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

No.GAA.100/2003/256

Dated Shillong, the 16th September, 2024

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 Officer on Special Duty, Meghalaya House, Vellore.

Sl. No.	Name of Post	No. of vacancies	No. of Posts as per Category-wise		
			KJ	G	TOTAL
1.	LDA-cum-Receptionist	1 (one)	1	-	1
2.	Room Bearer-cum-Messenger	2 (two)	1	1	2

Abbreviation: KJ = Khasi & Jaintia, G = Garo

CONDITIONS OF ELIGIBILITY

QUALIFICATION:

- LDA-cum-Receptionist:** 10+2 Standard in any stream from any recognized Board/Universities.
- Room Bearer-cum-Messenger:** Class VIII passed.

AGE & AGE RELAXATION:

For post at Sl. No 1 & 2: Age will be calculated with reference to **01.01.2024** 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	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

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) 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.
- 3) Applicants are advice 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.

- 4) 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.
- 5) Candidates must appear for the Screening Test/Personal Interview at his/her own expenses.

Sd/-

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

Memo No.GAA.100/2003/256-A

Dated Shillong, the 16th September, 2024

Copy to:

1. The Director, Directorate of Information and Public Relations, Meghalaya Shillong with a request to kindly publish the above contents in the Local Newspapers, i.e., The Shillong Times, U Mawphor and Salantini Janera at the earliest possible.
2. The Officer on Special Duty, Government of Meghalaya, Meghalaya House, Sathuvachari (Phase-IV), Rangapuram, Vellore-632009, with a request to make payment for the publication of the above advertisement.
3. The Deputy Secretary to the Govt. of Meghalaya, Personnel A.R & (B) Department with reference to ID No.286-2024, dt. 11.09.2024 quoted above.
4. The Senior Informatics Officer, NIC, Shillong for information and necessary action.
5. Shri G. Sohliya, Scientist D, NIC Meghalaya State Centre for information.

By orders etc.,



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

o/c.