

**THE DISTRICT & SESSIONS COURT, EAST SESSIONS DIVISION
TEZU, LOHIT DISTRICT: ARUNACHAL PRADESH**

Website : www.ghcitanagar.gov.in

Advertisement

No. D&SJ/Tezu-East/Estt-34/16

Dated Tezu 18th Febraury'2017

- 1.) Application are invited till **20th April'2017**, (Upto 4:00 P.M) 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, East Sessions Division, Tezu, Lohit District, Arunachal Pradesh, in the usual scale of pay. The number of vacancies is indicative only and may vary 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	4
2.	Stenographer Grade-II	9300-34800 GP-4200	B	5
3.	Peshkar	5200-20200 GP-2800	C	7
4.	UDC	5200-20200 GP-2800	C	7
5.	LDC-Cum-Computer Operator	5200-20200 GP-2400	C	4
6.	Driver	5200-20200 GP-1900	C	5
7.	Process Server	4440-7440 GP-1900	C	5
8.	Office Peon-I	4440-7440 GP-1900	C	6
9.	Office Peon-II	4440-7440 GP-1900	C	3
10.	Chowkidar	4440-7440 GP-1900	C	1

2.) AGE:-

Category Wise age limits for the posts, as on the last date of receipt of filled up application form will be as under:-

Sl.No.	Category	Minimum Age	Maximum Age
1.	General (including OBC/MOBC and all others)	18	28
2.	APST	18	33
3.	SC	18	33
4.	ST	18	33
5.	PWD	18	33

3.) ELIGIBILITY & SELECTION CRITERIA FOR SHERISTADAR, UDC and PESHKAR

(A) Eligibility Criteria:

- (a) The candidate must be a holder of degree or by a university established by law in India.
- (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 weightage.
 - (i) B.Com (Accountancy) with Tally
 - (ii) M.Com (Accountancy) with Tally
 - (iii) BBA Degree.
 - (iv) BCA Degree.
 - (v) B.Sc. (IT)
 - (vi) B.Sc. (Computer Science)
 - (vii) M.Sc (IT)
 - (viii) M.Sc. (Computer Science)
 - (ix) LL.B/LL.M

4.) Selection Criteria:

The combined selection test will consist of a written examination and viva-voce (25 marks) with detailed break up of marks as follows.

Sl.No.		Subject
1.	Written examination (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	

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 Authority. 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 by The Selection Authority and may decide to allot post, as per final merit position of candidates. However, final selection/allotment of post shall be subject to overall suitability to be decided by The Selection Authority.

The Selection Authority 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 qualify in the said computer skill test. The qualifying marks of the computer skill test shall be as decided by The Selection Authority.

5.) ELIGIBILITY & SELECTION CRITERIA FOR STENOGRAPHER GRADE – II

(A) Eligibility Criteria

- The candidate should be holder of a Bachelor's Degree from the college/university recognized by UGC.
- He/She must have passed typing/shorthand examination conducted by the institute of typing/shorthand with one hundred words per minute or equivalent qualification.

(B) Selection Criteria

- The combined selection test will consist of a written examination and viva-voce (25 marks) with detailed break up of marks as follows.

Sl.No.		Subject
1.	Written examination (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	

- 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 Authority. 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 by The Selection Authority and may decide to allot post, as per final merit position of candidates. However, final selection/allotment of post shall be subject to overall suitability to be decided by The Selection Authority.

- Candidates will have to appear in a stenography test as indicated below. The cut off marks shall be decided by The Selection Board. Thereafter, the candidates equal to 3 times of the number of vacancies (1:3), in order of merit in the written exam and stenography test, will be called for viva-voce of 5(Five) marks and checking of original testimonials. On the basis of marks obtained in written exam, 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 Authority.

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

6.) 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 passed examination with one hundred words per minute in type writing conducted by the typing institute.
- (c) Must have such knowledge or qualification in computer operation as may be specified by the High Court.

7.) Selection Criteria

The combined selection test will consist of a written examination and viva-voce (25 marks) with detailed break up of marks as follows.

Sl.No.		Subject
1.	Written examination (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	

- (a) 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 Authority. 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 by The Selection Authority and may decide to allot post, as per final merit position of candidates. However, final selection/allotment of post shall be subject to overall suitability to be decided by The Selection Authority.
- (b) The Selection Authority 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 Authority.

8.) ELIGIBILITY & SELECTION CRITERIA FOR DRIVER

(A) Eligibility Criteria

- (a) The candidate must have ITI Certificate in driving and shall have such experience and knowledge of major/minor repairing/propelling of light/heavy vehicles with valid Driving license or Equivalent.

(B) Selection Criteria

The combined selection test will consist of a written examination and viva-voce (5 marks) with detailed break up of marks as follows.

Sl.No.		Subject
1.	Written examination (1 Hour Duration)	General English (20 Questions)
2.		General Knowledge (20 Questions)
3.		Total Marks: 20
4.	Viva-voce/Interview – 5(Five) Marks	

- (a) The Candidates will have to attempt 40 objective type questions. For every correct answer, the candidate will be awarded (0.5) mark. The question(s) not attempted will receive no credit or discredit. The cut off marks shall be as decided by The Selection Authority. 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.
- (b) The candidates will have to appear in a skill test of 50 marks. The cut off marks of skill test shall be as decided by The Selection Authority. 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 Authority.

9.) ELIGIBILITY & SELECTION CRITERIA FOR PROCESS SERVER

(A) Eligibility Criteria

- (a) The candidate must have passed VIII from recognized Board/Council.

(B) Selection Criteria

- (C) The combined selection test will consist of a written examination and viva-voce (25 marks) with detailed break up of marks as follows.

Sl.No.		Subject
1.	Written examination (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	

- (D) 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 Authority. The cut off marks shall be as decided by The Selection Authority. 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 by The Selection Authority and may decide to allot post, as per final merit position of candidates. However, final selection/allotment of post shall be subject to overall suitability to be decided by The Selection Authority.

10.) ELIGIBILITY & SELECTION CRITERIA FOR OFFICE PEON – I , OFFICE PEON – II & CHOWKIDAR

(A) Eligibility Criteria:

- (B) The candidate must have passed VIII standard examination.

(C) Selection Criteria:

(D) Selection Criteria:

The combined selection test will consist of a written examination and viva-voce (25 marks) with detailed break up of marks as follows.

Sl.No.		Subject
1.	Written examination (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	

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 Authority. 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 by The Selection Authority and may decide to allot post, as per final merit position of candidates. However, final selection/allotment of post shall be subject to overall suitability to be decided by The Selection Authority.

11.) HOW TO APPLY.

The Details of application fee to be paid in the Form of **IPO in Favour of The District & Sessions Judge, East Sessions Division, Tezu, Lohit District, A.P.** are indicated below:

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

FORMAT FOR APPLICATION FORM

**OFFICE OF THE DISTRICT AND SESSIONS COURT
EAST SESSIONS DIVISION LOHIT:: DISTRICT::TEZU
ARUNACHAL PRADESH**

Paste Recent
Color
Passport
Size
Photograph

1. Name of the Post applied for:
2. Name of the Candidate
(in capital letters):
3. Father's Name:
4. Date of Birth (As per HSCL certificate):
5. Gender:
6. Category (Gen/APST/SC/ST/OBC/MOBC/PWD):
7. Age (As on the last day of received of application) (Years, Months and Days):
8. Nationality:
9. Permanent Address:

10. Address for correspondence:

11. Email ID/Contact No:
12. Educational Qualification:

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

13. Details of other qualification, if any:
14. Work Experience:
15. Whether convicted by criminal court? If so, give details:
16. IPO No. & Date :.....

Declaration

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

Date:

Place:

Signature of Applicant

- a) Candidates shall, thereafter fill the common Application form and paste his/her recent passport sized coloured photograph in the given space of the application form and shall sign across the photograph. Four (4) copies of the same photograph should be stapled in the top right corner of the application form and the 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 Court, East Sessions Division, Tezu,"**. The envelope containing the **Application Form and IPO of appropriate value** should reach **The Office of the District & Sessions Court, East Sessions Division, Tezu, Lohit District, Arunachal Pradesh** on or before **20th April'2017 (UPTO 4 P.M)**. The District & Sessions Court, East Sessions Division, Tezu, A.P. will not be responsible for late receipt/non receipt of application forms.
- b) There is no need of submitting photocopy of any document at this stage, except the Passport photos as indicated above.
- c) Separate application will have to be submitted for applying for more than one post by paying separate fees thereof.
- d) 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.
- e) The list of the candidates, with allotted Roll Nos. Will be published on the notice board of respective centres and official website for reference of the candidates after closure of Advertisement.
- f) Candidates are required to go to the website www.ghcitanagar.gov.in, and individually visit the website from time to time for any latest updates regarding the written exam 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 District & Sessions Court, East Sessions Division, Tezu, A.P. 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 provisional 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 fulfil 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 The District & Sessions Court, East Sessions Division, Tezu, reserves the right to reject the candidature of any candidate at any subsequent stage of the selection process.
 - e) The District & Sessions Court, East Sessions Division, Tezu, A.P. may put the finally selected candidates on probation for a particular period to be decided by The District & Sessions Court, East Sessions Division, Tezu. The District & Sessions Court, East Sessions Division, Tezu, A.P. 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 the Selection Authority.
11. Candidates are advised for their own interest to regularly visit the aforementioned website for latest updates and information as The Selection Authority, may decide not to issue individual admit card/call letters etc. to any candidate and may decide to call candidates to appear in written test/skill test/ viva-voce etc. by publishing relevant notification only in the aforementioned website.
12. All other matters which are not specifically provided herein shall be as decided by The Selection Authority.

Sd/-(Shri Ito Basar),
Chairman Selection Board-Cum-Sessions Judge,
District & Sessions Court,
East Sessions Division, Tezu,
Arunachal Pradesh