

**THE HIGH COURT OF MEGHALAYA
AT SHILLONG**

A D V E R T I S E M E N T

Dated, Shillong _____ May, 2018.

No. HCM.II/98/2015-Est./_____ : Applications are invited from Indian Citizens (as defined in Article 5 of the Constitution of India) as per terms and conditions of this advertisement for filling up of the following vacant post in the High Court of Meghalaya, Shillong.

Sl. No	Name of Post	Number of Vacant Post	Qualification	Scale of Pay	Age Limit
1	Stenographer Grade I	5 (Five)	Bachelor Degree from a recognized University with diploma in Stenography in English with minimum speed of 120 word per minute in shorthand and 50 word per minute in computer	₹ 18300-500-21800-EB-680-27000-810-35100/- PM (pre-revised)	Upto 45 years

The application form can be downloaded from the website of the High Court of Meghalaya at www.meghalayahighcourt.nic.in. The filled up form alongwith all related documents, 3 (Three) copies of recent pass port size photograph and Treasury Challan of ₹ 460/- (Rupees Four hundred and sixty) only for General applicants and ₹ 230/- (Rupees Two hundred and thirty) only for Scheduled Caste/Scheduled Tribe applicants under the Head “0070 – Others Administrative Service – 01 Admn of Justice – 800 – Other Receipt” should reach the undersigned on or before 15th June, 2018.

Outstation applicants may deposit an amount of ₹ 460/- (Rupees Four hundred and sixty) only for General applicants and ₹ 230/- (Rupees Two Hundred and thirty) only for Scheduled Caste/Scheduled Tribe by way of Demand Draft drawn in favour of “Registrar General, High Court of Meghalaya” payable at State Bank of India (Main Branch), Shillong.

Departmental candidates may submit their applications through proper channel.

General Information :-

1. The last date for submission of application will be on 15th June, 2018 during office hours at the office of the High Court of Meghalaya at Shillong.
2. Applications received after the last date of submission due to postal delay or any other reason will be summarily rejected.
3. No TA/DA shall be paid to the applicants.
4. Incomplete Applications 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.

REGISTRAR GENERAL

Memo. No. HCM.II/98/2015-Estt./3304A Dated, Shillong 30th May, 2018

Copy to:-

1. The Joint Registrar -cum-Secretary to Hon'ble the Chief Justice, High Court of Meghalaya, Shillong.
2. The PA to Registrar General, High Court of Meghalaya, Shillong.
3. The Registrar, High Court of Meghalaya, Shillong.
4. The System Analyst, High Court of Meghalaya, Shillong for uploading the same in the official web site.
5. Recruitment Cell for information and necessary action.
6. The Director, DIPR, Shillong with a request to cause publication of the above advertisement in one English and local dailies having wide circulation in the State.
7. Notice Board
8. Office file.


REGISTRAR GENERAL

STANDARD FORM OF APPLICATION

Date

To

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Sir,

I beg to apply for the post of and furnish the facts as below. In case of any false statement, I am liable to any action Government may deem fit and proper, A Treasury Challan of Rs. (Rupees) vide T.V. No. is attached herewith.

Signature of Applicant.

1. Full name (in Capital Letters) with Address; if any :- Surname First.
(Please do not use any initials)
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2. Date of Birth :-
..... Year Month Date
3. Place of Birth :-
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Village / Town Police Station District State
4. Father's / Mother's / Husband's name (in case of married female) :-
(Please do not use any initials)
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5. Personal Description :-
A. Height :MCM B. Colour of Eyes :
C. Colour of hair :- D. Visible distinguishing marks; if any :
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6. A. Permanent Address in full : B. Present Address in full :
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- C. If you have not resided at the above address continuously for the last four year, please give the other address where you have resided during the period :-
From : To : Address :

7. Reference – Name & Address of two responsible persons in your localities who would be prepared to vouch for you :-

A. B.
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8. Educational & other qualifications (Please attach copies of Certificates, Marksheets, etc. :-

Name of Institution & Address	Date of Entering	Date of Leaving	Examination Passed	Division	Subjects Taken

9. Are you a member of SC / ST ? Answer 'Yes' or 'No'. If 'Yes', give particulars supported by a certificate (Copy to be enclosed :-

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10. Present occupation; if any :-

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11. Previous appointment held; if any :-

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12. Are you a temporary/retrenched personal of a Temporary Department of the Government of Meghalaya ? Answer 'Yes' or 'No'; if 'Yes', give particulars :-

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Signature.