
**OFFICE OF THE DISTRICT & SESSIONS JUDGE
EAST JAINTIA HILLS DISTRICT ::KHLIEHRIAT**

No. KHLT/DSJ.68/2021/180

Dated, Khliehriat 12th March 2025

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 conditions 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) The envelope containing the application form and other requisite documents should be superscribed with the following "**Application for the post of _____.**"
- 4) Duly filled-up application in standard form, including Demand Draft as prescribed herein, and addressed to the "**District & Sessions Judge, East Jaintia Hills District, Khliehriat – 793200**" should be accompanied with self-attested copies of the following: (a) Educational Qualification and/ or Experience Certificate, wherever required; (b) Caste Certificate; (c) Birth Certificate or HSLC/SSLC or equivalent certificate testifying the date of birth/age; and (d) Proof of residence – permanent and temporary.

**APPLICATIONS WILL BE RECEIVED BY THIS OFFICE ONLY DURING OFFICE HOURS
AND UP TO 09.04.2025 (17:00 HRS.)**

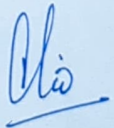
NO APPLICATION(S) WILL BE ENTERTAINED THEREAFTER.

1. LIST OF POSTS

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

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

(iii) The category break up has been prepared in terms of Hon'ble High Court of Meghalaya's notification no. HCM.II/39/2022/Estt./1815-A dated 14.06.2022.



Sl. No.	Name of Posts and Pay Scale	Required Qualification	Category-wise no. of Posts				
			UR	KJ	Garro	OST/ SC	Total
1	Stenographer (Grade – II) [Level 11 of Revised Pay Structure]	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.	01	00	00	00	<u>01</u>
2	Stenographer (Grade – III) [Level 08 of Revised Pay Structure]	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.	00	01	01	00	<u>02</u>
3	Process Server (Grade-IV) [Level 01 of Revised Pay Structure]	SSLC passed from a recognized Board.	01	00	00	00	<u>01</u>

2. AGE LIMIT

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 the advertisement for the post is made with usual relaxation in respect of candidates belonging to 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 dated 10.09.2007 issued by the State Government (Personnel and Administrative Reforms (B) Department, Govt. of Meghalaya).

No age limit for those candidates 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 not be accepted.]

3. RESERVATION OF VACANCIES

As per Reservation Policy of the Government of Meghalaya.

4. EXAMINATION FEE

A candidate shall pay examination fees of Rs. 300/- (three hundred rupees only) in the form of Demand Draft payable to "District & Sessions Judge, East Jaintia Hills District, Khliehria". In case of Scheduled Caste/ Scheduled Tribe/ Other Backward Classes, examination fees of Rs. 150/- (one hundred and fifty rupees 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 this 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 Recruiting 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 to 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 Recruiting Authority in respect of all recruitments 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 candidates 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. SCRUTINY OF APPLICATIONS

Before submitting the application, it should be ensured by the candidate 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.

7. 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 candidate shall submit more than one application. More than one application, if submitted by the same applicant, will not be entertained.

Incomplete application form shall summarily be rejected without any notice to the candidate.

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.



DISTRICT AND SESSIONS JUDGE

Dated, Khliehriat 12th March 2025

Memo No. KHLT/DSJ.68/2021/180-A

Copy to:

1. The Registrar General, High Court of Meghalaya, Shillong for 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, East Jaintia Hills District with a request to display this advertisement in their office.
4. The District Employment Officer, East Jaintia Hills District with a request to cause wide publicity of this advertisement.
5. The District Public Relations Officer, East Jaintia Hills District with a request to cause publication of this advertisement in atleast 3 (three) newspapers, two of which must be in the Khasi/Jaintia language and to submit bills in triplicate to this office.
- ✓ 6. The System Assistant, District & Sessions Court, East Jaintia Hills District who is directed to upload this advertisement in the website immediately.



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