


  
**THE DISTRICT AND SESSIONS COURT, AALO SESSIONS DIVISION**  
**AALO: WEST SIANG DISTRICT: ARUNACHAL PRADESH**  
 Website: [www.ghcitanagar.gov.in](http://www.ghcitanagar.gov.in)

**ADVERTISEMENT**

No. DSC/Aalo-02(Advt.)/22/ 73-92 / Dated Aalo the 10<sup>th</sup> March 2022.

- 1) In pursuance to the decision taken by the Departmental Promotion Committee cum-Selecting Committee 2022 of Aalo Sessions Division in accordance with Rule (2) of Arunachal Pradesh State District Court Service Amendment Rules 2016, applications from the serving staffs of different grades posted in different court establishments under Aalo Sessions Division, are invited till 4 PM of 25<sup>th</sup> March 2022 in prescribed format for filling up of the following vacant posts in the subordinate court establishments under jurisdiction of the District & Sessions Court, Aalo West Siang District in the usual scale of pay. The numbers of vacancies are indicative only and may be varied on either side at the time of preparation of final select list. Reservation would be as per policy of Govt. of Arunachal Pradesh.

Sl. No.	Name of the post	Scale of Pay	Group	No. of Post	Pay Level as per Pay Matrix of 7 <sup>th</sup> CPC	Total Posts
1	Stenographer Grade-II	9300-34800+GP 4200	B	1	6	1
2	Peshkar	5200-20200+GP 2800	C	2	5	2
5	LDC-cum-Computer Operator	5200-20200+GP 2400	C	3	4	3
6	Driver	5200-20200+GP 2400	C	1	4	1
7	Process Server	5200-20200+GP 1900	C	2	2	2
8	Office Peon-I	5200-20200+GP 1800	C	4	1	4
9	Office Peon-II	5200-20200+GP 1800	C	3	1	3

**2) AGE:-**

Category wise age limits for all the posts, as on the date of advertisement, will be in accordance with the rule applicable to other working employees of State Government of Arunachal Pradesh.

**3) ELIGIBILITY & SELECTION CRITERIA FOR STENOGRAPHER GRADE-II**

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- (a) The candidate must be holder of Bachelor's degree or equivalent thereto from a recognized college/university.
- (b) He/she must be serving in the post of LDC cum-Computer Operator for more than three continuous years under Aalo Sessions Division.
- (c) He/she must have good performance report from his/her controlling officer.
- (d) He/she must have completed required probationary period.



(A) **Selection criteria:**

- (1) The combined selection test will consist of a written skill test and viva-voice with details break up as follows.

Sl. No.	Written examination consisting of skill test dictation and language test ( 2 Hour Duration)	Subject
1		MS Excel, Word processing and basic computer skill/knowledge, General English, communication skill, etc. (75 Marks)
2	Viva-voce/Interview	(25 Marks)

- (2) The candidates will have to attempt dictation in English language/Shorthand. The cut off marks shall be as decided by the Selection Committee. Thereafter, the candidates equal to 3 times of the number of vacancy (1:3), in order of merit in the written examination/skill test will be called for viva voce and checking of original testimonials.
- (3) Candidates will have to appear in skill/stenography test as indicated below. On the basis of marks obtained in skill/stenography test and viva voce the final panel will be prepared. However, final selection shall be subject to overall suitability to be decided by the Selection Committee.

**Stenography Test**

SL No.	Details	Marks
1	Voice testing before dictation	2 Minutes
2	Speed test in Shorthand/English at speed of 50 words per minute	75 Marks
3	Time to be given to the candidates for testing the computer	5 Minutes
4	Time for transcription of the dictated portion in computer	30 Minutes

**4. ELIGIBILITY & SELECTION CRITERIA FOR PESHKAR.**

(A) **Eligibility Criteria:**

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- (a) The candidate must be a graduate from a recognized college/university.
- (b) The candidate must have knowledge and experience in basic computer skills.
- (c) Candidate must have been serving as Lower Division Clerk cum-Computer Operator in any of the court establishments under Aalo Sessions Division for not less than three continuous years.
- (d) The candidate must have completed the probationary.
- (e) The candidate must have good performance report from his/her controlling officer.

**(B) Selection criteria:**

The combined selection test will consist of a written examination and viva-voice with details break up of marks as follows.

Sl. No.	Written examination	Subject
1	(subjective type) One Hour duration	Communication skill test/Essay writing on general awareness. (50 Marks)
2	Viva-voce/Interview	(25 Marks)

**5. ELIGIBILITY & SELECTION CRITERIA FOR LDC CUM-COMPUTER OPERATOR:**

- (a) The candidate must have passed the Class XII standard from a recognized Board.
- (b) The candidate must have knowledge and experience in computer typing speed of 30 words per minute.
- (c) Candidate must have been serving as Process Server in any of court establishments under Aalo Sessions Division for not less than three continuous years.
- (e) Candidate must have good performance report from his/her controlling officer.
- (f) Candidate must have completed probationary period.

The combined selection test will consists of a written examination and viva-voice with details break up of marks as follows.

Sl. No.	Written examination	Subject
1	(subjective type) (1 Hours Duration)	Communication skill test/ Essay writing (15 Marks)
2		Computer skill test on MS Excel, Word Processing, etc. (25 Marks)
3	Viva-voce/Interview	25 Marks

1. The cut off marks shall be as decided by the Selection Committee. Thereafter, the candidates equal to 3 times of the number of vacancies

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(1:3), in order of merit in the written examination, will be called for viva voce and checking of original testimonials.

2. On the basis of marks obtained in written test and viva-voce, the final panel will be prepared. Selection Committee may decide to allot post, as per final merit position of the candidates. However, final selection/allotment of post shall be subject to overall suitability to be decided by the Selection committee.



**6. ELIGIBILITY & SELECTION CRITERIA FOR DRIVER:**

(A) Eligibility Criteria:

- The candidate must have a valid professional driving license issued from competent authority and shall have such experience and knowledge of major and minor repairing/propelling of light/heavy vehicles with class VIII (eight) passed standard from recognized school.
- The candidate must have three years experience of driving light motor vehicle(s).
- The candidate must be a contingency driver or attached contingency driver in any of the court establishments under Aalo Sessions Division.
- Candidate must have good performance report from his controlling officer.
- Candidate must not have been convicted by any Court.

(B) Selection Criteria:

Sl. No.	Skill Test (1 hour duration) (35 marks)	Subject
1		Driving test on different road conditions. (15 Marks)
2		High hill driving test. (15 Marks)
3		Minor repairing/propelling of light vehicles (5 Marks)
4	Viva-voce/Interview	25 Marks

- The candidates equal to 3 times of the number of vacancies (1:3), in order of merit in the skill test will be called for viva-voce and checking of original testimonials.
- On the basis of marks obtained in skill test, viva voce and checking of original testimonials, the final panel will be prepared. However, final selection shall be subject to overall suitability to be decided by the Selection Committee.

**7. ELIGIBILITY & SELECTION CRITERIA FOR PROCESS SERVER:**

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**(A) Eligibility Criteria:**

- The candidate must have passed Class VIII (eight) from a recognized school.
- Candidate must have been serving as Peon-I or Peon-II in any of the court establishments under Aalo Sessions Division for not less than three continuous years.
- The candidate must have knowledge and experience in basic computer, such as MS excel word, word processing, etc.
- Candidate must have good performance report from his controlling officer.
- Candidate must have completed the probationary period.
- Candidate must have been convicted by any courts.

**(B) Selection Criteria:**

The combined test will consist of a written examination and viva -voice with details break up as follows:

Sl. No.	Written examination (Subjective type) (2 Hour Duration)	Subject
1		Communication skill test/General English (10 Marks)
2		Computer skill test on MS Word Processing, etc. (15 Marks)
3	Viva-voce/Interview	25 Marks

- The cut off marks shall be as decided by the Selection Committee. Thereafter, the candidates equal to 3 times of the number of vacancies (1:3), in order of merit in the written examination, will be called for viva voce and checking of original testimonials.
- On the basis of marks obtained in written test and viva-voice the final panel will be prepared. Selection Committee may decide to allot post, as per final merit position of the candidates. However, final selection/allotment of post shall be subject to overall suitability to be decided by The Selection committee.

**8. ELIGIBILITY & SELECTION CRITERIA FOR OFFICE PEON-I & II:****(A) Eligibility Criteria:**

- The candidate must have passed Class VIII (eight) standard examination from a recognized school.
- Candidate must have been serving as contingency Peon/Sweeper/Chowkidar or attached contingency Peon in any of the court establishments under Aalo Sessions Division for not less one year at the time of appearing test.
- The candidate must have good performance report from his controlling officer.
- Candidate must not have been convicted by any courts.

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**(B) Selection Criteria:**

The combined viva -voice test will be held as follows:



Sl. No.		Subject
1	No written examination will be held	Nil
2	Viva-voce/Interview	25 Marks average

All eligible candidates will be called for viva voce and checking of original testimonials. On the basis of marks obtained in viva-voice, the final panel will be prepared. Selection Committee may decide to allot post, as per final merit position of the candidates. However, final selection/allotment of post shall be subject to overall suitability to be decided by The Selection committee.

**9. HOW TO APPLY:**

- a) Candidates are to fill up in the common "Application Form" available with this advertisement.
- b) Candidates shall, thereafter fill the common Application Form and paste his/her recent passport sized colored photograph in the given space of the application form and shall sign across the photograph. 3(three) copies of the same photograph should be stapled in the top right corner of the application form and 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 ....."** indicating the choice of post of the candidate in the blank space and the same should be addressed to **"The District & Sessions Judge, Aalo Sessions Division, Aalo"**.
- c) Application Form should reach to District & Sessions Court on or before 25<sup>th</sup> March 2022 up to 4 PM. The Selection Committee will not be responsible for late receipt/non receipt of application forms.
- d) Scale of Pay shown may vary as per Govt. Notification from time to time.
- e) There is no need of submitting photocopy of any document at this stage, except the Passport photos as indicated above.
- f) The written test/skill of all above advertised posts is likely to be conducted on same date and same time for all the category of post.
- g) Candidates who are already in Govt. service will have to submit "No Objection Certificate" from proper authority at the time of viva-voce.
- h) The list of candidates with allotted Roll Numbers will be published on the Notice board of the centre and official website for reference of Candidates after closure of Advertisement.

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- i) Candidates are advised to regularly visit Gauhati High Court Website [www.ghcitanagar.govt.in](http://www.ghcitanagar.govt.in) time to time for latest updates regarding the written/skill examination and other correspondence.

#### 10. TERMS AND CONDITIONS:

- (1) Candidates will have to appear for Written Test/Skill Test/Interview etc. as and when called for. No TA/DA will be admissible for that purpose.
- (2) The Selection Committee reserves the right to cancel the advertisement/alter/modify or change any of the terms and conditions including selection criteria etc. spelt out in the advertisement.
- (3) 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 for appointment to the service.
- (4) The admission of candidates at all stages of the selection process will be purely provision and subject to their satisfying the prescribed eligibility conditions by way of furnishing documentary evidence in support thereof. 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. Mere calling of candidate to written examination /skill test/interview etc. and mere 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 selection Committee reserves the right to reject the candidature of any candidate at any subsequent stage of the selection process.
- (5) The Selection Committee may put the finally selected candidates on probation for a particular period to be decided by the Selection Committee. Selection Committee reserves the right to reject the candidature of any candidate during the period of probation.
- (6) Posting and transfer of the finally selected candidates shall be as decided by the Selection Committee.
- (7) All other matters which are not specifically provided herein shall be as decided by the Selection Committee.
- (8) Candidates are advised for their own interest to regularly visit the aforementioned website for latest updates and information as the Selection Committee, may decide not to issue individual admit card/call letters etc. to any candidates to appear in written test/skill test/viva-voice etc. by publishing only relevant notification only in the aforementioned website.



(Gote Mega)

District & Sessions Judge,  
Aalo Sessions Division::Aalo,  
West Siang District, Arunachal Pradesh



Memo No.DSC/Aalo-02(Advt.)/22/ 73-82 / Dated Aalo the 10<sup>th</sup> March 2022.



**Copy for information to the:**

1. Registrar General, Gauhati High Court, Guwahati.
2. Registrar (Vigilance), Gauhati High Court, Guwahati.
3. Registrar (Judicial), Gauhati High Court, Guwahati.
4. Registrar-cum-Principal Secretary to Hon'ble The Chief Justice, Gauhati High Court, Guwahati for favour of his lordship's kind information.
5. The Commissioner of Law & Judicial, Govt. of AP, Itanagar.
6. Registrar, Itanagar Bench. Gauhati High Court for information and necessary action.
7. The Addl. Dist. & Sessions Judge, Basar/CJM cum-Civil Judge, Sr. Div. Daporijo/CJM cum-Civil Judge, Sr. Div. Aalo/JMFC cum-Civil Judge, Jr. Div. Daporijo for circulation in his/her office/Notice Board.
8. Notice Board.
9. Office Order File.

  
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(Gote Mega)

District & Sessions Judge,  
Aalo Sessions Division::Aalo,  
West Siang District, Arunachal Pradesh



THE DISTRICT AND SESSIONS COURT AT AALO  
AALO SESSIONS DIVISION: WEST SIANG DISTRICT: ARUNACHAL PRADESH



Common Application Form

(Advertisement dated .....)

Paste here a recent colored passport size photo and 3 copies of the same stapled in the top right corner of the form and write name of the candidate on the back side

☆ Candidate must have filled up the form in his/her own legible handwriting.

1. Name of the Post applied for ::
2. Name of the Candidate (IN BLOCK LETTERS)::
3. Gender ::
4. Category(Gen/APST/SC/ST/OBC/MOBC/PWD)::
5. Father's Name::
6. Date of Birth (According to CBSE/HLSC/equivalent Certificate)::
7. Age as on the date of advertisement (Years/Months/Days)::
8. Permanent Address::

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9. Address for correspondence::



10. Nationality::

11. Spouse name (in case of married candidates. Write NA, if not applicable)::

12. Whether candidate belongs to APST. If yes, name of the tribe.

13. Educational qualification::

SL No	Exam Name	School/College/University	Board/Council/University	Division/Class	Present post

14. Other qualification(s), if any::

15. Work experience, if any (Write NA if not applicable)::

16. Whether married? If yes, whether more than one spouse living::

17. Spouse's name (in case of married candidate) Write NA if not applicable ::

18. Whether any criminal proceeding is pending against the applicant? If so, details of the case. (Write NA if not applicable) ::

19. Whether convicted by a criminal court? If so, give details. (Write NA if not applicable)::

20. Whether the applicant was debarred from appearing in any examination due to unfair means? If debarred, give details (Write NA if not applicable)::

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21. Email, if any::  
22. Phone No(s),if any::



**Declaration**

*I hereby affirm and state the above mentioned information are true to the best my knowledge and belief, If am found to have provided wrong information, my candidature may be cancelled or debarred by the concerned authority.*

Place:

Date:

Full signature of the applicant

*[Handwritten signature]*  
7/10/22