

**MEGHALAYA PUBLIC SERVICE COMMISSION**  
**SHILLONG**

*No. MPSC/ADVT-38/1/2012-2013/59,*

*Dated Shillong, the 5<sup>th</sup> September, 2012*

Applications (Off-line/ On-line) in the Commission's prescribed form AF-I are invited from genuine citizens of India who are desirous to apply in terms and conditions of this Advertisement for recruitment to the post specified in the table below.

Application will be received up to **5:00 P.M. on 12<sup>th</sup> October, 2012** and no application will be entertained after the closing date. For on-line applications through MPSC Website closing date is **23:59 Hrs on 12<sup>th</sup> October, 2012** after which the link will be disabled.

**PARA 1:      NAME OF POST**

| Sl. No. | Name of Post & Pay Scale   | No. of Vacancies | Age Limit as on 1.1.2012 | Relaxation   |
|---------|--|------------------|--------------------------|--|
| 1.      | Lower Division Assistant in the Meghalaya Secretariat.<br><br>Rs. 11300-280-13260-EB-360-16500-500-22000/- | 60               | 18 to 27 years.          | 1.Upper Age limit is relaxable by 5 (five) years for ST/SC. No Age limit for candidates already in regular Government Services.<br>2. For persons with physical disabilities (PWD's) age is relaxable by 10 years (15 years for ST/SC) |

The date of birth to be accepted by the Commission is as entered in the Matriculation/Secondary School Leaving Certificate/or a Certificate recognized by an Indian University as equivalent to Matriculation or an extract from the official Registers duly Certified by the proper authority of the Board of School Education. Proofs other than these, will not be accepted by the Commission.

**PARA 2:      EDUCATIONAL QUALIFICATIONS**

Applicants must possess the essential qualifications as detailed below subject to various specifications in the relevant service rules as on the date of Notification.

| Sl. No. | Name of Post   | Educational Qualifications                                  |
|---------|--|---|
| 1.      | Lower Division Assistant in the Meghalaya Secretariat. | Degree Arts/Science/Commerce from any recognized University |

**PARA 3: APPLICATION FORM**

Application Forms (AF-I) alongwith MPSC Challan (for payment of Fee) are available free of cost at the following locations:

- I. Office Counter of MPSC, Office, Headquarter, Shillong.
- II. MPSC Cell at Tura, Nongstoin, Jowai ,Baghmara & Williamnagar
- III. Form & MPSC Challan can be also downloaded from the MPSC website viz [www.mpsc.nic.in](http://www.mpsc.nic.in)

**PARA 4: FEE (Inclusive of Examination Fee) Non-Refundable**

A Fee of **Rs. 320/- (Half rate for SC/ST/Other Backward Classes)** is required to be paid on submission of the Application Form. This amount may be paid through MPSC Challan. The original copy of the Fee Challan (MPSC copy) should be attached with the Application Form.

**PARA 5: SUBMISSION OF APPLICATION**

As already indicated candidates can submit their application through the following modes:-

**1. Off-line Mode:**

- a) In this option candidates should present their applications completed in all respect at:
  - i. Office Counter of MPSC, Office, Headquarter, Shillong.
  - ii. MPSC Cell at Tura, Nongstoin, Jowai, Baghmara & Williamnagar.

***On any working day between 10:30 A.M. to 5: 00 P.M. till the last date***

b) Applications can also be sent *by registered post* so as to reach the Commission's office at Shillong not later than the last date prescribed for off-line mode. The Commission will not be responsible for postal lost or transit delay.

**2. On-line Mode:**

Applicants may also apply online through the MPSC website viz **www.mpsc.nic.in** Kindly read the instruction on the web page carefully before applying on-line. Last date for on-line applications is **23:59 Hrs on 12<sup>th</sup> October, 2012.**

CANDIDATES WHO WISH TO FILE APPLICATIONS ON LINE MAY FILE THROUGH CYBER CAFES AND COMMUNITY SERVICE CENTRES (CSC). IN DISTRICTS WHERE SUCH FACILITIES ARE NOT AVAILABLE CANDIDATES MAY VISIT THE NEAREST NIC CENTRES WHERE THEY WILL BE ASSISTED BY THE NIC IN FILLING APPLICATIONS ON LINE.

Candidates who have already registered with the Commission's Website may log in and apply directly against the advertised vacancy/post of their choice.

**PARA 6: INSTRUCTIONS**

- I. All application must be complete in all respects and accompanied with proof of payment of fee and enclosed with **ONE WINDOW ENVELOPE of 4 cms x 9 cms affixed with Rs. 5/- postage stamp.**
- II. Candidates are required to clearly indicate both the Division and percentage of marks in the column captioned "**Division/Percentage**" at Sl. No. 20 of AF-I Form.

- III. The following documents are to be attached/ uploaded along with the application form:
- (a) Recent self attested passport size photograph. (b) MPSC copy of Fee Challan.
- IV. Incomplete application will be summarily rejected and no further correspondence will be entertained.
- V. Government Employees may submit their application directly to the Office of the Secretary, Meghalaya Public Service Commission, Shillong in Form AF-I with separate request to their heads/appointing authorities for “**PERMISSION**” when called for Examination/or Interview.
- VI. Candidate must appear for Written Test/Interview at his/her own expenses.

**PARA 7: RESERVATION OF VACANCIES**

As per Government policy. Further, where the vacancies are 09 or less than 09 all posts are reserved in favour of specified communities.

**PARA 8: COMMISSION’S DECISION ON ELIGIBILITY OF CANDIDATES**

Only preliminary scrutiny of the applications and other aspects will be undertaken before the Written Examination/Personal Interview and therefore, the acceptance of candidature will only be provisional. Candidates are advised to go through the requirements of educational qualification, age, physical standards etc. and satisfy themselves that they are eligible for the posts, before applying. Copies of supporting documents will be sought only from those candidates who qualify for the Personal Interview. When detailed scrutiny is finally undertaken, if any claim made in the application is not found substantiated the candidature will be cancelled and the Commission’s decision in this regard shall be final.

**PARA 9: DEBARMENT**

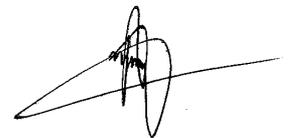
- (a) Candidates should make sure of their eligibility to the post applied for and that the declaration made by them in the format of application regarding their eligibility is correct in all respects. Any candidate furnishing incorrect information or making false declaration regarding his/her eligibility 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 Service Commissions in the country.



Secretary,  
Meghalaya Public Service Commission,  
Shillong

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

1. Hon'ble Chairman/Members of the Commission.
2. The Director of Printing and Stationery Meghalaya for favour of immediate publication in the Meghalaya Gazette with a request to furnish this Office with five printed copies of the Advertisement for records.
3. The Officer on Special Duty, Meghalaya Public Service Commission Cell, Tura, Jowai, Nongstoin, Baghmara & Williamnagar along with 25 copies of the Advertisement for circulation in their respective Districts. It may be ensured that Sl.No.20 of the AF-1 Forms are properly filled in by the candidates before the forms are received at the Cells.
4. The Director of Information and Public Relations, Meghalaya, Shillong for favour of causing immediate publication of the Advertisement in **one issue of Khasi/Garo and English News paper having wide circulation in Meghalaya**. The Managers of the papers concerned may kindly be advised to furnish this Office with certified copies of the cutting of the published Advertisement immediate after publication; 5 (five) spare copies of the Advertisement are enclosed.
5. The Director of Employment and Craftsmen Training and Apprenticeship Adviser, Shillong.
6. The Assistant Director of Employment, Divisional Employment Exchange, Shillong.
7. The Employment Officer, District Employment Exchange, Jowai, Tura, Williamnagar, Nongpoh.
8. The Employment Officer, Coaching-cum- Guidance Centre for ST/SC, Shillong
9. The Assistant Employment Officer, District Employment Exchange, Nongstoin / Baghmara
10. The Assistant Employment Officer, Sub-Divisional Employment Exchange, Sohra/Mairang/Resubelpara/Ampati/Khliehriat.
11. The District Employment Officer, Shillong.
12. The Assistant Employment Officer:  
Shillong/Jowai/Nongstoin/Williamnagar/Sohra/Nongpoh/Ampati/Mairang.
13. The Deputy Commissioner, East Khasi Hills/West Khasi Hills/Jaintia Hills/West Garo Hills/East Garo Hills/South Garo Hills/Ri Bhoi District.
14. S.D.O.Mairang/Ampati//Khliehriat/Amlarem/Mawkyrwat/Resu-Belpara/Sohra/Dadengiri Civil Sub-Division.
15. The Chief Executive Member, Khasi Hills District Council/Jaintia Hills District Council/ Garo Hills District Council.
16. The News Editor All India Radio, Shillong/Tura/Jowai.
17. Junior Employment Officer, Sub Divisional Employment Exchange, Resubelpara, East Garo Hills.
18. All Block Development Officers.
19. Confidential Branch.
20. Station Director, Doordarshan Kendra, Shillong/Tura/Jowai.
21. The Treasury Officer, Shillong/Tura, Jowai, Ampati and Williamnagar Sub Treasury Resubelpara Sub Treasury/Baghmara Sub-Treasury.
22. S.I.O. NIC, NIC Building with a request to get the Advertisement hosted in MPSC website.
23. The Assistant Director Employment, Divisional Employment Exchange, Shillong.
24. The A.G.M. SBI, Laitumkhrah Branch.
25. Concerned Dealing Assistant.
26. Departments concerned.



Secretary  
Meghalaya Public Service Commission,  
Shillong