

MEGHALAYA PUBLIC SERVICE COMMISSION

SHILLONG

Email: mpscshg@gmail.com

Website: www.mpsc.nic.in

No. MPSC/ADVT-39/1/2019-2020/11 ,

Dated Shillong, the 6th June, 2019.

On behalf of the Government under Secretariat Administration Department (Estt) and Directorate of Health Services (MCH & FW) Meghalaya, Shillong, Applications (**Online-mode only**) are invited from genuine citizens of India who are desirous to apply as per the terms and conditions of this Advertisement for recruitment to the under mentioned posts.

Online Application will be received up to **17:00 hrs** on **5th July, 2019** and no application will be entertained after the closing date.

PARA 1: LISTS OF POSTS

*****IMPORTANT:** It is mandatory for the applicant to have acquired the requisite educational qualification prescribed for the post, as on the last date fixed for submission of applications.

The date on which an applicant is deemed to have acquired the requisite educational qualification shall be the **Date on which the result of the last examination** for such qualification /degree is declared by the Universities / Board / Institutions.

***** Candidates are requested to check and to update their Profile before applying.**

Sl. No.	Name of Posts, Pay Scale and Required Qualification	Total No. of Vacancies	Age & Relaxation as on 1.1.2019.
1.	<u>Stenographer Grade III</u> Secretariat Administration Department (Estt). Directorate of Health Services (MCH&FW), Meghalaya, Shillong. Scale of Pay: Level 8 of Revised Pay Structure. Graduate in any discipline from a recognized University. The Commission will conduct a Speed test in English Stenography at 80 wpm.	11 1	18 – 27 Years. Upper Age limit is relaxable by 5(five) years for Scheduled Tribe/Schedule Caste. No age limit for candidates already in regular Government Services provided they entered services within the prescribed age limit.

PARA 3: FEE (Inclusive of Examination Fee) Non-Refundable

Fee @ prescribed in the Table below is required to be paid through On-line mode only using the On-line payment gateway GRAS.

Post Description	Amount of Fee	Remarks
For the post at Sl.1.	320/-	Half the rate for SC/ST who are permanent resident of the State of Meghalaya
For Persons with Physical Disabilities (PWDs). Application Fee is exempted subject to furnishing of Disability Certificate to the Commission. (as per Notification No. PER (AR). 150/88/Pt.I/43 Dated 29th April, 2015.		

PARA 4: SUBMISSION OF APPLICATION

Candidates are to apply and submit their applications through Online mode only by clicking on the “**Online Application**” icon appearing in the MPSC website viz www.mpsc.nic.in. Applications received through any other mode would not be accepted and summarily rejected.

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. Last date for online application is **17:00 hrs on 5th July, 2019.**

Candidates who have already registered with the Commission's website may log in and apply directly against the advertised vacancies/post indicated above.

Payment of Application Fees

Candidates who wish to apply may pay the application fees using any one the following modes of payment only:-

- (a) Debit cum ATM cards/Net banking.
- (b) e-Challan (Cash Payment)

Payments can be made using credit cards, debit/ATM cards or Net Banking

Payment via SBI Net-banking:-For payments to be made using State Bank of India's Net-banking, please select e-payment and select State Bank of India in the Meghalaya Payment Portal page.

Payment via Net Banking/ATM/Debit cards of other SBI or other Banks :- For payment to be made using Debit/ATM cards or Net Banking of other banks, please select SBI e-Pay Payment Gateway and click Proceed for Payment.

e-Challan /Cash payment at any branch of SBI:- Candidates may also opt for Cash payments at any of the branches of SBI. For cash payments, please select Payment across Bank Counter. Fill in the required details, an eChallan will be generated. Take a printout of the eChallan and make the required payment at any branch of SBI. Please note that you need **NOT** submit the eChallan to MPSC.

Kindly note that an additional amount in the form of Banks commission may be applicable depending upon the mode of payment. The amount once deposited shall not be refundable or adjusted against any other purpose.

In case of any problem being faced in the processing of the online application, applicants can contact the Office of the Meghalaya Public Service Commission directly in person or e-mail at mpscshg@gmail.com along with their phone number.

PARA 5: INSTRUCTIONS

- I. Applicants are advised to apply well in advance without waiting for the closing date.
- II. Candidate must appear for Written Test/Interview at his/her own expenses.

Admission at all stages of the recruitment process for which the candidates are admitted by the Commission will be purely provisional and is subject to satisfying the prescribed eligibility conditions. If, on verification at any stage of the recruitment process, it is found that applicants/candidates do not fulfill any of the eligibility conditions, their candidature for the post will automatically be cancelled by the Commission without notice.

PARA 6: RESERVATION OF VACANCIES

As per Reservation Policy issued by the State Government of Meghalaya.

PARA 7: COMMISSION'S DECISION ON ELIGIBILITY OF CANDIDATES

Only preliminary scrutiny of the applications and other aspects will be undertaken before proceeding to the next stage of the recruitment and therefore, the acceptance of candidature will only be provisional. Candidates are advised to carefully go through the eligibility criteria prescribed for the post such as educational qualification, age, physical standards etc. and satisfy themselves that they are eligible for the posts, before applying. **After such scrutiny a "Proposed Rejection/ Ineligibility List" shall be published and hosted in the Commission's website as well as in the Notice Board of the M.P.S.C Office/Cells. A candidate is allowed 15 days time to file representation against such proposed Rejection. Original Certificates will be sought only from those candidates who qualify for the Personal Interview. If the candidate does not furnish the original certificates to substantiate his educational qualification his/her candidature will be cancelled and the Commission's decision in this regard shall be final. Candidates who have also not fulfill the requisite qualification as on the last date of receipt of application will not be eligible to apply for the posts.**

PARA 8: METHOD OF SELECTION

The final selection/ recommendation of suitable candidates against the vacancies notified in this Advertisement shall be made by the Commission through any of the following processes.

1. Typing Speed, English Composition and Stenography Test, in recruitment to post of Typist and Stenographer (All Grades) as the case may be.
- 2.(i) Written Examination (Where syllabus has been provided by concerned Department) \Rightarrow Personal Interview.
 - (ii) Screening Test \Rightarrow Personal Interview
 - (iii) Screening Practical Test \Rightarrow Personal Interview
 - (iv) Preliminary Screening Test \Rightarrow Main Examination \Rightarrow Personal Interview
 - (v) Physical Efficiency Test \Rightarrow Preliminary Screening Test \Rightarrow Main Examination \Rightarrow Personal Interview.
 - (vi) Any other method as may be adopted by the Commission.

******It will be the discretion of the Commission to cancel any processes mentioned above if found that illegal/unfair means have been adopted during the conduct of the recruitment process.**

1(a)- **Written Examination**- This shall be mandatory in respect of recruitments to posts where the Service Rules has specifically prescribed the conduct of such examinations. In such cases, the subjects, syllabus, total marks and pattern of examination shall be as notified by the concerned Government Department under such Rule.

2(b)- **Screening Test**- This shall be applied /conducted by the Commission in respect of all recruitments to those posts where the method of selection/Syllabus has not been prescribed by the Service Rules. The objective of the test is to shortlist the number of eligible candidates in recruitments where the number of candidates is disproportionately large compared to the available vacancies.

3(c)- **Screening Practical Test**- This shall be applied/conducted by the Commission in respect of all recruitments to those posts where the method of Skill Test has not been prescribed by the Service Rules.

4(d)- **Preliminary Test**- The Commission may, at its discretion, decide to hold Preliminary Test in those categories of recruitment where the number of candidates disproportionately large compared to the notified vacancies **or** may hold the Preliminary Test as per requirement in the syllabus provided by the department concerned.

5(e)- **Personal Interview**- On the result of such Screening Test/ Screening Practical Test/ Written Examination, the Commission shall call such number of candidates as it may think appropriate to appear for the Personal Interviews. The principle/policy followed is as per decision made by the Commission on 28th July, 2017 with variation from 1:10 to 1:2.5 depending on the number of posts advertised.

6(f)- **Main Examination**- On the basis of such Preliminary Tests, the number of candidates who shall be called to appear for the Main Examination shall not be more than 10(ten) times the number of vacancies declared.

7(g)- **Physical Efficiency Test (PET)**- Wherever required and prescribed by the Service Rules PET shall be conducted by the Commission assisted by a Medical Board duly constituted for the purpose, in accordance with the norms/standards and such specification as prescribed under such Rules.

*****Only candidates who have produced all the required documents in the original relating to their educational qualification, date of birth, caste, community and other certificates wherever required and prescribed by Rules will be deemed qualified to be called for Personal Interview.**

Multiple Choice OMR based Test-

Screening Tests or Preliminary Screening Tests, where decided to be held, shall be Multiple Choice OMR based Tests. The subjects for the Multiple Choice OMR based Tests shall be as follows:-

1. **General English** – Marks to be specified as per the standard and qualification for the post.
2. **General Awareness & Aptitude Test** – Marks to be specified as per the standard and qualification for the post
3. **Arithmetic/Mathematics** – Marks to be specified as per the standard and qualification for the post for the post.
4. **For Technical post** – relevant subjects will be included - Marks to be specified as per the standard and qualification for the post
5. **Any other subject to be included as per the standard and qualification for the post.**

Essay Type Test –

Written Examination/Main Examination where decided to be held shall be of Essay Typed. The subjects to be notified for such essay typed examination shall be strictly as per the syllabus forwarded by concerned department for the said post.

PARA 9: DEBARMENT

(a) Candidates should make sure of their eligibility for the post applied for and that the declaration made by them in the format of application regarding their eligibility is correct in all respects. Any candidate furnishing incorrect information or making false declaration regarding his/her eligibility at any stage or suppressing any information is liable TO BE DEBARRED FROM APPEARING FOR ANY OF THE EXAMINATIONS CONDUCTED BY THE COMMISSION, and summarily rejection of their candidature for this recruitment.

(b) The Commission is vested with the constitutional duty of conducting recruitment and selection as per rules duly maintaining utmost secrecy and confidentially in this process and any attempt by anyone causing or likely to cause breach of this constitutional duty in such manner or by such action as to violate or likely to violate the fair practices followed and ensured by the Commission will be sufficient cause for rendering such questionable means as ground for debarment.

(c) If any candidate is or has been found impersonating or procuring impersonation by any person or resorting to any other irregular or improper means in connection with his/her candidature for selection or obtaining support of candidature by any means, such a candidate may in addition to rendering himself/herself liable to criminal prosecution, will be liable to be debarred permanently from any exam or selection held by the Meghalaya Public Service Commission.


Secretary,
Meghalaya Public Service Commission,
Shillong.

Memo. No. MPSC/ADVT-39/1/2019-2020/ 11 -A

Dated Shillong, the 6th June, 2019.

Copy forwarded for information and wide circulation in their respective jurisdiction to:

1. Hon'ble Chairman / Hon'ble Members of the Commission.
2. The Deputy Commissioner, East Khasi Hills District / West Khasi Hills District / South West Khasi Hills District / Ri-Bhoi District/East Garo Hills District/West Garo Hills District / South Garo Hills District / North Garo Hills District / South West Garo Hills District / East Jaintia Hills District / West Jaintia Hills District.
3. Director of Accounts & Treasuries Department, Shillong ,Meghalaya, Shillong for information and necessary action.
4. State Information Officer, NIC, Meghalaya, Shillong.
5. The Director of Employment and Craftsmen Training and Apprenticeship Adviser, Shillong for information and necessary action.
6. The Officer on Special Duty, Meghalaya Public Service Commission Cell, Tura,
7. S.D.O. Mairang / Amlarem/ Sohra/ Dadengiri/ Pynursla/ Mawshynrut/ Chockpot/ Raksamgre Civil Sub-Division. Shillong / Jowai / Nongstoin / Williamnagar / Sohra / Nongpoh / Ampati / Mairang.
8. The Chief Executive Member, Khasi Hills District Council/Jaintia Hills District Council/ Garo Hills District Council.
- 9.. The News Editor All India Radio, Shillong/Tura/Jowai.
10. All Block Development Officer.
11. Station Director, Doordarshan Kendra, Shillong/Tura/Jowai.
12. MPSC website.
13. Confidential Branch.
14. Department concerned.
15. Concerned Dealing Assistant.


Secretary,
Meghalaya Public Service Commission,
Shillong