

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

Email: [mpscshg@gmail.com](mailto:mpscshg@gmail.com)

Website: [www.mpsc.nic.in](http://www.mpsc.nic.in)

No. MPSC/ADVT-39/1/2018-2019/77

Dated Shillong, 17<sup>th</sup> September, 2018

On behalf of the Hon'ble High Court of Meghalaya, 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 post specified in the table below.

Online Application will be received up to 16:59 hrs on 22<sup>nd</sup> October, 2018 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.

Sl. No.	Name of Posts, Pay Scale and Required Qualification	No. of Vacancies	Age & Relaxation as on 1.1.2018.
1.	<p>Junior Administrative Assistant (JAA) in the High Court of Meghalaya, Shillong.</p> <p>13,100-330-15,410-EB-420-19,190-580-25,570/- p.m</p> <p>Bachelor Degree from a recognized University with Computer Knowledge.</p> <p>* Syllabus for the written examination has been uploaded in the MPSC website <a href="http://mpsc.nic.in">mpsc.nic.in</a>.</p>	4	<p>A Candidate should not be less than 18 years of age and not more than 27 years of age in case of General category candidates and 32 years of age in case of SC/ST candidates.</p> <p>Relaxation of 5 years in upper age limit shall be admissible to the candidates belonging to the Ex-Servicemen.</p>

**For Persons with Physical Disabilities (PWDs), age is relaxable by 10 years (15 years for SC/ST) applicable to posts where reservation is admissible to PWD's as per Government notification No. PER(AR).150/88/Pt/282, Dtd. 25<sup>th</sup> January, 2012.**

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. Proof other than these, will not be accepted by the Commission.

**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. No.1.	320/-	Half the rate for SC/ST who are permanent resident of the State of Meghalaya
<b>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 29<sup>th</sup> April, 2015.</b>		

#### **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](http://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 **16:59 hrs on 22<sup>nd</sup> October, 2018**.

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) SBI Debit cum ATM cards/Net banking of only SBI Accounts.
- (b) e-Challan

**Kindly note that payments using Credit cards of any banks and also Debit cards other than SBI accounts will not be accepted by the bank.**

#### **Payment via Debit cum ATM card/Net-banking:-**

Debit cum ATM cards/ Net-banking of only State Bank of India’s account holders are accepted for payment of fees through this mode. Please select **e-Payment (Internet Banking including SBI Debit Card)** and to select State Bank of India in the Meghalaya Payment Portal page and proceed for payment.

#### **Cash Payment at any branch of SBI:-**

Candidates who do not have an account with SBI may 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.

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](mailto: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. Meghalaya State Government Employees will also have to apply through Online mode only. Only such applicants who are still under the prescribe age limit of 32 years must upload a **NO OBJECTION CERTIFICATE duly signed by the Controlling Officer** indicating also the “**Application Code**” generated by the MPSC portal and also the “**Name of Post**” applied for, in a single file either in .pdf/ .jpg or .png file extension and the file size should not exceed 1 MB and should be legible when a printout is taken. The NOC maybe uploaded by clicking on the **Upload NOC link**. The NOC must be strictly uploaded on or before the last date of receipt of applications after which the link will automatically be disabled.
- III. 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 each 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 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 the conduct of a Written Examination followed by personal interview. The Written Examination will be as per the syllabus prescribed by the Hon'ble High which is uploaded on the MPSC website [mpsc.nic.in](http://mpsc.nic.in). The Written paper will be of Objective type of 200 marks and of 2 hours duration. There will be 100 multiple choice questions of 2 marks each with a negative marking of 0.5 marks for each wrong answer. The qualifying marks for the written paper will be fixed at 50% of the total marks i.e 100 marks.

\*\*\*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.

**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-39/1/2018-2019/77-A

Dated Shillong, 17<sup>th</sup> September, 2018

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

1. Hon'ble Chairman / Hon'ble Members of the Commission.
2. The Registrar, Hon'ble High Court of Meghalaya, Shillong.
3. The Officer on Special Duty, Meghalaya Public Service Commission Cell, Tura, Jowai, Nongstoin, Baghmara, Williamnagar & Nongpoh along with 20 copies of the Advertisement for circulation in their respective Districts.
4. The Director of Employment and Craftsmen Training and Apprenticeship Adviser, Shillong.
5. 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.
6. S.D.O. Mairang / Amlarem/ Sohra/ Dadengiri/ Pynursla/ Mawshynrut/ Chockpot/ Raksamgre Civil Sub-Division.
7. The Assistant Director of Employment, Divisional Employment Exchange, Shillong.
8. The Employment Officer, District Employment Exchange, Jowai, Tura, Williamnagar, Nongpoh & Mawkyrwat.
9. The Employment Officer, Coaching-cum- Guidance Centre for ST/SC, Shillong
10. The Assistant Employment Officer, District Employment Exchange, Nongstoin / Baghmara
11. The Assistant Employment Officer, Sub-Divisional Employment Exchange, Sohra / Mairang / Pynursla/ Mawshynrut/ Chockpot/ Raksamgre.
12. The District Employment Officer, Shillong
13. The Assistant Employment Officer:  
\* Shillong / Jowai / Nongstoin / Williamnagar / Sohra / Nongpoh / Ampati / Mairang.
14. The Chief Executive Member, Khasi Hills District Council/Jaintia Hills District Council/ Garo Hills District Council.
15. The News Editor All India Radio, Shillong/Tura/Jowai.
16. Junior Employment Officer, Sub Divisional Employment Exchange, Resubelpara, East Garo Hills.
17. All Block Development Officers.
18. Confidential Branch.
19. Station Director, Doordarshan Kendra, Shillong/Tura/Jowai.
20. The Treasury Officer, Shillong, Tura, Jowai, Ampati and Williamnagar Sub Treasury Resubelpara Sub Treasury, Baghmara Sub-Treasury.
21. MPSC website.
22. Concerned Dealing Assistant.
23. Departments concerned.



Secretary,

Meghalaya Public Service Commission,  
Shillong