

**OFFICE OF THE DISTRICT & SESSIONS JUDGE,  
CUM-DISTRICT SELECTION PROMOTION COMMITTEE  
EAST GARO HILLS, WILLIAMNAGAR**

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No. EGH/D&SJ/Adv.1/2016/70 Dated Williamnagar the 6<sup>th</sup> March, 2024

**ADVERTISEMENT**

Application in the Standard Form, as prescribed in part-IX of the Meghalaya Gazette, are invited from citizens of India who are desirous to apply, as per the terms and conditions of this Advertisement, for recruitment to the posts mentioned herein.

**MODE OF APPLICATION:-**

- 1) Completed application must be submitted with 2 (two) passport size coloured identical photographs, one of which shall be pasted in the space provided in the Standard Form and the other is to be accompanied with the form. The passport size photograph affixed on the application must be self-attested by the candidate in such a way that some portion of the signature of the candidate lies on the application form and remaining portion of signature shall remain on the photo.
- 2) One self-addressed envelope (23cm X 10cm) affixed with postage stamp of Rs.5/- (five) must attached with the filled in application.
- 3) Duly filled-up application in standard form, including Demand Draft as prescribed herein, and addressed to the “ District & Sessions Judge, Williamnagar-794111” should be accompanied with self-attested copies of the following: (a) Educational Qualification and /or

Experience Certificate, wherever required. (b) Caste Certificate (c) Birth Certificate/HSLC/SSLC or equivalent certificate testifying the date of birth/age and (d) Proof of residence-permanent and temporary.

**Last date for submission of application: 28.03.2024.**

LIST OF POSTS

Sl No.	Name of Posts and Pay Scale	No. of vacancies	Requisite Qualification & method of Recruitment
1	Stenographer (Grade-II) (Level 11, Rs 37,800-86400)	1(One)	Bachelor Degree from a recognised University with diploma in Stenography in English with minimum speed of 100 words per minute in shorthand and typing speed of 40 words per minute in computer.  On the basis of written/typing test/shorthand test and personal interview.
2.	Lower Divisional Assistant (Level 5 Rs 24700-58400)	2(Two)	Bachelor Degree from a recognized University with Computer Knowledge.  On the basis of written test and personal interview.

3.	Grade -IV (Peon) (Level 01 of Revised Pay Structure)	1(one)	SSLC passed from a recognized Board, Direct interview if the applicants are less than 100 and written test, personal interview, if the applicants are more than 100
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#### 4) AGE LIMIT

Subject to High Court of Meghalaya's Notification No.HCM/II/73/2021/Estt/21, Dt 15.06.2022 candidates must have attained the age of 18(eighteen) years and not more than 32 (thirty-two) years of age on 01.01.2024. Upper age limit is relaxable by 5 (five) years for candidate belonging to Scheduled Case/Scheduled Tribe candidates. In the case of persons with disabilities, the upper age limit will be subject to O.M No. PER(AR)150/88/455 date 10.09.2007 issued by the State Government (Personal and Administrative Reforms (B) Department, Govt. of Meghalaya).

No age limit for those candidates who are already in service of the State Government provided they entered service within the prescribed age limit.

(Important: The date of birth to be accepted by the Recruiting Authority is as entered in the Matriculation/Secondary School Leaving Certificate/Certificate recognised by an Indian as equivalent to Matriculation.

5) RESERVATIONS OF VACANCIES

As per Reservation Policy of the Government of Meghalaya.

6) EXAMINATION FEE

A Candidate shall pay examination fees of Rs. 300/- (Rupees three hundred) only in the form of Demand Draft payable to “**The Registrar General, High court of Meghalaya, Shillong**”. In case of Scheduled Caste/Scheduled Tribe/Other Backward Classes, examination fees of Rs. 150/- (Rupees one hundred and fifty) will be charged. However, the application fee is exempted subject to furnishing of disability certificate (as per notification no. PER (AR):150/88/Pt.I.43 dated 29<sup>th</sup> April, 2015)

No claim for refund of the examination fees shall be entertained nor shall the fees be held in reserve for any other examination.

7) METHOD OF SELECTION

In respect of the vacancies notified in this Advertisement, the method of recruitment shall be as specifically prescribed therein and / or under the Meghalaya District Courts ( Ministerial) Service Rules,2020. However, as far as may be practicable, the final selection / recommendation of suitable candidates shall be made by the Recruiting Authority through any of the following processes.

(a) **Written Examination:-** In such cases, the syllabus, total marks and pattern of examination shall be as notified in this

Advertisement / Rules as modified from time to time by the Recruiting Authority.

- (b) **Screening Test** :- This shall be applied / conducted by the Recruiting Authority in respect of all recruitment to those posts where the method of selection / syllabus has not been prescribed by the Rules. The objective of the test is to shortlist the number of eligible candidates in recruitments where the number of candidates is disproportionately large compared to the available vacancies.
- (c) **Screening Practical Test** :- This shall be applied / conducted by the Recruiting Authority in respect of all recruitments to those posts where the method of Skill Test has not been prescribed by the rules.
- (d) **Preliminary Test**:- The Recruiting Authority may, at its discretion, decide to hold Preliminary Test in those categories of recruitment where the number of candidates are disproportionately large compared to the notified vacancies.
- (e) **Personal Interview**:- On the result of such Screening Test / Screening Practical Test / Written Examination, the Recruiting Authority shall call such number of candidates as it may think appropriate to appear for the personal interviews.

#### 8. **SCRUTINY OF APPLICATIONS**

Before submitting the application, it should be ensured by the candidate that he fulfils all the eligibility criteria laid down in this Advertisement. The Recruiting Authority shall scrutinize the applications received by it and prepare a list of eligible candidates. As

far as may be practicable, after such scrutiny, a “ Proposed Rejection / Ineligibility List” shall be published and hosted in the Recruiting Authority’s website as well as in the Notice Board. A candidate is allowed 15(fifteen) days time to file representation against such proposed rejection. Mere inclusion in the list of eligible candidates shall not entitle the candidate to presume his / her eligibility.

**9. OTHER INSTRUCTIONS**

Candidates should take particular note that all entries in their application will be treated as final & no further alteration in this regard will be entertained after submission of the applications. Defective applications will be summarily rejected. No candidates shall submit more than one application. More than one application, if submitted by the same applicant, will not be entertained. Incomplete application form shall summarily be rejected without any notice to the candidate. Candidate must appear for Written examinations / Personal Interview at his / her own expenses. Original certificates may be sought only from those candidates who qualify for the Personal Interview. If a candidate does not furnish the original certificates to substantiate his educational qualification, his / her candidature will be cancelled. Admission at all stages of the recruitment process for which the candidates are admitted by the Recruiting Authority will be purely provisional and is subject to satisfying the prescribed eligibility conditions. If, on verification at any stage of the recruitment process, it is found that candidates do not fulfil any of the eligibility conditions,

their candidature for the post will automatically be cancelled by the Recruiting Authority without notice.

**NB. Syllabus for the respective posts is available in the District court Website (<https://williamnagar.dcourts.gov.in>).**



Secretary

District Selection and Promotion Committee  
East Garo Hills District, Williamnagar.

Memo No. EGH/D&SJ/Adv.1/2016 Dated Williamnagar the 28<sup>th</sup> Feb. 2024

Copy to:

1. The Registrar General High Court of Meghalaya, Shillong for information.
2. The District & Sessions Judges within the State of Meghalaya with a request to cause publication of this advertisement in their respective Judgeships.
3. The Deputy Commissioner-cum-Chairman, District Selection Committee, East Garo Hills District, with a request to display this advertisement in their office.
4. The District Employment Officer, East Garo Hills District with a request to cause wide publicity of this advertisement.
5. The District Information & Public Relations Officer with a request to cause publication of this advertisement in at least 3(three) newspapers,

two of which must be in the Garo language.

6. The System Assistant District & Sessions Court, East Garo Hills District with a request to upload this advertisement in the website immediately.



Secretary

District Selection and Promotion Committee

East Garo Hills District, Williamnagar.