

**DISTRICT SELECTION & PROMOTION COMMITTEE**  
**SOUTH WEST KHASI HILLS DISTRICT :: MAWKYRWAT**

No SWK/D5J.42/2020/326

Dated Mawkyrwat, the 30<sup>th</sup> March, 2026

**ADVERTISEMENT**

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

Sl. No.	Name of Post(s)	No. of Post(s)	Category 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-III	1 (one)	UR	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
2	Lower Division Assistant (LDA)	2 (two)	K/J – 1 G – 1	Level – 5	Bachelor Degree from a recognized University	Knowledge in Computer or Diploma in Computer Application (DCA) from any recognized institution.

**SUBMISSION OF APPLICATION:**

Candidates are to apply and submit their applications through *offline mode only* during working office hours from **6<sup>th</sup> April, 2026 to 30<sup>th</sup> April, 2026** in the establishment of the District & Sessions Judge, South West Khasi Hills District, Mawkyrwat.

All candidates should submit their applications in Standard Form along with attested/self-attested copies of certificates in support of educational qualification, age, experience and 2(two) copies colored passport size photographs. Candidates should submit a self addressed envelope. Candidates will have to produce the original certificates 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 ₹ 300/- (Rupees three hundred) only for General Category and ₹ 150/- (Rupees One hundred fifty) only for SC & ST Category.

The requisite fee as indicated above is payable by Demand Draft in favour of "*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 produce it along with 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.

**RESERVATION OF VACANCY:**

As per Notification No.HCM.II/39/2022/Estt./ Dated, Shillong the 14<sup>th</sup> June 2022 Schedule A issued by Hon'ble the High Court of Meghalaya.

**AGE LIMIT:**

Candidate should not be less than 18 years and not more than 32 years in age as on 1<sup>st</sup> January, 2026. 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. No applications will be entertained on 30<sup>th</sup> April, 2026 after 3:00 PM. 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 scrutiny, a proposed eligibility list shall be published and hosted in the District & Sessions Court website <https://mawkyrwat.dcourts.gov.in/document-category/notification/> 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 from the official website and the office notice board.
7. Candidates must appear for examination and personal interview, etc, at his/her own expenses.



  
**Chairperson**  
**District Selection & Promotion Committee,**  
**South West Khasi Hills District,**  
**Mawkyrwat.**

Memo: No SWK/D5J.42/2020/326-A

Dated Mawkyrwat, the 30<sup>th</sup> March, 2026

Copy to:

1. The Registrar General, High Court of Meghalaya, Shillong for favour of your kind information.
2. The System Assistant, District & Sessions Court, Mawkyrwat to upload the same in the official website.
3. Notice Board.
4. Office record.

  
**Chairperson**  
**District Selection & Promotion Committee,**  
**South West Khasi Hills District,**  
**Mawkyrwat.**