

**GOVERNMENT OF MEGHALAYA  
OFFICE OF THE DEPUTY COMMISSIONER  
EASTERN WEST KHASI HILLS DISTRICT :MAIRANG**

No.MRG/DSC.13/2024/13,

Dated Mairang the 27<sup>th</sup> February, 2025.

**ADVERTISEMENT**

The District Selection Committee, Eastern West Khasi Hills District, Mairang invites online applications from genuine citizens of India (preference will be given to local candidates residing permanently in Eastern West Khasi Hills District in which the vacancies occur) who are desirous to apply as per the terms and conditions in the Advertisement for filling up the following vacancies. Candidates should read the instructions carefully before making any entry or selecting options. Candidates should furnish correct details while filling up the application online form. Mandatory fields are marked with \* (asterisk) sign. Interested candidates are requested to visit the website <https://westkhasihills.gov.in>. The last date for submission of application is **28<sup>th</sup> March, 2025**.

**N.B: the category break up has been prepared in details as per the Reservation Roster vide**

**O.MNo.PER(AR)/25/2022/Pt/24 Dated Shillong , the 23<sup>rd</sup> July, 2024 .**

Sl. No.	Name of Post	Number of vacancy (s)	Category break up of vacant post		Pay Level	Educational Qualification(s)/ Requirement
			UR	KJ & G		
1.	Lower Division Assistant	15	6	9	Level - 5	SSLC Passed and Computer Knowledge with typing speed not less than 30 words per minute (to be ascertained through technical test).
2.	Sectional Assistant	2	1	1	Level - 4	SSLC Passed
3.	Mechanic	1	1	-	Level - 4	SSLC Passed preferably with diploma in Mechanical Engineering or its equivalent.
4.	Mechanic Gr.I	1	1	-	Level - 5	SSLC Passed. With ITI Certificate in Motor mechanic or 5 years service as mechanic Gr.II
5.	Mechanic Gr.II	2	2	-	Level - 4	SSLC Passed. Diploma in Mech. Engineering or ITI Certificate in Motor mechanic/ Automobile repair and Agri. mechanic light power tiller, tractor bulldozer etc
6.	Driver	5	2	3	Level - 3	VIII Passed. Must possess a valid Driving License for light or medium/heavy motor vehicle. Experience in driving shall be preferred. Must have fair knowledge of repairing defects.
7.	Operator	1	1	-	Level - 1	HSSLC Passed. Must hold of valid cinema operator license and should be able to operate/repair cinema equipment, PA equipment and fixed loud speaker system independently
8.	Grade-IV	17	4	13	Level - 1	VI Passed



**\*\*\*IMPORTANT:**

- A. It is mandatory for the applicants to have acquired the requisite educational qualification(s) prescribed for the post, as on the last date fixed for submission of applications.
- B. 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/Boards/Institutions.
- C. As per Office Memorandum No.PER(AR).71/2022/11 Dt.18<sup>th</sup> July, 2024, in order to expedite the conduct of the examination process, all applicants will be allowed to appear in the examination and that scrutinization of relevant documents shall be taken up after the candidates have cleared the screening test/written examinations.
- D. In compliance to Office Memorandum No.PER(AR).25/2022/24 Dt.24<sup>th</sup> July, 2023, it is mandatory for all candidates applying for all categories of posts to clear a qualifying paper on Knowledge of Local Language (Khasi).

**NOTE:**

1. **Age Limit:** 18-32 years as on 01.01.2025. Upper age limit is relaxable by 5 (five) years over the upper age limit of 32 years in case of SC/ST candidates. The date of birth to be accepted 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 appropriate authority of the Board of School Education. Proof other than these will not be accepted. No upper age limit for candidates who are already in regular Government service provided they produce the No Objection certificate (NOC) through proper channel from the concerned authority, when called for personal interview.
2. **Reservation of vacancy(s):** The reservation of vacancies is as per the existing rules of the Government of Meghalaya including for Person with Disabilities.
3. **Payment:**
  - Applicant may pay the Fee of Rs.100.00 (Rs.50.00 for SC/ST) using any one of the following modes of payment :-
    1. Internet Banking (SBI/Other Bank(s))
    2. Payment via Debitum ATM Card/ Net Banking
  - The candidate has to pay an additional Bank Charges, which is fixed for each Mode of Payment. Candidates are advised to keep the Receipt of the payment made, for future reference.
  - For person with Physical Disabilities (PWDs) Application fee is exempted subject to furnishing of Disability Certificate to the DSC.
  - The Fee/amount once deposited shall not be refunded or adjusted against any other purpose. Candidates are advised to go through the instruction carefully before making online payment.
  - The DSC will not be responsible for any errors that may arise due to the negligence of the candidates.
4. Government Employees are to produce NOC from the appointing authority when called for Personal Interview failing which candidature will be rejected.

**INSTRUCTION TO CANDIDATES FOR ONLINE APPLICATIONS:**

1. Candidates are required to register themselves with District Selection Committee (DSC) through the website <https://megrecruitment.nic.in/rpa/instructions.htm> using valid email ID. The email ID will also be used for further correspondence by the office (DSC), if required. Please see the instructions given in the website for applying & payment.
2. A unique application code will be generated for each of the post applied. The application code will be used for all future correspondence.
3. The candidate has to upload recent coloured passport size photograph in JPG format with white background, along with the signature below as illustrated in the sample photo. The digital size of each file must be less than 50 KB.



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4. Request for change/correction in any particulars in the Application Form shall not be entertained after submission of application under any circumstances. The D.S.C, Eastern West Khasi Hills District will not be responsible for any consequences arising out of furnishing of incorrect and incomplete details in the application or omission to provide the required details in the application form.
5. No Applications will be received after the due date. In-complete applications are likely to be rejected.
6. Candidates found using unfair/illegal means during the conduct of the recruitment process will be debarred from appearing in examinations conducted by DSC.If any candidates 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 examination or selection conducted by DSC.
7. Candidate must appear for the Examination test/interview at his/her own expenses.
8. Selected candidate must be willing to serve in any part of Eastern West Khasi Hills District.
9. Canvassing directly or indirectly will disqualify a candidate.
10. Candidates are advised to keep track of their application and on any notice relating to the examination from the website <https://westkhasihills.gov.in/> DC's office Notice Board regarding dates of Examination test, issuance of e-admit card etc.
11. Candidates are advised to refer to the Website & Notice Board for updates.
12. Henceforth, individual Call Letter(s)/Admit card will not be issued. Candidates are to download the Call Letter/ Admit card by themselves. In case of any problem faced by the candidates, they may contact the office of the Deputy Commissioner, Eastern West Khasi Hills District, DSC Branch for further course of action, candidates are to follow instruction No 10 above.
13. Candidates may also apply through cyber café and common service centre (CSCs) or visit DSC Branch in the office of the Deputy Commissioner, Eastern West Khasi Hills District for guidance in filling the online application and payment.

**MOBILE PHONE(S) AND OTHER ELECTRONIC GADGET(S) ARE STRICTLY PROHIBITED INSIDE EXAMINATION CENTRE(S).**



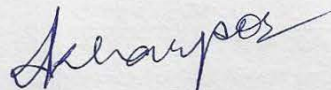
Deputy Commissioner Cum-Chairman  
District Selection Committee,  
Eastern West Khasi Hills District,  
Mairang.

**Dated Mairang, the 27<sup>th</sup> February, 2025.**

**Memo No.MRG/DSC.13/2024/13-A**

Copy to:

1. The Block Development Officer, Mairang/Mawthadraishan C&RD Block for information and to display in the Notice Board.
2. The District Informatics Officer, NIC, West Khasi Hills District, Nongstoin with a request to upload this Advertisement in the District Portal.
3. The Sub-Divisional Public Relation Officer, Eastern West Khasi Hills District Mairang for information with a request to publish the Advertisement in one English and Khasi local Newspaper(s).
4. Office Notice Board/ Facebook Page.



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