

THE HIGH COURT OF MEGHALAYA AT SHILLONG

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

Dated, Shillong the 24th September, 2026

HCM.II/109/2020-Rect/54. Applications are invited from citizens of India for filling up the following post in the High Court Legal Services Committee, High Court of Meghalaya, Shillong:-

Sl. No.	Name of Post	Legal Assistant
1.	No. of Post(s)	1(One)
2.	Scale of Pay	Level – 14 of the 5 th Meghalaya Pay matrix (₹ . 43,700/-)
3.	Eligibility Criteria	Bachelor Degree in Law from a Recognized University.
4.	Experience	Preferably candidate having sufficient experience in the field of Legal Aid/Services for not less than 3 years.
5.	Maximum age limit	32 years (for General Category) 37 years (for ST/SC)
6.	Category	Unreserved
7.	Job Requirements	1. Engaging with the applicants seeking Legal Aid/Services. 2. Keeping Track of all the applications seeking legal aid by convicts through HCLSC on daily basis, preparing notes for each matter and maintain database in soft form. Keeping track of cases in which conviction has been upheld by the High Court. 3. Obtain all the documents, preferably soft form, and information of the Convicts which are required for filing of appeals before the Supreme Court or the High Court. Collect documents of trial courts translated in English immediately. 4. Get all the documents in digitized format and send to the SCLSC through e-email, if required by the SCLSC or the Convict applies for Legal aid in SCLSC through HCLSC.

		5. Keep regular follow up with the SCLSC and keep track on progress in assigning, finalising the draft Appeal and filing the Appeal including preparation of complete paper book with requisite translation. 6. Regular co-ordination with Panel Lawyers, DLSA(s), Jail Authorities and beneficiaries regarding legal aid matters and provide necessary assistance as required. 7. Follow up of compliance with the directions of the Hon'ble Supreme Court. 8. Processing all matters regarding Lok Adalat. Administrative, Establishment and procurement support, Accounts including processing fees of LAC (s) etc through online system, Clerical and any other function which may be required.
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Submission of Application:

Candidates are to apply and submit their applications strictly through online mode by clicking on the **"Online Application"** icon appearing in the website viz. www.meghalayahighcourt.nic.in.

Applications received through any other mode shall not be accepted.

For candidates applying for the first time through online mode, a one-time registration process is required to enable them to apply against the advertised vacancies/posts. Kindly read the instructions on the web page carefully before applying online.

Candidates who have already registered with the Recruitment Portal may log in and apply directly against the advertised vacancies/posts of their choice.

All communication to the candidates shall be made through online mode only and candidates are advised to ensure that correct email address and mobile phone numbers are indicated.

Payment for online applications

Application Fees for the said posts for general applicants is **Rs.400/- (Rupees Four hundred)** only and **Rs.200/- (Rupees Two hundred)** only for **Scheduled Caste/Scheduled Tribe**. Application fees may be paid by using

the following modes:

1. ATM Cum Debit Card issued by State Bank of India or Net Banking of State Bank of India's account-holders. Please select ePayment and select State Bank of India in the Meghalaya Portal Page and proceed for payment.
2. Cash payment at any branch of SBI using eChallans: Candidates may also pay by Cash at any branch of SBI. For cash payments using eChallan, select Payment across Bank Counter and generate the eChallan. Take a print-out of the same and make the required payments. Payments must be made within 3 days from the last date of receipt of application. The amount once deposited shall not be refunded or adjusted against any other purpose.

General information

1. Candidates are advised to read the instructions carefully before applying the said post.
2. The last date for submission of applications shall be on **24th October, 2026 by 1700 hours.**
3. No TA/DA shall be paid to the applicants for attending the written examination or personal interview.
4. The Hon'ble the Chief Justice reserves the right to relax any conditions mentioned in this Advertisement.
5. For further details, the Registry of the High Court of Meghalaya may be contacted during office hours.
6. *The recruitment process may be cancelled at any time without assigning any reasons thereof.*

Memo. No. HCM.II/109/2020-Rect/54-A

REGISTRAR GENERAL
Dated, the 24th Sept., 2026

Copy to:-

1. The Registrar and Principal Private Secretary to the Hon'ble the Chief Justice, High Court of Meghalaya, Shillong for favour of kind information of the Hon'ble the Chief Justice.
2. The Private Secretary to Hon'ble Mr. Justice H.S. Thangkhiew, Judge, High Court of Meghalaya, Shillong for His Lordship's kind information.
3. The Private Secretary to Hon'ble Mr. Justice W. Diengdoh, Judge, High Court of Meghalaya, Shillong for His Lordship's kind information.

4. The Private Secretary to Hon'ble Mr. Justice B. Bhattacharjee, Judge, High Court of Meghalaya, Shillong for His Lordship's kind information.
5. The Secretary to the Government of Meghalaya, Law Department, Shillong for kind information.
6. The District & Sessions Judge, Shillong/ Jowai/ Tura/ Nongpoh/ Nongstoin/ Mairang/ Williamnagar/ Mawkyrwat/ Ampati/ Khliehriat/ Baghmara/ Mendipathar *with a request to affix a copy of this Advertisement in their Notice Board.*
7. DDG/SIO, NIC, Meghalaya, Shillong for kind information.
8. The Director, Directorate of Information Public Relations, Meghalaya, Shillong, *with a request to cause publication of the advertisement in the local dailies i.e., The Shillong Times, U Nongsain Hima and Salantini Janera.*
9. The Members, Recruitment Committee, High Court of Meghalaya, Shillong for kind information.
10. Shri. Gulrez A. Sohliya, Scientist 'D', NIC, Meghalaya, Shillong with a request to reflect the advertisement on the Online Portal on **24th September, 2026.**
11. The System Analyst, High Court of Meghalaya, Shillong for uploading the advertisement on the website on **24th September, 2026.**
12. Notice Board.
13. Office file.



REGISTRAR GENERAL

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24/9/21