

THE DISTRICT AND SESSIONS COURT: WEST SESSIONS DIVISION
YUPIA: PAPUM PARE DISTRICT: ARUNACHAL PRADESH
Website: www.ghcitanagar.gov.in

ADVERTISEMENT

No. DSC (WD) - 89/2016/R.Cell

Dated Yupia, the 18th Feb' 2017

- 1) Applications are invited till 4 PM 20th April'2017 in prescribed format for filling up of the following vacant posts in the subordinate court establishments of the state of Arunachal Pradesh under the jurisdiction of the District & Sessions Court, West Sessions Division, Yupia, Papum Pare District, Arunachal Pradesh under Gauhati High Court, Itanagar Permanent Bench, Naharlagun in the usual scale of pay. **The numbers of vacancies are indicative only and may be varied on either side at the time of preparation of final select list.** Reservation would be as per policy of Govt. of Arunachal Pradesh.

Sl. No.	Name of the post	Scale of Pay	Group	No. of Post
1	Sheristadar	9300-34800+GP 4200	B	2
2	Stenographer Grade-II	9300-34800+GP 4200	B	2
3	UDC	5200-20200+GP 2800	C	3
4	Peshkar	5200-20200+GP 2800	C	3
5	LDC-cum-Computer Operator	5200-20200+GP 2400	C	1
6	Driver	5200-20200+GP 1900	C	2
7	Process Server	4440-7440+GP 1900	C	2
8	Office Peon-I	4440-7440+GP 1900	C	2
9	Office Peon-II	4440-7440+GP 1900	C	3
10	Chowkidar	4440-7440+GP 1900	C	2

2) **AGE:-**

Category wise age limits for the posts, as on the date of advertisement, will be as under:-

Sl. No.	Category	Minimum age	Maximum age
1	General(Including OBC/MOBC and all others)	18	28
2	APST/SC/ST/PWD	18	33

3) **ELIGIBILITY & SELECTION CRITERIA FOR SHEISTADAR, UDC, PESHKAR :**

(A) **Eligibility Criteria:**

- (a) The candidate should be a graduate or equivalent thereto from a UGC recognized university.
- (b) He must have proficiency in operation of computers (word processing and MS Excel spread sheet).
- (c) Candidates having the following qualification(s) would be given extra weight age of 5 (five) marks in addition to the total marks (marks obtained in written test and viva).
 - (i) B.Com (Accountancy) with Tally.
 - (ii) M.Com (accountancy) with Tally.
 - (iii) BBA degree.
 - (iv) BCA degree.
 - (v) MCA degree.
 - (vi) MBA degree or equivalent.
 - (vii) B.Sc. (IT)
 - (viii) B.Sc. (Computer science)
 - (ix) M.Sc. (IT)
 - (x) M.Sc. (Computer Science)
 - (xi) LL.B/LL.M

(B) Selection Criteria:

The combined selection test will consist of a written examination (Objective type multiple choices) of one paper (100 marks) .

Sl. No.		Subject
1	Written examination(Objective type multiple choices) (2 Hours Duration)	General English (40 questions)
2		General Knowledge (20 questions)
3		General Intelligence (Logical reasoning & analytical ability) 40 questions
4	Viva-voce/Interview	25 Marks

1. The candidates will have to attempt 100 objective type questions .For every correct answer, the candidate will be awarded 1 (one) mark. The question(s) not attempted will receive no credit or discredit. The cut off marks shall be as decided by the Selection Committee. Thereafter, the candidates equal to 3 times of the number of vacancies (1:3), in order of merit in the written examination, will be called for viva voce and checking of original testimonials. On the basis of marks obtained in written test and viva-voce the final panel will be prepared. Selection Committee may decide to allot post, as per final merit position of the candidates. However, final selection/allotment of post shall be subject to overall suitability to be decided by the Selection committee.

2. The Selection Committee may decide to hold computer skill test (Word processing & MS Excel Spreadsheet) after the written examination, which shall be only qualifying in nature and marks obtained therein shall not be counted in total aggregate. In the event of such computer skill test being held, only those candidates shall be called to viva-voce who qualifies in the said computer skill test. The qualifying marks of the computer skill test shall be as decided by the Selection Committee.

4) ELIGIBILITY & SELECTION CRITERIA FOR STENOGRAPHER GRADE-II

(A) Eligibility Criteria:

- (a) The candidate must be holder of Bachelor’s degree or equivalent thereto from a recognized college/university
- (b) He/She must be holder of Diploma/Certificate from ITI/Polytechnic/or any other Institute in stenography

(B) Selection criteria:

(1) The combined selection test will consist of a written examination and viva-voce with details break up as follows.

Sl. No.		Subject
1	Written examination(Objective type multiple choices) (2 Hours Duration)	General English (40 questions)
2		General Knowledge (20 questions)
3		General Intelligence (Logical reasoning & analytical ability) 40 questions
4	Viva-voce/Interview	25 Marks

(2) The candidates will have to attempt 100 objective type questions. For every correct answer, the candidate will be awarded 1 (one) mark. The question(s) not attempted will receive no credit or discredit. The cut off marks shall be as decided by the Selection Committee. Thereafter, the candidates equal to 3 times of the number of vacancies (1:3), in order of merit in the written examination, will be called for viva voce and checking of original testimonials. On the basis of marks obtained in written test and viva-voce the final panel will be prepared. Selection Committee may decide to allot post, as per final merit position of the candidates. However, final selection/allotment of post shall be subject to overall suitability to be decided by the Selection committee.

(3) Candidates will have to appear in a stenography test as indicated below. The cut off marks shall be decided by Selection Committee. Thereafter, the candidates equal to 3 times of the number of vacancies (1:3), in order of merit in the stenography test, will be called for viva voce of 5 (Five) marks and checking of original testimonials. On the basis of marks obtained in stenography test and viva voce the final panel will be prepared. However, final selection shall be subject to overall suitability to be decided by the Selection Committee.

Stenography Test

SL No.	Details	Marks
1	Voice testing before dictation	2 Minutes
2	Speed test in Shorthand at a speed of 80 words per minute	65 Marks
3	Time to be given to the candidates for testing the computer	3 Minutes
4	Time for transcription of the dictated portion in computer	20 Minutes

5. ELIGIBILITY & SELECTION CRITERIA FOR LDC-CUM-COMPUTER OPERATOR.

(A) Eligibility Criteria

- (a) The candidate must have passed the class XII standard from a recognized Board
- (b) Must have knowledge and experience in type writing and must have typing speed of 100 words per minute.
- (c) Must have such knowledge or qualification in computer operation as may be specified by the High Court

(B) Selection criteria:

The combined selection test will consists of a written examination and viva-voice with details break up of marks as follows.

Sl. No.		Subject
1	Written examination(Objective type multiple choices) (2 Hours Duration)	General English (40 questions)
2		General Knowledge (20 questions)
3		General Intelligence (Logical reasoning & analytical ability) 40 questions
4	Viva-voce/Interview	25 Marks

1. The candidates will have to attempt 100 objective type of questions. For every correct answer, the candidate will be awarded 1 (one) mark. The question(s) not attempted will receive no credit or discredit. The cut off marks shall be as decided by the Selection Committee. Thereafter, the candidates equal to 3 times of the number of vacancies (1:3), in order of merit in the written examination, will be called for viva voce and checking of original testimonials. On the basis of marks obtained in written test and viva-voice the final panel will be prepared. Selection Committee may decide to allot post, as per final merit position of the candidates. However, final selection/allotment of post shall be subject to overall suitability to be decided by the Selection committee.
2. The Selection Committee may decide to hold computer skill test (Word processing & MS Excel Spreadsheet) after the written examination, which shall be only qualifying in nature and marks obtained therein shall not be counted in total aggregate. In the event of such computer skill test being held, only those candidates shall be called to viva-voce who qualifies in the said computer skill test. The qualifying marks of the computer skill test shall be as decided by the Selection Committee.

6) ELIGIBILITY & SELECTION CRITERIA FOR DRIVER

(A) Eligibility Criteria:

- (a) The candidate must have ITI certificate in driving or valid professional driving license issued from competent authority and shall have such experience and knowledge of major and minor repairing/propelling of light/heavy vehicles with class VIII (eight) passed standard from recognized school.

(B) Selection Criteria:

Sl. No.	Written examination(Objective type multiple choices) (1 Hour Duration)	Subject
1		General English (20 questions)
2		General Knowledge (20 questions)
3		Total Marks:20
4	Viva-voce/Interview	5 Marks

(1) Candidates will have to attempt 40 objective type of questions. For every correct answer, the candidate will be awarded(0.5) marks. The question (s) not attempted will receive no credit or discredit. The cut off marks shall be as decided by the Selection Committee. Thereafter, the candidates equal to 3 times of the number of vacancies (1:3), in order of merit in the written examination will be called for viva-voice and checking of original testimonials.

(2) Candidates will have to appear in a skill test of 50 marks. The cut off marks of skill test shall be decided by Selection Committee. Thereafter, the candidates equal to 3 times of the number of vacancies (1:3), in order of merit in the skill test, will be called for viva voce of 5 (Five) marks and checking of original testimonials. On the basis of marks obtained in skill test and viva voce the final panel will be prepared. However, final selection shall be subject to overall suitability to be decided by the Selection Committee.

(7) ELIGIBILITY & SELECTION CRITERIA FOR PROCESS SERVER

(A) Eligibility Criteria:

- (a) The candidate must have class VIII (eight) passed certificate from a recognized school.

(b) Selection Criteria:

The combined test will consist of a written examination and viva -voice with details break up as follows:

Sl. No.	Written examination(Objective type multiple choices) (2 Hours Duration)	Subject
1		General English (40 questions)
2		General Knowledge (20 questions)
3		General Intelligence (Logical reasoning & analytical ability) 40 questions
4	Viva-voce/Interview	25 Marks

1. The candidates will have to attempt 100 objective type of questions. For every correct answer, the candidate will be awarded 1 (one) mark. The question(s) not attempted will receive no credit or discredit. The cut off marks shall be as decided by the Selection Committee. Thereafter, the candidates equal to 3 times of the number of vacancies (1:3), in order of merit in the written examination, will be called for viva voce and checking of original testimonials. On the basis of marks obtained in written test and viva-voice the final panel will be prepared. Selection Committee may decide to allot post, as per final merit position of the candidates. However, final selection/allotment of post shall be subject to overall suitability to be decided by The Selection committee.

(8) ELIGIBILITY & SELECTION CRITERIA FOR OFFICE PEON-I & PEON-II & CHOWKIDAR

(A) Eligibility Criteria:

1. The candidate must have class VIII (eight) passed certificate from a recognized school.

(B) Selection Criteria:

The combined test will consist of a written examination and viva -voice with details break up as follows:

Sl. No.		Subject
1	Written examination(Objective type multiple choices) (2 Hours Duration)	General English (40 questions)
2		General Knowledge (20 questions)
3		General Intelligence (Logical reasoning & analytical ability) 40 questions
4	Viva-voce/Interview	25 Marks

1. The candidates will have to attempt 100 objective type of questions. For every correct answer, the candidate will be awarded 1 (one) mark. The question(s) not attempted will receive no credit or discredit. The cut off marks shall be as decided by the Selection Committee. Thereafter, the candidates equal to 3 times of the number of vacancies (1:3), in order of merit in the written examination, will be called for viva voce and checking of original testimonials. On the basis of marks obtained in written test and viva-voice the final panel will be prepared. Selection Committee may decide to allot post, as per final merit position of the candidates. However, final selection/allotment of post shall be subject to overall suitability to be decided by The Selection committee.

(9) HOW TO APPLY?

- a) Candidates are to fill up in the common "Application Form" available with this advertisement.
- b) Detail of application fee to be paid in the Form of **IPO payable to " The District & Sessions Judge", West Sessions Division, Yupia, Papum Pare District, A.P**

APPLICATION FEE

For APST/SC/ST/PWD	For all others
Rs. 200/-	Rs. 300/-

- (c) Candidates shall, thereafter fill the common Application Form and paste his/her recent passport sized colored photograph in the given space of the application form and shall sign across the photograph. 3(three) copies of the same photograph should be stapled in the top right corner of the application form and candidate should write his/her name on the reverse of the stapled photographs. The envelope containing the application form should be super scribed as **"APPLICATION FOR THE POST OF"** indicating the choice of post of the candidate in the blank space and the same should be addressed to **"The District & Sessions Judge, West Sessions Division, Yupia"**.
- (d) **The envelope containing the Application Form and Indian Postal Order (IPO) of appropriate value should reach "The office of the District and Sessions Court, West Sessions Division, Yupia, Papum Pare District, Arunachal Pradesh on or before 20th of April'2017(Upto 4 PM)** The Selection Committee will not be responsible for late receipt/non receipt of application forms.
- (e) **Scale of Pay shown may vary as per Govt. Notification time to time.**
- (f) There is no need of submitting photocopy of any document at this stage, except the Passport photos as indicated above.

- (g) The written test of all above advertised post is likely to be conducted on same date and same time.
- (h) Candidates who are already in Govt. service will have to submit “No Objection Certificate” from proper authority at the time of viva-voce and checking of original document, if shortlisted for viva-voce.
- (i) The list of candidates with allotted Roll No's will be published on the Notice board of the centre and official website for reference of Candidates after closure of Advertisement.
- (j) Candidates are advised to regularly visit Gauhati High Court Website www.ghcitanagar.govt.in time to time for latest and updates regarding the written examination and other correspondence.

(10) TERMS AND CONDITIONS:

- (a) Candidates will have to appear for Written Test/Skill Test/Interview etc. as and when called for. No TA/DA will be admissible for that purpose.
- (b) The Selection Committee reserves the right to cancel the advertisement/alter/modify or change any of the terms and conditions including selection criteria etc. spelt out in the advertisement.
- (c) No person who has entered into or contracted a marriage with a person having a spouse living or who, having a spouse living has entered into or contracted a marriage with any person, shall be eligible for appointment to the service.
- (d) The admission of candidates at all stages of the selection process will be purely provision and subject to their satisfying the prescribed eligibility conditions by way of furnishing documentary evidence in support thereof. If on verification at any time before or after the selection process, it is found that a candidate does not fulfill any of the eligibility conditions, his/her candidature shall stand cancelled without any notice. Mere calling of candidate to written examination /skill test/interview etc. and mere issuance of admit card/call letter etc. does not necessarily mean acceptance of candidature of any candidate which shall be further scrutinized at every stage and selection Committee reserves the right to reject the candidature of any candidate at any subsequent stage of the selection process.
- (e) The Selection Committee may put the finally selected candidates on probation for a particular period to be decided by the Selection Committee. Selection Committee reserves the right to reject the candidature of any candidate during the period of probation.
- (f) Posting and transfer of the finally selected candidates shall be as decided by the Selection Committee.

(11) All other matters which are not specifically provided herein shall be as decided by the Selection Committee

(12) Candidates are advised for their own interest to regularly visit the aforementioned website for latest updates and information as The Selection Committee ,may decide not to issue individual admit card/call letters etc. to any candidates to appear in written test/viva-voice etc.by publishing only relevant notification only in the aforementioned website

Sd/-(Jaweplu Chai)
Chairman, Selection Board –cum-
District & Sessions Judge
District and Sessions Court,
Yupia

THE DISTRICT AND SESSIONS COURT AT YUPIA
WEST SESSIONS DIVISION: PAPUM PARE DISTRICT: ARUNACHAL PRADESH

Common Application Form

(Advertisement dated)

☆ Candidate must have fill up the form in his/her own legible handwriting.

Paste here a recent coloured passport size photo and 3 copies of the same stapled in the top right corner of the form and write name of the candidate on the back side
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1. Name of the Post applied for ::
2. Name of the Candidate (IN BLOCK LETTERS)::
3. Gender ::
4. Category(Gen/APST/SC/ST/OBC/MOBC/PWD)::
5. Father's Name::
6. Date of Birth (According to CBSE/HLSC/equivalent Certificate)::
7. Age as on the date of advertisement (Years/Months/Days)::
8. Permanent Address::
9. Address for correspondence::
10. Nationality::
11. Spouse name (in case of married candidates. Write NA,if not applicable)::
12. Whether candidate belongs to APST. If yes, name of the tribe.

Contd.

13. Educational qualification::

SL No.	Exam Name	School/College /University	Board/Council/ University	Division/Class	Percentage %

14. Other qualification(s),if any::

15. Work experience, if any (Write NA if not applicable)::

16. Whether married? If yes, whether more than one spouse living::

17. Spouse's name (in case of married candidate)Write NA if not applicable ::

18. Whether any criminal proceeding is pending against the applicant? If so, details of the case. (Write NA if not applicable) ::

19. Whether convicted by a criminal court? If so, give details.(Write NA if not applicable)::

20. Whether the applicant was debarred from appearing in any examination due to unfair means? If debarred ,give details(Write NA if not applicable)::

21.

IPO No.	Date	Amount

22. Email, if any::

23. Phone No(s),if any::

Declaration

I hereby affirm and state the above mentioned information are true to the best my knowledge and belief ,If am found to have provided wrong information, my candidature may be cancelled or debarred by the concern authority

Place :

Date :

Full signature of the applicant