

THE HIGH COURT OF MEGHALAYA AT SHILLONG

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

Dated, Shillong the 17th November, 2025

HCM.II/109/2020-Rect/42: Applications are invited from citizens of India for filling up 1(one) post of Public Relations Officer in the High Court of Meghalaya, Shillong on deputation basis in the Pay Level -15 (Rs 45,600/-) of the 5th Meghalaya Pay Commission Pay matrix for a period of 3(three) years. The details of the post are as follows:-

1.	Name of the post	Public Relations Officer
2.	No. of post(s)	01 (one)
3.	Scale of Pay	Level 15 of the 5 th Meghalaya Pay Commission Pay matrix (Rs 45,600/-)
4.	Method of recruitment and eligibility criteria	Deputation for a period of 3(three) years: Officers under the Central Government or State Government or Union Territory Administration:- i) holding analogous post on regular basis in the present cadre or department; or ii) with 5(five) years of regular service in the post of Assistant Public Relations Officer or post of equivalent nature in the parent cadre or department;
5.	Desirable	Candidates having sufficient experience in Social Media Usage, Preparation of Power Point Presentation, Social Media Content Creation, Photo/Video Shooting and Editing and having strong written and verbal communication skills
6.	Maximum age limit	The maximum age limit shall not exceed 50 (fifty) years as on the last date of receipt of applications.
7.	Job requirements	Covering activities for the Press (English and local languages), Newsletter, Annual Report and other similar requirements.
8.	Key responsibilities	i) Primary activities are to ensure that achievements of the institution and its stakeholders are communicated to the outside world in a timely and effective manner for improving the perception of the institution. ii) Coordinate the development, drafting, and editing of news releases, media advisories and

		announcements iii) Review any content to be published on the Website of the institution iv) Maintain the official blog and social media handles. v) Maintain records of media coverage including photo and video assets. vi) Create print material such as Brochures, posters and flyers.
9.	Last date of receipt of applications	17th December, 2025

LIST OF ENCLOSURES TO BE ACCOMPANIED WITH THE APPLICATION CERTIFICATES TO BE GIVEN BY THE OFFICE/DEPARTMENT WHILE FORWARDING THE APPLICATION:

1. Application in the prescribed format (Annexure I) duly completed, signed by the applicant and countersigned by the competent authority of the parent department.
2. Attested copies of ACRs for the last five years duly attested on each page with seal by an officer not below the rank of Under Secretary to the Government of India/State Government.
3. Cadre Clearance Certificate
4. Integrity Certificate.
5. Vigilance Certificate.
6. A certificate to the effect that the particulars furnished by the applicant have been verified and found to be correct as per service records.

General information

1. Candidates are advised to read the instructions carefully before applying the said post.
2. No TA/DA shall be paid to the applicants for attending the examination or personal interview.
3. The Hon'ble the Chief Justice reserves the right to relax any conditions mentioned in this Advertisement.
4. For further details, the Registry of the High Court of Meghalaya may be contacted during office hours.
5. *The undersigned reserves the right to cancel the recruitment process without assigning any reasons therefor.*


REGISTRAR GENERAL

Copy to:-

1. The Registrar- cum- Principal Private Secretary to the Hon'ble the Chief Justice, High Court of Meghalaya, Shillong for kind information of the Chief Justice.
2. The Private Secretary to Hon'ble Mr. Justice H.S. Thangkhiew, Judge, High Court of Meghalaya, Shillong for favour of his Lordship's kind information.
3. The Private Secretary to Hon'ble Mr. Justice W. Diengdoh, Judge, High Court of Meghalaya, Shillong for favour of his Lordship's kind information.
4. The Private Secretary to Hon'ble Mr. Justice B. Bhattacharjee, Judge, High Court of Meghalaya, Shillong for favour of his Lordship's kind information.
5. The Commissioner and Secretary to the Government of Meghalaya, Law Department, Shillong for favour of kind information.
6. The District & Sessions Judge, Shillong/ Jowai/ Tura/ Nongpoh/ Nongstoin/ Williamnagar/ Mawkyrwat/ Ampati/ Khliehriat/ Baghmara/ Resubelpara *with a request to publicise this Advertisement within their respective jurisdiction and affix a copy of the same in their Notice Boards.*
7. The Director, Directorate of Information Public Relations, Meghalaya, Shillong, *with a request to cause publication of the advertisement in the leading newspapers in the State including The Shillong Times, U Nongsain Hima and Salantini Janera on 17th November, 2025.*
8. The System Analyst, High Court of Meghalaya, Shillong for uploading the advertisement on the website on **17th November, 2025.**
9. Notice Board.
10. Office file.



REGISTRAR GENERAL

ANNEXURE I

**Affix a self-
attested passport
size photograph**

1.	Name and address (in block letters)	:	
2.	Date of birth	:	
3.	Date of retirement under the Central/State Govt. rules as the case may be.	:	
4.	Educational qualifications	:	
5.	Name of the post applied for.	:	
6.	Whether educational and other qualifications for the post are satisfied (if any qualification has been treated as equivalent to the one prescribed, state the authority for the same)	:	
7.	Details of the employment in chronological order. (separate sheet may be enclosed with signature if the space provided below is insufficient):		
	Office/Institution/ Organisation	Post held	From To Pay Nature of duties
8.	Whether you belong to SC/ST category	:	
9.	Nature of the present employment i.e. whether adhoc or temporary or permanent.	:	
10	Additional information, if any, which you would like to mention in support of your suitability for the post. (separate sheet may be enclosed with signature if the space provided below is insufficient).		

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Certified that I have gone through and fully understood the contents of the Advertisement and that the above information is true to the best of my knowledge and understanding.

Date: _____

Signature of the candidate:

Address:

Phone/Mobile No.:

Email :

Countersignature of the Head of the office/Department with date:

CADRE CLEARANCE CERTIFICATE

In the event of selection of Shri /Smt _____, he/she will be relieved to join the post of Public relations officer in the High Court of Meghalaya, Shillong on deputation basis.

Signature:

Designation of the competent authority:

VIGILANCE CLEARANCE CERTIFICATE

Certified that no vigilance case is pending or contemplated against Shri/Smt _____.

Signature:

Designation of the competent authority:

MAJOR/MINOR PENALTIES REPORT

Certified that there is no major or minor penalties imposed on Shri/Smt _____ during his/her service till date.

Signature:

Designation of the competent authority:

INTEGRITY CERTIFICATE

Service particulars of Shri/Smt _____ have been carefully scrutinized and it is certified that there is no doubt of his/her integrity.

Signature:

Designation of the competent authority: