



**ADVERTISEMENT**

The District Selection Committee, West Jaintia Hills District, Jowai invites online applications from genuine citizens of India (preference will be given to local candidates residing permanently in West Jaintia Hills District, Meghalaya in which the vacancies occur) who are desirous to apply as per terms and conditions in the advertisement for filling up the vacancies. Candidates should read the instructions carefully before making any entry or selecting options. Candidates should furnish the correct details while filling up the online form. Mandatory fields are marked with \*(asterisk) sign. Interest candidates are requested to visit the website [www.westjaintiahills.gov.in/dsc.htm](http://www.westjaintiahills.gov.in/dsc.htm) and <https://megrecruitment.nic.in> Candidates can apply the vacant posts w.e.f 25<sup>th</sup> January, 2025 to 25<sup>th</sup> February, 2025, after which the link will be disabled.

**NB: The category break up has been prepared in details as per the Reservation Roster vide O.M No.PER(AR)25/2022/Pt/24, Dated Shillong, the 23<sup>rd</sup> July, 2024.**

Sl No.	Name of the Post	Pay Level	Categories Break up of the vacant post			
			UR	KJ/G	OSTs/SCs	Total
01.	Lower Division Assistant-cum-Typist	Pay Level – 5 (As per Revised Pay Structure)	6	27 (Including 2 Sports person)	1	34

**Educational Qualifications:** Matriculation/SSLC passed with certificate in Computer applications, with a minimum speed of 30 wpm (to be ascertained in the technical speed test).

Sl No.	Name of the Post	Pay Level	Categories Break up of the vacant post			
			UR	KJ/G	OSTs/SCs	Total
2	Male Supervisor.	Pay Level – 5 (As per Revised Pay Structure)	0	1	0	1

**Educational Qualifications:** Graduate.

Sl No.	Name of the Post	Pay Level	Categories Break up of the vacant post			
			UR	KJ/G	OSTs/SCs	Total
3	Gram Sevak (Both Male & Female)	Pay Level – 5 (As per Revised Pay Structure)	0	3	0	3
	Gram Sevika (Only Female)		0	2	0	2

**Educational Qualifications:** Matriculation/SSLC passed with Computer knowledge.

Sl No.	Name of the Post	Pay Level	Categories Break up of the vacant post			
			UR	KJ/G	OSTs/SCs	Total
4	Copyist.	Pay Level – 2 (As per Revised Pay Structure)	0	1	0	1

**Educational Qualifications:** Matriculation/SSLC passed.

## **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.

Age limit for posts under Excise Registration Taxation & Stamps, Forests & Environment, Home(Police) and Civil Defence & Home Guards will be as prescribed in the Office Memorandum No.PER.38/2021/91, Dated Shillong, the 1<sup>st</sup> May, 2024.

- PWDs candidates upper age limit will be as per Office Memorandum No.PER(AR)150/88/560, Dated Shillong, the 18<sup>th</sup> January, 2023.
- 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 proper 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 produced the No Objection Certificate(NOC) through proper channel from concerned authority, when called for Personal Interview.

## **RESERVATION OF VACANCIES:**

- The reservation of vacancies is as per the existing Reservation vacancies in Services/Posts under the State Government of Meghalaya.
- The District Selection Committee is at liberty to increase or decrease the vacancies based on requirement.

## **PAYMENTS:**

- Applicant may pay the fee of ₹.100.00(₹.50.00 for ST/SC) using one of the following modes of payment.

1. Debit cum ATM Card/Net Banking of all major banks.
2. E-Challan.
3. UPI.

- Payment via Net-banking/Debit cum ATM card.

- Cash Payment at any branch of SBI:-

Candidates may also 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 e-Challan will be generated. Take a printout of the e-Challan and make the required payment at any branch of SBI.

**Kindly note that an additional amount in the form of Bank's Commission may be applicable depending upon the mode of payment.**

- The amount once deposited shall not be refunded 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 District Selection Committee, West Jaintia Hills District directly in person.
- Candidates are advised to keep the Receipt of the payment made, for future reference.
- For Persons with Benchmark Disabilities(PWDs) applications fee is exempted. PWDs candidates are required to furnish their Disability Certificate, as and when required.



## INSTRUCTION TO CANDIDATES FOR ONLINE APPLICATIONS

1. Candidates are required to register themselves with District Selection Committee, West Jaintia Hills District, Jowai through the website [www.westjaintiahills.gov.in/dsc.htm](http://www.westjaintiahills.gov.in/dsc.htm) and <https://megrecruitment.nic.in> using a valid email ID. The email ID will also be used for all future correspondences by the Office, if required. Please see the instructions given in the website for application and payments.

Those candidates who are already registered earlier, may login directly into the website, and apply for the post(s).

2. **A Unique application code will be generated for each of the post applied.** The application code shall be used for all future correspondences with the Office, and more importantly it is to be provided at the time of Online Payment using State Bank Collect.

3. The District Selection Committee, West Jaintia Hills District, Jowai will not accept any application submitted by hard copy. Incomplete application will be summarily rejected and no further correspondences will be entertained.

4. The Candidate has to upload recent coloured passport size photograph in JPG format, along with the signature below. The digital size of file must be less than 50 Kb.



Sample

5. Request for change/correction in any particulars in the Application Form shall not be entertained under any circumstances. The DSC, West Jaintia 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.

6. 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 examination or selection.

7. Candidate must appear for the written test/interview at his/her own expense.

8. Selected candidates must be willing to serve in any interior place of West Jaintia Hills.

9. Canvassing directly or indirectly will disqualify a candidate immediately and will bar him/her from all future examinations to be conducted in the District Selection Committee, West Jaintia Hills District.

10. Candidates are advised to keep track of their application and any notice related to the examination from the website [www.westjaintiahills.gov.in/dsc.htm](http://www.westjaintiahills.gov.in/dsc.htm) /DC's Office Notice Board/Block Offices Notice Board/SDO Civil Sub Division Amlarem regarding Rejection List, dates of Written Test, Issuance of e-Admit Card etc.

11. As per Office Memorandum No.PER(AR)71/2024/11, dated Shillong, the 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.

12. Applicants are advised to apply well in advance without waiting for the Closing date..

CANDIDATE MAY ALSO APPLY THROUGH CYBER CAFES AND COMMON SERVICE CENTERS (CSC). CANDIDATE MAY VISIT THE DISTRICT SELECTION COMMITTEE BRANCH, OFFICE OF THE DEPUTY COMMISSIONER, WEST JAINTIA HILLS DISTRICT, JOWAI FOR ANY GUIDANCE IN FILLING THE ONLINE APPLICATION FORM, OR IN CASE OF ANY DIFFICULTY BEING FACED FOR FEE PAYMENT ETC, IF REQUIRED.


Deputy Commissioner & Chairman,  
District Selection Committee,  
West Jaintia Hills District, Jowai.  
Dated Jowai, the 24<sup>th</sup> January, 2025.

Memo No.DSC.3/ADVT/2012/254-A,

Copy to:-

1. The Deputy Commissioner, West Jaintia Hills District, Jowai.
2. The Under Secretary to the Govt. of Meghalaya, Personnel & AR(B)Deptt, Shillong.
3. The \_\_\_\_\_

4. The Sub-Divisional Officer(Civil), Amlarem with a request to display the above advertisement in your Office Notice Board.
5. The Block Development Officer, Amlarem/Laskein/Thadlaskein C & RD Block with a request to display the above advertisement in your Office Notice Board.
6. The District Informatics Officer, NIC, West Jaintia Hills District for uploading in the District Website.
7. Office Notice Board.

  
Deputy Commissioner & Chairman,  
District Selection Committee,  
West Jaintia Hills District, Jowai.