

**THE HIGH COURT OF MEGHALAYA**  
**SHILLONG**

No. HCM.II/98/2015/\_\_\_\_\_

Dated, Shillong \_\_\_\_ June, 2015

**ADVERTISEMENT**

Applications are invited from Indian Citizens (as defined in Article 5 & 6 of the Constitution of India) as per terms and condition of this advertisement for recruitment of various categories of post in the High Court of Meghalaya, Shillong as specified in the table below.

The application forms can be downloaded from the Website of the High Court of Meghalaya at [www.meghalayahighcourt.nic.in](http://www.meghalayahighcourt.nic.in). The filled forms alongwith attested copies of certificates, 2 (two) recent pass port size photographs and Treasury Challan of Rs. 100/- (Rs.50/- for Scheduled Caste/ Scheduled Tribe) deposited under the Head of Accounts "0070 – other administrative service 01 Admn. of Justice – 800 – other receipts" should reach the office of the undersigned on or before **15<sup>th</sup> July, 2015**.

**Outstation applicants** may deposit the amount of Rs. 100/- (Rs.50/- for Scheduled Caste/ Scheduled Tribe) by way of Demand Draft issued by a Scheduled Bank payable at Shillong to be drawn in favour of "Registrar General, High Court of Meghalaya Shillong"

Departmental candidates may submit their applications through proper channel, and must reach before the last date for submission.

**For the post at Sl. No. 13 to 16 :** The candidate should not be less than 18 years of age and not more than 27 years of age as on **15<sup>th</sup> July, 2015**. Upper age limit is relaxable by 5 (Five) years in case of candidates belonging to Scheduled Caste / Schedule Tribe.

**General Information:**

1. Please attach attested copies of certificates, two (2) recent passport size photograph along with a self-addressed stamped envelope.
2. The last date for submission of application will be on the 15<sup>th</sup> July 2015 during office hours at the office of High Court of Meghalaya at Shillong, and shall also be the date of determining the eligibility criteria of the Candidates for the respective posts. Applications received after the last date of submission will not be entertained.
3. No TA/DA shall be paid to the applicants for attending the examination and personal interview.
4. Incomplete Application shall be rejected.
5. For further details, the Registry of the High Court of Meghalaya may be contacted during office-hours.
6. Hon'ble the Chief Justice reserves the right to relax any conditions mentioned in this Advertisement.

Sl. No.	Name of Posts	No. of Post	Scale of Pay	Eligibility Criteria	Age Limit
1	Deputy Registrar	1	Born of MJS or at Pay Scale of Rs. 23,300-700-27,500-830-32,480-970-39,270/- p.m.	Members of the State Judicial Service Grade II / Gazetted Officers in the High Court's service belonging to Class II (A) may apply through proper channel. Practicing Advocates of not less than seven years' standing at the Bar.	35-45 years
2	Assistant Registrar	1	Born of MJS or at Pay Scale of Rs. 17,000-470-20,290-EB-560-25,330-760-33,690/- p.m.	Members of the State Judicial Service Grade III may apply through proper channel. Advocates of not less than five years continuous practice at the Bar.	35-45 years
3	Stenographer Grade – I	4	Rs. 18,300-500-21,800-EB-650-27,000-810-35,100/- p.m.	Bachelor Degree from a recognize University with diploma in Stenography in English with minimum speed of 120 wpm in shorthand and 50 wpm in computer typing.	Upto 45 years
4	Assistant Protocol Officer	1	Rs. 18,300-500-21,800-EB-650-27,000-810-35,100/- p.m.	Graduate with proficiency in communicating in English and Hindi.	32-40 years
5	Estate Officer	1	Rs. 17,000-470-20,290-EB-560-25,330-760-33,690/- p.m.	B.E./B.Tech in Civil Engineering or equivalent. Five years experience in management of Estate, maintenance, repairs, sanitation and horticulture and construction of buildings.	32-45 years

6	Systems Officer	1	Rs. 17,000-470-20,290-EB-560-25,330-760-33,690/- p.m.	B.E./B. Tech/MCA in Computer Science/Engineering/Information Technology with First Class or minimum 60% marks in aggregate or Master Degree in Physics / Maths / Statistics / Operations Research with First Class or at least 60% marks in aggregate or equivalent Grade with Post Graduate Diploma in Computer Science/Applications or Masters Degree in Computer Science/information Technology with First Class or at least 60% marks in aggregate or equivalent grade or B.Sc. (Computer Science or IT)/BCA/BSC in Physics / Maths / Statistics/Operations Research/Computer Science with either Post Graduate Diploma in Computer Science or Computer Applications (from a Govt. recognized university/institution). The Bachelor's degree with Post Graduate Diploma should be in First Class or at least with 60% marks in aggregate or equivalent grade; And 2(two) years experience in the relevant field.	30-40 years
7	Court Officer	3	Rs. 14,100-350-16,500-EB-460-20,690-620-27,510/- p.m.	Law Degree.	50 years (ex-servicemen) And 30-40 years (others)
8	Stenographer Grade - II	1	Rs. 14,100-350-16,500-EB-460-20,690-620-27,510/- p.m.	Bachelor Degree from a recognize University with diploma in Stenography in English with minimum speed of 100 wpm in shorthand and 40 wpm in computer.	Upto 40 years
9	Assistant Librarian	1	Rs. 14,100-350-16,500-EB-460-20,690-620-27,510/- p.m.	Bachelor Degree with Diploma in Library Science from a recognized University and Proficiency in the use of computer	30-40 years
10	Junior Administrative Assistant	2	Rs. 13,100-330-15,410-EB-420-19,190-580-25,570/- p.m.	Bachelor Degree from a recognized University with Computer Knowledge.	Upto 35 years
11	Hindi Translator	1	Rs. 11,300-280-13,260-EB-360-16,500-500-22,000/- p.m. for graduates according to Meghalaya Pay Revision	Graduate with English/Hindi as one of the languages at the degree level. Diploma/Certificate course in translation work from Hindi to English and vice versa from University/Institute recognized by the Government; Or Two years experience in translation work from Hindi to English and vice versa in Central/State Government offices/Parliament/State Legislature Secretariats or Central/State Public Sector Undertakings/ High Courts.	Upto 40 years
12	Computer Operator	1	Rs. 10,600-270-12,490-EB-340-15,550-470-20,270/- p.m. ( for Degree Holders in any discipline with 1 1/2 year diploma in Computer Application/Science) Rs. 9,200-230-10,810-EB-300-13,510-410-18,020/- p.m. (for others)	Bachelor Degree from a recognized University with Diploma / Certificate in Computer Operator shall be eligible to sit for appointment as a computer operator. The candidate must have received training in execution of works such as 10 data entry and DTP works, basic hardware maintenance including installation of various devices like printers, scanner etc., setting up and configured LAN, 40 using utilities application software, web based application software and 50 web based application of computers.	30-40 years
13	Driver	3	Rs. 7,700-190-9,030-EB-250-11,280-340-15,020/- p.m.	Class IX passed from a recognized School / Institution with 3 (Three) years experience	
14	Cook	2	Rs. 6,500-160-7,620-EB-210-9,510-290-12,700/- p.m.	HSSLC passed from a recognized Board with Diploma in cooking	
15	Mali	1	Rs. 6,500-160-7,620-EB-210-9,510-290-12,700/- p.m.	HSSLC passed from a recognized Board with knowledge of Gardening work.	
16	Attender	1	Rs. 6,500-160-7,620-EB-210-9,510-290-12,700/- p.m.	HSSLC passed from a recognized Board	

**REGISTRAR GENERAL**

Memo No. HCM.II/98/2015/1673-A Dated, Shillong 11<sup>th</sup> June, 2015

Copy to:-

1. ✓ The System Analyst, High Court of Meghalaya, with a direction to upload the same on the High Court web-site.
2. Office file.

  
**REGISTRAR GENERAL**