

OFFICE OF THE
DISTRICT & SESSIONS JUDGE, SHILLONG.

ADVERTISEMENT

No.DSJ.1/DSPC/2022/___

Dated Shillong the ___ March 2023.

The District Selection & Promotion Committee, Office of the District & Sessions Judge, East Khasi Hills District, Shillong invites applications (offline mode only) from the citizens of India for filling up the following posts mentioned below:-

In the establishment of District & Sessions Judge, Shillong.

Sl No	Category of Post(s)	Total No. of post(s)	Pay Level (As per Pay Matrix)	Eligibility Criteria/Educational Qualification	No. of reserved/un-reserved Category against the post.
1.	Driver	1(One)	Pay Level-3 (Rs.20600-48700)	SSLC passed from a recognized Board. Must hold a valid license for driving Light Motor Vehicle and Transport Vehicle; must also possess the following : Knowledge of roadside repairs and efficiency in driving; and 3(three) years of experience after obtaining valid license for driving Light Motor Vehicle and Transport Vehicle.	Garos
2.	Grade-IV Peon	5(Five)	Pay Level-1 (Rs.17400-41000)	SSLC passed from a recognized Board.	Garos=2 Khasi/Jaintia=1 RC=1 OST=1
3.	Grade-IV Cleaner	1(One)	Pay Level-1 (Rs.17400-41000)	SSLC passed from a recognized Board.	Unreserved
4.	Grade-IV Mali	1(One)	Pay Level-1 (Rs.17400-41000)	SSLC passed from a recognized Board with knowledge of gardening work.	Unreserved
5.	Grade-IV Chowkidar	1(One)	Pay Level-1 (Rs.17400-41000/-)	SSLC passed from a recognized Board.	Unreserved
6.	Grade-IV Sweeper	1(One)	Pay Level-1 (Rs.17400-41000)	SSLC passed from a recognized Board.	Unreserved

In the establishment of Chief Judicial Magistrate, Shillong.

Sl No	Category of Post(s)	Total No. of post(s)	Pay Level (As per Pay Matrix)	Eligibility Criteria/Educational Qualification	No. of reserved/un-reserved Category against the post.
1.	Stenographer Grade-III	1(One)	Pay Level-8 (Rs.30300-71600)	Bachelor's Degree from any recognized University with diploma in Stenography in English with minimum speed of 80wpm in shorthand and typing speed of 40wpm in computer. On the basis of written /typing tests and personal interview as conducted by the Recruiting Authority.	Unreserved
2.	LDA	2(Two)	Level-5 (Rs.24700-58400)	Bachelor's Degree from a recognized University with computer knowledge. On the basis of written tests and personal interview, as conducted by the Recruiting Authority, as specified in Appendix-B of this Advertisement.	Khasi/Jaintia=1 Garos=1
3.	Grade-IV Peon	1(One)	Pay Level-1 (Rs.17400-41000)	SSLC passed from a recognized Board.	Garos

In the establishment of Judicial Magistrate 1st Class Sohra Sub-Division.

Sl No	Category of Post(s)	Total No. of post(s)	Pay Level (As per Pay Matrix)	Eligibility Criteria/Educational Qualification	No. of reserved/un-reserved Category against the post.
1)	Stenographer Grade-III	1(One)	Pay Level-8 (Rs.30300-71600)	Bachelor's Degree from any recognized University with diploma in Stenography in English with minimum speed of 80wpm in shorthand and typing speed of 40wpm in computer. On the basis of written /typing tests and personal interview as conducted by the Recruiting Authority.	Unreserved
2)	LDA	1(One)	Level-5 (Rs.24700-58400)	Bachelor's Degree from a recognized University with computer knowledge On the basis of written tests and personal interview, as conducted by the Recruiting Authority, as specified in Appendix-B of this Advertisement.	Garo=1
3)	Driver	1(One)	Pay Level-3 (Rs.20600-48700)	SSLC passed from a recognized Board. Must hold a valid license for driving Light Motor Vehicle and Transport Vehicle; must also possess the following : Knowledge of roadside repairs and efficiency in driving; and 3(three) years of experience after obtaining valid license for driving Light Motor Vehicle and Transport Vehicle.	Unreserved
4)	Grade-IV Peon	1(One)	Pay Level-1 (Rs.17400-41000)	SSLC passed from a recognized Board.	Unreserved

SUBMISSION OF APPLICATION:-

- 1) Candidates shall submit their applications in **Standard Form** along with attested/self-attested copies of certificates in support of educational qualification, age, experience , 2(two) recent passport size.
- 2) Candidates applying for more than one post shall submit separate application forms.
- 3) Complete applications shall be submitted in the establishment of the District & Sessions Judge, Shillong.
- 4) The candidates, who are already in Govt. Services, can apply through proper channel with No Objection Certificate (NOC) from concerned department, failing which the same shall be rejected.
- 5) Date for submission of application forms: - **15.03.2023 to 14.04.2023.**
- 6) **CANDIDATES NEED NOT SUBMIT SEPARATE APPLICATIONS FOR THE SAME POST IN DIFFERENT ESTABLISHMENT.**

For example: - *If a candidate applies for the post of Peon which is lying vacant in the establishment of District & Sessions Judge, Chief Judicial Magistrate, Shillong and Judicial Magistrate 1st Class, Sohra Sub-Division, he need not submit separate application for these posts. Single application form will suffice. Same shall apply for all the posts advertised.*

PAYMENT OF FEE:

- 1) An application fee for the said posts for general applicants is **Rs.300/-**(Rupees Three Hundred) only and **Rs.150/-**(Rupees One Hundred Fifty) only for Scheduled Caste/Scheduled Tribe. The application fees shall be deposited by way of Demand Draft payable to "**Registrar General, High Court of Meghalaya, Shillong.**"
- 2) The Demand Draft may be drawn from any Nationalized Bank. After payment is made, the same shall be enclosed along with the application form.
- 3) Candidates must write his/her name, address and post applied for on the Demand Draft.
- 4) Examination fees once deposited shall not be refunded or adjusted against any other purpose.
- 5) For Persons with Physical Disabilities (PWD) application fees is exempted subject to furnishing of Disability Certificate. (As per Notification No. PER (AR)150/88/Pt.1/43, dated the 29th April, 2015).

AGE LIMIT:

1. Candidates should not be less than age of 18(Eighteen) years and not exceeding the age of 32(Thirty-two) on the 1st January, 2023. Upper age limit is relaxable by 5(five) years for candidates belonging to Scheduled Caste /Scheduled Tribe candidates.
2. The date of birth shall be accepted as per entry made in the Matriculation/Secondary School Leaving Certificate or Birth Certificate issued by the Registrar of Births & Deaths.
3. As per Reservation Policy of the Government of Meghalaya for Persons with physical Disabilities (PWD), age is relaxable by 10 years (15 years for ST/SC applicable for C&D posts where reservation is admissible in PWD's as per Govt. Notification No.PR (AR) 150/88/455, dated 10.09.2007.
4. No age limit for those candidates who are already in Govt. service of the Meghalaya Govt. provided they entered service within the prescribed age limit.

GENERAL INSTRUCTION:

1. Incomplete applications shall be rejected without any assigning thereof. No further correspondence shall be entertained whatsoever be the case.
2. Application may be sent either by Speed Post, Registered Post with A.D or through Courier. It can also be submitted in the office of the District & Sessions Judge, Shillong from 10:00 am - 3:00 pm.
3. One envelope shall contain only one application form. If an envelope contains more than one application form, all such applications shall be rejected.
4. The applicants shall clearly specify the posts applied for in the application form.
5. The candidate shall not be involved in any criminal case.
6. Candidates shall furnish self-addressed envelope(23cm x10cm) affixed with postage stamp of Rs.5/- must be attached with the filled in application, to enable the undersigned to communicate regarding issuance of Admit Cards for examination.
7. The Original Certificates are to be produced at the time of Personal Interview, failing which their candidature shall be disqualified.
8. The scrutiny of the applications shall be made/carried out so as to ensure that all the eligibility criteria prescribed for each post such as educational qualification, age and satisfy themselves that they are eligible for the post before applying. After such scrutiny a "Proposed Rejection/ineligibility" list shall be published and hosted in the District & Sessions Judge Court's website <https://districts.ecourts.gov.in/shillong> as well as in the office Notice Board.
9. No TA/DA shall be borne to the applicants for attending the examination or personal interview.
10. Syllabus for the various posts is available in the website.
11. In case there are more than 100 applicants for the Grade-IV post, written examination will be conducted for that post.

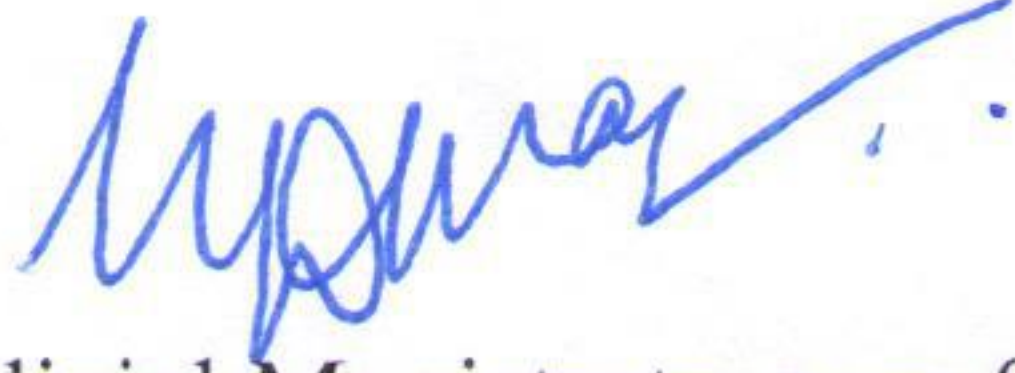
Chief Judicial Magistrate-cum-Secretary,
District Selection & Promotion Committee,
East Khasi Hills District,
-Shillong

Dated Shillong the 13th March, 2023.

Memo No.DSJ.1/DSPC/2022/ 144-A

Copy forwarded for information to:-

1. The Registrar General, High Court of Meghalaya Shillong.
2. The District Information & Public Relation Officer, East Khasi Hills District, Shillong with a request to kindly publish the advertisement in one issue of 2(two) daily Newspaper(Shillong Times & Nongsain Hima) and to submit the bills to the office of the undersigned for causing necessary payment.
3. The System Officer, O/o District & Sessions Judge, Shillong for uploading in the official website.
4. Notice Board.
5. Office Record.


Chief Judicial Magistrate-cum-Secretary,
District Selection & Promotion Committee,
East Khasi Hills District,
Shillong

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