

**OFFICE OF THE DISTRICT AND SESSIONS JUDGE**  
**-Cum-**  
**CHAIRMAN SELECTION COMMITTEE**  
**SESSION DIVISION KHONSA: TIRAP DISTRICT:**  
**ARUNACHAL PRADESH**  
**Website: [www.ghcitanagar.gov.in](http://www.ghcitanagar.gov.in)**

No.D&SC/KSA/Estt/Recruit/2019/

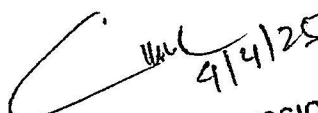
Dated Khonsa, the 4<sup>th</sup> April' 2025

**ADVERTISEMENT**

- 1) Applications are invited from the eligible candidates of Arunachal Pradesh Schedule Tribe (APST) till 4 PM 20<sup>th</sup> May'2025 in prescribed format for filling up of the following vacant posts in the establishments of Session Division, Khonsa (the District & Sessions Court of Tirap, Changlang and Longding Districts, Arunachal Pradesh under Gauhati High Court, Itanagar Permanent Bench, Yupia in the Pay Matrix as indicated in column (6). **The numbers of vacancies are indicative only and may be varied on either side at the time of preparation of final select list.** Reservation shall be governed as per policy adopted by 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 <sup>th</sup> CPC | Total Posts |
|----------|---------------------------|--------------------|----------|-------------|----------------------------------------------------|-------------|
| <b>1</b> | <b>2</b>                  | <b>3</b>           | <b>4</b> | <b>5</b>    | <b>6</b>                                           | <b>7</b>    |
| 1        | Stenographer Grade-II     | 9300-34800+GP 4200 | B        | 1           | 6                                                  | 1           |
| 2        | LDC-cum-Computer Operator | 5200-20200+GP 2400 | C        | 1           | 4                                                  | 1           |

- 2) (A) **AGE:-** Age limits for fresh (APST) candidates, as on the date of advertisement, will be as under:-

  
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| Sl. No. | Category | Minimum age | Maximum age |
|---------|----------|-------------|-------------|
| 2       | APST     | 18          | 35          |

**(B) AGE:-** Age limits for working (APST) candidates, as on the date of advertisement, will be as under:-

| Sl. No. | Category | Minimum age | Maximum age |
|---------|----------|-------------|-------------|
| 2       | APST     | 18          | 38          |

### **3) ELIGIBILITY & SELECTION CRITERIA FOR STENOGRAPHER**

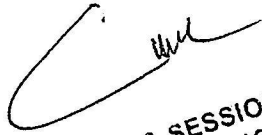
#### **GRADE-II**

#### **(A) Eligibility Criteria:**

- (a) The candidate must be holder of Bachelor's degree or equivalent thereto from a recognized college/university.
- (b) Candidate must be holder of Diploma/Certificate from ITI/Polytechnic/or any other recognized Institute in Short Hand and computer typing speed examination conducted by the institute with minimum of 60 words per minute or equivalent qualification.

#### **(B) Selection Criteria:**

- (1) The selection Committee reserved right to conduct Typing Speed and other Skill-Test before or after Written Examination (Objective type multiple choices) with minimum 40 words per minute followed by skill test fixed. However, candidates failed in typing speed shall not be eligible to appear for other skill test.
- (2) The combined selection test will consist of a written examination and viva-voice with details break up as follows.

  
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| Sl. No. | Written                                                            | Subject                                                                    |
|---------|--------------------------------------------------------------------|----------------------------------------------------------------------------|
| 1       | examination(Objective type multiple choices)<br>(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                                                                   |

- (3) The candidates shall have privilege to attempt 100 objective type questions without negative marking. Each question carry 1 (one) mark and correct answer of each question shall get 01 (one) Mark. The cut off marks shall be decided by the Selection Committee.
- (4) The candidates equal to 10 times of the number of vacancies (1:10), in order of merit, in the written examination, will be called for Skill-Test Examination and Thereafter, (1:3) the number of vacancies, in order of merit, in the written examination and skill-test, will be called for Viva-Voce Test subject to furnish of the original testimonials. However, this rule is applicable in case of written examination is conduct first.
- (5) In case of Typing speed and Skill Test is conducted first before written examination, all candidates qualified in Typing speed test and Skill Test shall be allowed to sit in written examination and unqualified candidates in Skill and Typing Test shall not be called for written Examination. Candidates failed in typing speed test shall not be allowed to appear in other skill test like Excel word and transcription of dictation.

- (6) Skill and Typing Test is only to qualify for appearing in written Examination or Viva-Voce as the case may be and no marks obtained shall be added in aggregate marks.
- (7) On the basis of marks obtained in written test and viva-voice, the final selected candidate will be prepared. However, final selection/allotment of post shall be subject to overall suitability to be decided by the Selection committee. And the Selections Committee reserved the right to reject any selected candidate without explaining reasons thereof.

**Typing skill Test**

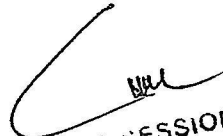
| SL No. | Details                                                    | Marks      |
|--------|------------------------------------------------------------|------------|
| 1      | Computer Typing Speed Test.                                | 5 Minutes  |
| 2      | Word processing & MS Excel Spreadsheet                     | 5 Minutes  |
| 2      | Voice testing before dictation                             | 2 Minutes  |
| 3      | Speed test in Shorthand at a speed of 80 words per minute. | 65 Marks   |
| 4      | Time for transcription of the dictated portion in computer | 20 Minutes |

**4). 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
- (c) Must have Basic/Diploma Certificate in Computer Typing, Knowledge and Experience with minimum typing speed of 60 words per minute.

**(B) Selection criteria:**

  
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- (1) The selection Committee reserved right to conduct Typing Speed and other Skill-Test before or after Written Examination (Objective type multiple choices) with minimum typing speed of 40 words per minute followed by other skill test like (Word processing & MS Excel Spreadsheet) before or after the written examination as the case may be, which shall be only qualifying in nature and marks obtained therein shall not be counted in aggregate marks. Candidate failed to clear or pass in typing speed test shall not be eligible to appear for other skill test.

**Typing skill Test**

| SL No. | Details                                | Marks     |
|--------|----------------------------------------|-----------|
| 1      | Computer Typing Speed Test.            | 5 Minutes |
| 2      | Word processing & MS Excel Spreadsheet | 5 Minutes |

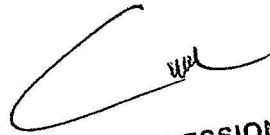
- (2) The combined selection test will consists of a written examination and viva-voice with details break up of marks as follows.

| Sl. No. | Written examination(Objective type multiple choices)<br>(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 Test                                                             | 25 Marks                                                                   |

- (3) The candidates shall have privilege to attempt 100 objective type questions without negative marking. Each question carry 1 (one) mark and correct answer of each question shall get 01 (one) Mark. The cut off marks shall be decided by the Selection Committee.
- (4) The candidates equal to 10 times of the number of vacancies (1:10), in order of merit, in the written examination, will be called for Skill-Test Examination and Thereafter, (1:3) the number of vacancies, in order of merit, in the written examination and skill-test, will be called for Viva-Voce Test subject to furnish of the original testimonials. However, this rule is applicable in case of written examination is conduct first.
- (5) In case of Typing speed and other Skill Test is conducted first before written examination, all candidates qualified in Typing speed and other Skill Test shall be allowed to sit in written examination and unqualified candidates in Typing speed and other Skill Test shall not be called for written Examination.
- (6) On the basis of marks obtained in written test and viva-voice, the final selected candidate will be prepared. However, final selection/allotment of post shall be subject to overall suitability to be decided by the Selection committee. And the Selections Committee reserved the right to reject any selected candidate without explaining reasons thereof.

**(6) HOW TO APPLY**

- a) Candidates are to fill up in the common "Application Form" available with this advertisement.
- b) Detail of application fee of Rs 500/- to be paid in the Form of IPO payable to **"The District & Sessions Judge", Khonsa, Tirap District, (A. P.)**
- c) Candidates shall paste 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 their name on the reverse of the stapled photographs. The envelope containing the application form should be superscribed 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, Khonsa, Tirap District, Arunachal Pradesh"**.
- d) The envelope containing the Application Form and Indian Postal Order (IPO) of appropriate value should reach **"The office of the District and Sessions Judge, Khonsa Tirap District, Arunachal Pradesh on or before 20th of May' 2025 (till 4 PM)** The Selection Committee will not be responsible for late receipt/non receipt of application forms.
- e) **Scale of Pay Matrix shown may vary as per Govt. Notification issued from time to time.**

  
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- f) There is no need of submitting photocopy/original 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 competent authority at the time of viva-voce and original, 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 visit regularly Gauhati High Court Website [www.ghcitanagar.govt.in](http://www.ghcitanagar.govt.in) from time to time for latest and updates regarding the written examination and other correspondence.

**(7) TERMS AND CONDITIONS:**

- (a) Candidates will have to appear for written examination, 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 a provisional and subject to 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.
- (8) All other matters which are not specifically provided herein shall be as decided by the Selection Committee.
- (9) Candidates are advised to visit regularly 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

  
(Tageng Padoh)  
District & Sessions Judge, Khonsa  
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Chairman, Selection Committee  
Dated Khonsa, the 4<sup>th</sup> April' 2025

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Copy to:

1. Registrar General, Gauhati High Court, Guwahati.
2. Registrar (Vigilance), Gauhati High Court, Guwahati.
3. Registrar (Judicial), Gauhati High Court, Guwahati.
4. Registrar-cum-Principal Secretary to Hon'ble The Chief Justice, Gauhati High Court, Guwahati for favour of his lordship's kind information.
5. The Commissioner of Law & Judicial, Govt.of AP, Itanagar
6. Registrar, Itanagar Bench. Gauhati High Court for information and necessary action.
7. The Director, IPR, Govt.of Arunachal Pradesh, Naharlagun with a request to publish the above advertisement in the 2(two) local dailies for one issue. The bill in triplicate may be sent to the undersigned for payment.
8. Programmer, Gauhati High Court, Itanagar Permanent Bench, Yupia for information and uploading the advertisement in the Website of "www.ghcitanagar.gov.in."
9. Notice Board.
10. Office Order File

  
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