

**OFFICE OF THE DISTRICT AND SESSIONS JUDGE
SOUTH GARO HILLS DISTRICT, BAGHMARA**

No. SGH/DSJ/68/2022/62,

Dated Baghmara, the 1st November, 2022.

ADVERTISEMENT

Application in the Standard Form, as prescribed in Part-IX of the Meghalaya Gazette, are invited from genuine citizens of India who are desirous to apply, as per the terms and condition 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 be 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, South Garo Hills, Baghmara 794102 should be accompanied with self-attested copies of the following: (a) Education Qualification and/or Experience Certificate, wherever required. (b) Caste Certificate (c) Birth Certificate of HSLC/SSLC or equivalent certificate testifying the date of birth/age and (d) Proof of residence-permanent and temporary

**APPLICATION WILL BE RECEIVED BY THIS OFFICE ONLY DURING OFFICE HOURS
AND UP TO 5:00 P.M OF 30.11.2022
NO APPLICATION(S) WILL BE ENTERTAINED THEREAFTER.**

1. LIST OF POSTS

Note: (i) It is mandatory for the candidate to have acquired the requisite education qualification prescribed for the post as on the last date fixed or submission of application.

(ii) The date on which a candidate is deemed to have acquired the requisite education qualification shall be the date on which the result of the last examination for such qualification/degree is declared by the Universities/Board/Institutions.

Sl. No.	Name of Posts and Pay Scale	No. of vacancies	Required Qualification & method of Recruitment
1.	Stenographer (Grade-II) (Level 11 of Revised Pay Structure)	1 (One)	Bachelor Degree from a recognized 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 and personal interview as conducted by the Recruitment Authority

2.	Stenographer (Grade – III) (Level 8 of Revised Pay Structure)	4 (Four)	Bachelor Degree from a recognized University with diploma in Stenography in English with minimum speed of 80 words per minute in shorthand and typing speed of 40 words per minute in computer. On the basis of written/typing tests and personal interview as conducted by the Recruitment Authority
3	Assistant Librarian (Level 5 of Revised Pay Structure)	1 (One)	Bachelor Degree of Diploma in Library Science from a recognized University and Proficiency in the use of computer. On the basis of written tests and personal interview, as conducted by the Recruitment Authority, as specified in Appendix-A of this Advertisement.
4	Lower Division Assistant/ Bench Assistant (Level 5 of Revised Pay Structure)	1 (One)	Bachelor Degree from a recognized University with at least 1(one) year Diploma in Computer Application and typing speed of minimum 40 words per minute. On the basis of written tests and personal interview, as conducted by the Recruitment Authority, as specified in Appendix-B of this Advertisement.
5.	Driver (Level 3 of Revised Pay Structure)	3 (Three)	SSLC passed from a recognized Board. Additional criteria: Must hold valid license for driving Light Motor Vehicles and Transport Vehicle; Must also possess the following: Knowledge of emergency of roadside repairs and efficiency in driving and 3 (three) years experience after obtaining valid licence for driving Light Motor Vehicle and Transport Vehicles

2. AGE LIMIT

Subject to High Court of Meghalaya's Notification No.HCM/II/73/2021/Estt/21, Dt.15.6.2022, candidates must have attained the age of 18 (eighteen) years and not more than 32 (thirty two) years of age on the first day of the year in which advertisement for the post is made with usual relaxation in respect of candidates belonging to SC/ST (relaxable by 5 years for SC/ST).

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 candidate 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 recognized by an Indian University as equivalent to Matriculation. Proof other than these, will be accepted)

3. RESERVATIONS OF VACANCIES

As per Reservation Policy of the Government of Meghalaya.

4. EXAMINATION FEE

A Candidate shall pay examination fees of **Rs. 300/- (Rupees three hundred)** only in the form of Demand Draft payable to “**District and Sessions Judge, South Garo Hills District, Baghmara**”. In case of Schedules Caste/Scheduled Tribe/Other Backward Classes, examination fees of **Rs. 150/- (Rupees one hundred fifty)** only shall 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 29th 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.

5. METHOD OF SELECTION

In respect of the vacancies notified in the 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 Recruitment 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 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 Recruitment Authority in respect of all recruitment 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 candidate 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 Interview.

6. SYLLABUS

APPENDIX-A

(SYLLABUS DETAILS FOR THE POST OF ASSISTANT LIBRARIAN)

Library Science (40 marks) – Library Information and Society, Information Science and Services Organizing and Managing Information, ICT Fundamentals, Communication Skills, Management of Library and Information Centre, Document Processing Practical, Information Products and Services.

Elementary English (20 marks) – Spotting the error in a sentences, Synonyms, Antonyms, sentence improvement, Idioms and Phrases, one word substitution, letter writing

Computer Knowledge (20 marks) – What is a computer, Input devices, output devices, storage device, memory, RAM, ROM, Hardware, Software, Microsoft Office (Word, Excel, Power Point), Operating systems, basic of Operating Systems, Generations of Operating systems, Types of Operating Systems.

General Knowledge and Current Affairs (20 marks)

APPENDIX-B

(SYLLABUS DETAILS FOR THE POST OF LOWER DIVISION ASSISTANT)

General Knowledge and Current Affairs (35 marks)

General English (35 marks) – Spotting the error in a sentence, Synonyms, sentence improvement, Idioms and Phrases, one word substitution, letter writing.

Computer Knowledge (15 marks) – What is a computer, Input devices, output devices, storage device, memory, RAM, ROM, Hardware, Software, Microsoft Office (Word, Excel, Power Point), Operating systems, basic of Operating Systems, Generations of Operating systems, Types of Operating Systems.

Elementary Mathematics (15 marks) – Arithmetic reasoning, algebra.

7. SCRUTINY OF APPLICATIONS

Before submitting the application, it should be ensured by the candidates that he fulfills 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.

8. 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 from shall summarily be rejected without any notice to the candidates. 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 fulfill any of the eligibility conditions, their candidature for the post will automatically be cancelled by the Recruiting Authority without notice.

Sd/-

**DISTRICT AND SESSIONS JUDGE
SOUTH GARO HILLS, BAGHMARA**

Memo No. SGH/DSJ /68/2022/62-A,

Dated Baghmara, the 1st November, 2022.

Copy to:

1. The Registrar General, Hon'ble High Court of Meghalaya, Shillong, for favour of 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, South Garo Hills District, with a request to display this advertisement in their office.
4. The District Employment Officer, South Garo Hills District, Baghmara, with a request to cause wide publicity of this advertisement.
5. The District Information & Public Relations Officer, South Garo Hills District, Baghmara, 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. Office file.


**DISTRICT AND SESSIONS JUDGE
SOUTH GARO HILLS, BAGHMARA**