | LDA<br>Copyist/Typist | 2<br>3 | 5 |
| 8  | Nalbari    | D J Esstt.                 | Process Server<br>LDA | 1<br>1 | 2 |
| 9  | Nalbari    | MACT                       | Stenographer          | 1      | 1 |
| 10 | Barpeta    | CJM Esstt.                 | Process Server        | 1      | 1 |
| 11 | Sivasagar  | CJM Esstt.                 | Stenographer          | 1      | 1 |
| 12 | Bongaigaon | DJ Esstt.                  | Process Server        | 1      | 1 |
| 13 | Bongaigaon | CJM Esstt.,<br>Bongaigaon. | Peon                  | 2      | 2 |

Further, the appointing authorities of all the districts of Assam are to fill up the vacancies of Grade-IV posts of Chowkidar, Peon, Sweeper, Driver, Record Arranger, Orderly & Mali as well as promotional posts of Sheristadar, Head Assistant, Upper Division Assistant, Nazir & Supervisory Assistant, on their own..

The Hon'ble Committee also resolved that the remaining posts of Lower Division Assistant, Copyist, Typist & Stenographer are to be filled up by Centralized Recruitment process.

Regards,

  
 Registrar (Administration)  
 cum-  
 In- Charge, Recruitment Cell

09-10-12

YAM? NCP  
 [Handwritten mark]