

OFFICE OF THE DISTRICT & SESSIONS JUDGE
ZIRO SESSION DIVISION
:: HQ : ZIRO, ARUNACHAL PRADESH ::
(website: <https://arunachalcourts.gov.in>)
ADVERTISEMENT

No. DSC(Z)/RR/01/2020 / 29/2196

Dated Ziro, the 3rd November, 2025.

- 1) Applications are invited till 4 PM 3rd December, 2025 in online mode 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, Ziro, Arunachal Pradesh under Hon'ble Gauhati High Court in the usual scale of pay. **The numbers of vacancies are 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	Pay Level as per Pay Matrix of 7 th CPC	Total Posts
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1	Senior Personal Assistant/ Stenographer Grade-III	9300-34800+GP 4200	B	2	6	2
2	UDC	5200-20200+GP 2800	C	2	5	2
3	Peshkar	5200-20200+GP 2800	C	1	5	1
4	Driver	5200-20200+GP 2400	C	2	4	2

2) AGE:-

Category wise age limits for the posts, as on the date of advertisement (i.e. 03.11.2025), will be as under:-

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

Age Relaxation:

- Maximum age of 43 years for APST/SC/ST candidates serving under various posts in the Government of A.P.
- Maximum age of 48 years for PWD candidates belonging to APST.

3) ELIGIBILITY & SELECTION CRITERIA FOR UDC and PESHKAR:**(A) Eligibility Criteria:**

- The candidate should be a graduate or hold equivalent degree from UGC recognized university.
- He/She must have proficiency in operation of computers (word processing and MS Excel spread sheet and possess DCA or PGDCA certificate issued from a recognized institute.


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(B) Selection Criteria:

- (a) The selection test will consist of a written examination (Objective type multiple choices) of one paper (100 marks) followed by Viva Voce/Personal Interview..

Sl. No.	Nature of Recruitment Test	Subject	Marks
01.	Written examination (Objective type multiple choices) (2 Hours Duration)	General English (20 questions)	20
02.		General Knowledge (40 questions)	40
03.		General Intelligence (Logical reasoning & analytical ability) (40 questions)	40
04.	Viva Voce/Personal Interview		25

- (b) The candidates will have to attempt 100 objective type questions. For every correct answer, the candidate will be awarded 1(one) mark and for every wrong answer 1/4th marks will be deducted. 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.
- (c) 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 SENIOR PERSONAL ASSISTANT**(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:

- (a) The selection test will consist of a written examination (screening test), stenography test and viva-voice with details break up as follows.

Sl. No.	Nature of Recruitment Test	Subject	Marks
01.	Written examination (Objective type multiple choices) (2 Hours Duration)	General English (20 questions)	20
02.		General Knowledge (40 questions)	40
03.		General Intelligence (Logical reasoning & analytical ability) (40 questions)	40
04.	Stenography Test	To be conducted after the written examination(Screening test)	75
05.	Viva Voce/Interview	To be conducted after the stenography Test	25

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- (b) The candidates will have to attempt 100 objective type questions in the Written Examination. For every correct answer, the candidate will be awarded 1(one) mark and for every wrong answer $1/4^{\text{th}}$ marks will be deducted. 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 qualifying the written examination(screening test) equal to 12 times of the number of vacancies (1:12), in order of merit in the written examination(screening test), will be called for the stenography test.
- (c) Candidates qualifying in the written examination (screening test) will have to appear in a stenography test as indicated below. The cut off marks shall be decided by Selection Committee.

Stenography Test

SL No.	Details	Time Allotted	Marks
1	Voice testing before dictation	2 Minutes	75 Marks
2	Speed test in Shorthand at a speed of 80 words per minute	7 Minutes	
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	

- (d) 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 25 (Twenty 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.

6) ELIGIBILITY & SELECTION CRITERIA FOR DRIVER

(A) Eligibility Criteria:

- (a) The candidate must have a 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:

- (a) The selection test will consist of a written examination (screening test), skill test/driving efficiency test and viva-voice with details break up as follows.

Sl. No.	Nature of Recruitment Test	Subject	Marks
01.	Written examination (Objective type multiple choices) (1 Hours Duration)	General English (25 questions)	50
02.		General Knowledge (25 questions)	50
04.	Skill Test/ Driving efficiency test	To be conducted after the written examination(Screening test)	75
03.	Viva Voce/Interview	To be conducted after the Driving efficiency and Skill Test	25

- (b) Candidates will have to attempt 50 objective types of questions in the written examination(screening test). For every correct answer, the candidate will be awarded 1(One) mark and for every wrong answer $1/4^{\text{th}}$ marks will be deducted.

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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 qualifying the written examination(screening test) equal to 12 times of the number of vacancies (1:12), in order of merit in the written examination(screening test) will be called for skill test/driving efficiency test.

- (c) Candidates qualifying in the written examination (screening test) will have to appear in a driving efficiency and skill test of 50 marks. The cut off marks of driving efficiency and 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 25(Twenty Five) marks and checking of original testimonials. On the basis of marks obtained in the driving efficiency and 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.

(9) HOW TO APPLY?

- Candidates are to fill up the "Online Application Form" available in the website <https://ziro.dcourts.gov.in/notice-category/recruitments/> as per the post applying for by paying the requisite fee as indicated herein below.
- Candidates shall submit the various testimonials along with the self attested photocopies of the required documents in the prescribed size in the online application form.
- Detail of application fee to be paid

APPLICATION FEE

For PWD belonging to APST	For APST/SC/ST	For all others
Nil	Rs. 400	Rs. 500

- Scale of Pay shown may vary as per Govt. Notification in force from time to time.
- Candidates who are already in Govt. service will have to submit "No Objection Certificate" from competent authority at the time of filling the online application and bring the original, if shortlisted for viva-voce.
- The list of accepted candidates along with the allotted Roll Numbers will be published on the Notice board of the District Court, Ziro and official website for reference of Candidates after closure of Advertisement.
- The admit card of the accepted candidates will be available in the official website <https://ziro.dcourts.gov.in> for downloads till the morning hours of the date of examination.
- Candidates are advised to bring the photocopy of the admit card along with the original ID proof during all the stages of recruitment process.
- Candidates will have to bring the Original testimonials along with photocopies of the same during the Viva Voce/Personal Interview.
- Candidates are advised to regularly visit District Court, Ziro Website <https://ziro.dcourts.gov.in> time to time for latest updates regarding the written examination and may contact at dsczirorecruitment@gmail.com for any queries/grievances/correspondence/etc.

(10) TERMS AND CONDITIONS:

- 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.
- 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.
- No person who has entered into or contracted a marriage with a person having a spouse living or who, having a living spouse has entered into or contracted a marriage with any person, shall be eligible for appointment to the service.

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- (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 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 selected candidates shall be as decided by the Selection Committee.
- (g) All other matters which are not specifically provided herein shall be as decided by the Selection Committee.
- (h) 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-voce etc. by publishing only relevant notification only in the aforementioned website

Sd/-
(Gote Mega)
District Judge,
Ziro (A.P).

Memo No. DSC(Z)/RR/01/2020 / 24/2196
Copy to:

Dated Ziro, the 3rd November, 2025.

1. The Registrar General, Gauhati High Court, Guwahati for information.
2. The Registrar, Gauhati High Court, Itanagar Permanent Bench, Naharlagun, for information.
3. The Commissioner/Secretary-cum-LR, Dept. of Law, Judicial & Justice, Govt. of AP, Itanagar for Information.
4. The Programmer, Gauhati High Court, Itanagar Permanent Bench, Naharlagun for information and uploading the advertisement in the official website.
5. System Technical Officer, District & Sessions Court, Ziro for information and uploading the advertisement in the website <https://ziro.dcourts.gov.in> of District Court, Ziro.
6. Notice Board.
7. Office File

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Ziro (A.P)

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