

**GOVERNMENT OF MEGHALAYA
GENERAL ADMINISTRATION (A) DEPARTMENT**

No.GAA.19/2023/214

Dated Shillong, the 17th January, 2025

ADVERTISEMENT

Applications are invited through **Online Mode only** from the citizens of India as per the terms and conditions of this Advertisement for recruitment in respect of the following vacant posts as per the State Reservation Policy in the Office of the Resident Commissioner, Meghalaya House, New Delhi.

Sl. No.	Name of Post	No. of vacancies	No. of Posts as per Category-wise				
			UR	KJ	G	OST/SC	TOTAL
1.	LDA-cum-Receptionist	9 (nine)	1	4	3	1	9
2.	Driver	5 (five)	1	2	2	-	5
3.	Room Bearer	5(five)	1	2	1	1	5
4.	Peon	1(one)	-	1	-	-	1
5.	Sweeper	5(five)	1	2	2	-	5
6.	Cleaner	3(three)	-	1	2	-	3

Abbreviation: UR=Unreserved, KJ = Khasi & Jaintia, G= Garo, OST/SC = Other Scheduled Tribe/Scheduled Caste

CONDITIONS OF ELIGIBILITY

QUALIFICATION:

1. **LDA-cum-Receptionist:** 10+2 Standard in any stream from any recognized Board/Universities.
2. **Driver:** Candidate must have passed class –VIII standard, Possession of valid Driving License & Knowledge of Motor Mechanism.
3. **Room Bearer:** Class VIII passed
4. **Peon:** Class VIII passed
5. **Sweeper:** Class VIII passed
6. **Cleaner:** Class VIII passed.

O/C

AGE & AGE RELAXATION:

For post at Sl. No 1 to 6: Age will be calculated with reference to **01.01.2025** and should have attained the age of **18 years to 32 years**. Upper age limit is relaxable by 5 years for SC/ST.

No age bar in respect of regular Government Employees who entered Government service within the prescribed age limit.

- The Date of Birth to be accepted by the Department 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. Documents other than these will not be accepted by the Department.
- No other document relating to age like horoscopes, affidavits, birth extracts from Municipal Corporations, Registrar Economics and Statistics and Service Records shall be accepted.

FEE (Inclusive of Examination Fee) Non-Refundable

Fee as prescribed in the table below is required to be paid through (i) e-Challan (ii) On-line mode using the On-line payment gateway GRAS.

Post Description	Amount of Fee	Remarks
For post at Sl. No 1	Rs 320/-	Half the rate for SC/ST who are permanent residents of the State of Meghalaya
For post at Sl. No. 2 to Sl. 6	Rs 100/-	

SUBMISSION OF APPLICATION

Candidates are to apply and submit their applications through online mode only by clicking on the website <https://megrecruitment.nic.in>

Applications received through any other mode will not be accepted by the Department.

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 posts. Kindly read instructions on the webpage before applying. Last date for online application is **18th February, 2025**.

PAYMENT OF APPLICATION FEES

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

- a) e-Challan (Cash Payment)
- b) Debit cum ATM Cards/Credit Cards/Net Banking/UPI

INSTRUCTIONS

- 1) Applicants are advised to apply well in advance without waiting for the closing date.
- 2) Applicants are advised to apply the post as per the eligible category of vacant post so as to avoid rejection of application.
- 3) Admission to all stages of the recruitment process for which the candidates are admitted by the Department will be purely Provisional subject to satisfying the prescribed eligibility conditions.
- 4) Applicants are advised to ensure their eligibility with regards to the educational qualification, age and other criteria as required in the post. If the applicant is found not fulfilling any of the eligibility conditions, at any stage of the recruitment process and including the last stage of process of recruitment i.e., "Recommendation", the candidature for the post shall be automatically cancelled by the Department without notice.
- 5) Applicants are required to indicate in the online application form that he/she belongs to ST/SC/OST/OSC or General category but subsequently writes to the Department to change his/her category, such request shall not be entertained.
- 6) Candidates must appear for the Screening Test/Personal Interview at his/her own expenses.



Under Secretary to the Govt. of Meghalaya
w/s General Administration (A) Department.

Memo No.GAA.19/2023/214-A

Dated Shillong, the 17th January, 2025

Copy to:

1. The Additional Resident Commissioner, Meghalaya House 9-Dr. A.P.J. Abdul Kalam Road, New Delhi -110011 with reference to letter No. RCP.7/Pt/13/VOL/162, dt. 25.11.2024.
2. The Deputy Secretary to the Govt. of Meghalaya, Personnel A.R & (B) Department with reference to ID No.34/2025, dt. 16.1.2025 and ID No.25/2025, dt.10.1.2025
3. Senior Informatics Officer, NIC, Shillong for information and necessary action.
4. Shri G. Sohliya, Scientist D, NIC Meghalaya State Centre for information.

By orders etc.,



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w/s General Administration (A) Department