OFFICE OF THE DISTRICT & SESSIONS JUDGE,
NORTH GARO HILLS DISTRICT :: MENDIPATHAR

ADVERTISEMENT

No. DSJ/NGH.67/DSPC/2021/451 **Dated Mendipathar,** 16th October, 2025

The District Selection & Promotion Committee, North Garo Hills District invites applications (offline mode only) in the Office of the District & Sessions Judge, North Garo Hills, Mendipathar from the Citizens of India for filling up the posts as mentioned below:

1. **Lists of Post:**

Sl. No.	Name of Posts	No. of Vacant post	Pay Level	No of reserved/ unreserved Category against the Post	Educational Qualifications/ Requirement
1	Lower Division Assistant cum Typist	01 (One)	*[Level 05 of Revised Pay Structure]* ₹ 24,700/-	Khasi/Jaintia/Garo 01 (one)	Bachelor Degree from a recognized University with Computer Knowledge and Typing Speed not less than 30 words per minute to be ascertained through technical test.
2	Process Server	01 (One)	*[Level 01 of Revised Pay Structure]* ₹ 17,400/-	Unreserved 01 (one)	SSLC passed from a recognized Board

2. **SUBMISSION OF APPLICATION:**

(i) Candidates are to apply and submit their applications through offline mode only in the Office of the District & Sessions Judge, North Garo Hills District, Mendipathar on or before 27th November, 2025.

(ii) Completed applications must be submitted with 2 (two) passport size coloured identical Photographs. Attested/self-attested copies of certificates in support of educational qualifications, age and experience certificate.

(iii) Candidates will have to produce the original certificates as and when required.

(iv) 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.

(v) One self—addressed envelope **(23cm x10 cm)** affixed with **postage stamp of Rs.5/-(five)** must be attached with the filled-in application.

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

(vii) Applications received through another mode will not be accepted and will be summarily rejected.

3. **PAYMENT OF FEES:**

(i) 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.**

(ii) The requisite fee as indicated above is payable by ***Demand Draft in favour of The District and Sessions Judge, North Garo Hills District, Mendipathar*** 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 along with the application form. Candidates must also write his/her name, address and post applied for, on the back of the Demand Draft.

(iii) For Persons with Disabilities, 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).

(iv) No claim for refund of the application fees shall be entertained nor shall the fees be held in reserved for any other examination.

4. **AGE LIMIT:**

(i) Subject to O.M. No. PER.38/2021/30 dated 03.02.2022 issued by the State Government (Personnel and Administrative Reforms (A) Department, Govt. of Meghalaya), candidates must have attained the age of 18 (eighteen) years and not more than 32 (thirty two) years of age on the last date of receipt of the Applications i.e **27.11.2025** with upper age relaxation by 5 (five) years in respect of candidates belonging to SC/ ST.

(ii) No age limit for those candidates who are already in service of the State Government provided theyentered 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 issued by the recognized Educational Boards/Educational Institutions.]*

5. **RESERVATIONS OF VACANCIES:**

As per Reservation Policy of the Government of Meghalaya.

6. METHOD OF SELECTION:

(I) **Lower Division Assistant cum Typist :**

a) Typing Test :-

Speed not less than 30 Words per minute. (Only candidates qualifying in Typing Test will be shortlisted for written examination).

b) Written Examination:- Total mark : 100

[Syllabus Details For The Post Of Lower Division Assistant cum Typist

General Knowledge and Current Affairs (35 marks)

General English (35 marks) – Spotting the error in a sentence, Synonyms, Antonyms, 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, basics of Operating Systems, Generations of Operating systems, Types of Operating Systems.

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

c) Personal Interview:- Interview mark : 20

On the result of the written examination, qualified candidates shall be eligible for personal interview. A number of qualified candidates to be called for interview shall be determined by the Recruiting Authority as prescribed under the Meghalaya District Courts (Ministerial) Service Rules, 2020.

(I) Post of Process Server:

a) Personal Interview:- Interview mark : 20

The selection process will consist of only personal interview/viva voce if the number of eligible candidates are less than or upto 100 and if the number of eligible candidates are more than 100, then written examination shall be conducted followed by personal interview.

b) Written examination:

Subjects:

General Knowledge and Current Affairs	- 40 marks
General English	- 40 marks
Computer Knowledge	- 10 marks
Elementary Mathematics	- 10 marks
Total marks :	100 marks

7. Last date for submission :

Offline Applications will be received upto **17.00 hrs on the 27th November, 2025.**

8. INSTRUCTION TO CANDIDATES:

(I) Government Employees are to produce NOC from the Appointing Authority when called for personal interview, failing which candidature will be rejected.

(II) Incomplete/unsigned/ defective applications will summarily be rejected.

(III) After scrutiny of applications, list of eligible applicants shall be published and hosted in the District & Sessions Court's website.

(https://resubelpara.dcourts.gov.in/) as well as in the office Notice Board.

(IV) Original certificates are to be produced at the time of personal interview.

(V) Candidates are advised to keep track of any notice in the District Court's website relating to the examination.

(VI) Candidates must appear for examination and personal interview etc. at his/her own expenses.

Secretary,
District Selection & Promotion Committee,
North Garo Hills District.

Memo No.DSJ/NGH.67/DSPC/2021/451 -A Dated Mendipathar, 16th October, 2025

Copy to:

1. The Hon'ble Registrar General, High Court of Meghalaya, Shillong for information.
2. The Hon'ble District & Sessions Judges within the State of Meghalaya with a request to display this advertisement in their respective Judgeships.
3. The Deputy Commissioner-cum-Chairman, District Selection Committee, North Garo Hills District with a request to display this advertisement in its office.
4. The District Employment Officer, North Garo Hills District for information and necessary action.
5. The District Information & Public Relations Officer with a request to cause publication of this advertisement in 3 (three) issues of daily Local Newspapers (English, Khasi and Garo).
6. The System Assistant, District & Sessions Court, North Garo Hills District with a request to upload this advertisement in the District Court website.

Secretary,
District Selection & Promotion Committee,
North Garo Hills District.