

**OFFICE OF THE DISTRICT & SESSIONS JUDGE,
SOUTH WEST KHASI HILLS DISTRICT,
MAWKYRWAT**

ADVERTISEMENT

No SWK/DSJ.42/2020/3

Dated: Mawkyrwat the 23rd February, 2022

The District Selection & Promotion Committee, South West Khasi Hills District, Mawkyrwat, invites applications (**Offline mode only**) in the establishment of District & Sessions Judge, Mawkyrwat, who are permanent resident of Meghalaya for filling up the following posts:-

Sl No	Category of Post(s)	No. of post(s)	Pay Level (As per Pay matrix of the Revised Pay Structure of Meghalaya Fifth Pay Commission)	Minimum Educational Qualification	Requirement
1	Stenographer Grade-II	1 (One)	Level-11	Bachelor Degree from a recognized University with Diploma in Stenography in English.	Minimum speed of 100 wpm in shorthand and typing speed of 40 wpm in computer. On the basis of written/typing test and personal interview
2	Stenographer Grade-III	3 (Three)	Level-8	Bachelor Degree from a recognized University with Diploma in Stenography in English.	Minimum speed of 80 wpm in shorthand and typing speed of 40 wpm in computer. On the basis of written/typing test and personal interview
3	Assistant Librarian	1 (one)	Level-5	Bachelor Degree or Diploma in Library Science from a recognized University	Knowledge in Computer or Diploma In Computer Application (DCA) from any recognized institution.
4	LDA	6 (Six)	Level-5	Bachelor Degree from a recognized University	Knowledge in Computer or Diploma In Computer Application (DCA) from any recognized institution.
5	Driver	3(Three)	Level-3	SSLC Passed from a recognized Board	Must hold a valid Driving License. Must also possess the following: Knowledge of minor repair and efficiency in driving with 3(three) years' experience after obtaining valid driving License.
6	Grade IV (Peon)	6 (Six)	Level-1	SSLC Passed from a recognized Board	-

7	Grade IV (Chowkidar)	1 (one)	Level-1	SSLC Passed from a recognized Board	-
8	Grade IV (Sweeper)	1 (one)	Level-1	SSLC Passed from a recognized Board	-
9	Grade IV (Cleaner)	1 (one)	Level-1	SSLC Passed from a recognized Board	-

SUBMISSION OF APPLICATION:

Candidates are to apply and submit their application through (offline mode only) from **1st March, 2022 to 25th March, 2022 latest by 3:00 PM** in the establishment of District & Sessions Judge, Mawkyrwat.

All candidates should submit their application in standard form alongwith attested/self-attested copies of certificates in support of educational qualification, age, experience and 2(two) copies passport size. Candidates will have to produce the original certificate as and when required.

Candidates applying for more than one post should submit separate Application form for each post along with requisite application fee.

Applications received through any other mode will not be accepted and will be summarily rejected.

PAYMENT OF FEES:

Applicants are required to pay the fee of **Rs. 300/- (Rupees three hundred) only** for **General** and **Rs. 150/- (Rupees One hundred fifty) only** for **SC & ST**.

The requisite fee as indicate above is payable by Demand Draft in favour of **The District and Sessions Judge, South West Khasi Hills District, Mawkyrwat**. The Demand Draft should have been drawn on or after the publication of the advertisement from any branch of State Bank of India. However, candidates are advised to keep a copy of the receipt after payment and produced it alongwith the application form. Candidates must also write his/her name, address and post applied for, on the back of the Demand Draft.

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

AGE LIMIT:

Candidate should not be less than 18 years and not more than 32 years in age as on 1st January, 2022. Upper age limit is relaxable by 5 (five) years in case of SC/ST candidates. The date of birth to be accepted is as entered in the Matriculation/Secondary School Leaving Certificate or a certificate issued by the institutions recognized by the Govt. of Meghalaya as equivalent to Matriculation or an extract from the official Registers duly certified by the proper authority of the Board of School Education. Proof other than these will not be accepted. No age bar in respect of Govt. employee, who entered Govt. service within the prescribed age limit.

INSTRUCTION TO CANDIDATES:

1. Applicants are advised to apply well in advance without waiting for the closing date.
2. Government Employees are to produce NOC from the Appointing Authority when called for personal interview, failing which candidature will be rejected.
3. Incomplete/unsigned applications and applications received without prescribed fee, photograph, attested copies of required certificates such as educational qualifications, caste, experience etc. and those received after the prescribed last date for receipt of application will summarily be rejected without any communication to the candidate. No further correspondence will be entertained in this regard.
4. Candidates are advised to carefully go through 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 of Eligibility list shall be published and hosted in the District & Sessions Court website (<https://districts.ecourts.gov.in/india/meghalaya/south-west-khasi-hills/circular-notice>) as well as in the office Notice Board.
5. Original certificates are to be produced at the time of personal interview. Candidates failing to produce the aforementioned documents on the day of interview will have their candidature immediately disqualified.
6. Candidates are advised to keep track of any notice relating to the examination and Admit Card can be collected from the office of the District & Sessions Judge, South West Khasi Hills District, Mawkyrwat.
7. Candidates must appear for examination and personal interview, etc, at his/her own expenses.

Chairperson



District Selection & Promotion Committee
District & Sessions Judge,
South West Khasi Hills District,
Mawkyrwat

Memo: No SWK/DSJ.42/2020/3-A

Dated: Mawkyrwat the 23rd February, 2022

Copy to:

1. The Registrar General, High Court of Meghalaya, Shillong for information.
2. The District Information & Public Relation Officer, South West Khasi Hills District, Mawkyrwat with a request to kindly publish the advertisement in one issue of 3(three) dailies Newspaper (Shillong Times, Mawphor & U Nongsain Hima) and submit the bills in duplicate to the office of the undersigned for making necessary payment from this end.
3. The System Assistant, District & Sessions Court, Mawkyrwat to upload the same in the official website.
4. Notice Board.
5. Office record.



District Selection & Promotion Committee
District & Sessions Judge,
South West Khasi Hills District,
Mawkyrwat