

GOVERNMENT OF MEGHALAYA  
OFFICE OF THE DEPUTY COMMISSIONER:: WEST KHASI HILLS DISTRICT  
NONGSTOIN.

ADVERTISEMENT.

Online applications are invited from genuine citizens of India at <http://westkhasihills.gov.in/dsc> who are desirous to apply as per terms and conditions of this Advertisement. Candidates should read the instructions carefully before making any entry or selecting options. Candidates should supply the correct details while filling up the online form. Mandatory fields are marked with \* (asterisk) sign.

Sl.No.	Posts	Qualification	Scale of Pay
1	Lab Assistant-1(one) post	HSSLC passed in Science with 45% marks	9200-230-10810-EB-300-13510-410-18020/-
2	Personal Assistant to Principal-1(one) post	Graduate with Computer knowledge and Diploma/ certificate in Stenography is essential	9200-230-10810-EB-300-13510-410-18020/-
3	Clerk-5(five)posts	Graduate with certificate/knowledge in Computer application	9200-230-10810-EB-300-13510-410-18020/-
4	Data Entry Operator- 2 (two) posts	Graduate with Diploma in Computer Application/Computer Science	10600-270-12490-EB-340-15550-470-20720/- ( For graduate with 1 ½ year Diploma in Computer application/Computer Science.  OR 9900-250-11650-EB-320-14530-470-20720/- ( For Graduate with NO Diploma in Computer application/Computer Science.
5	Sectional Assistant- 2 (two) posts	SSLC passed	8300-210-9770-EB-270-12200-370-16270/-
6	Driver- 5 (five) posts	Class VIII passed with a valid driving licence	7700-190-9030-EB-250-11280-340-15020/-
7	Power Pump Operator- 1(one) post	Class VI passed	7700-190-9030-EB-250-11280-340-15020/-
8	Lady Supervisor- 5 (five) posts.	Graduate, preferably a graduate in Social Work, Home Science or related fields. Experience; (i) Candidate should have aptitude to work in rural, tribal or Urban slum areas and should possess	11300-280-13260-EB-360-16500-500-22000/-

		capabilities and skill to supervise the work of the grass-root level field staff. (ii) Should know to speak or write Khasi, Jaintia or Garo language (iii) Should have knowledge of computer application	
9	Revenue Enforcement Checker -1 (one) post	SSLC/ Computer knowledge	8300-210-9770-EB-270-12200-370-16270/-
10	Divisional Mechanic – 1(one)post	SSLC and hold a certificate passed in Mechanic and 5 years experience as Mechanic in any recognized work-shop	9200-230-10810-EB-300-13510-410-18020/-
11	Gramsevika- 1(one) post (Female only)	SSLC passed and must possess typing skills and good knowledge of computer, to be ascertained through technical test.	9200-230-10810-EB-300-13510-410-18020/-
12	Forester-I – 1(one) post	HSSLC in Science	8300-210-9770-EB-270-12200-370-16270/-

The minimum physical standard for candidate applying for the post of Forester- I as follows

	Height (Cm)	Chest	
		Normal (Cm)	Expansion (Cm)
Male	163	79	5
Female	150	74	5

The following minimum height standards may be allowed in case of candidate belonging to Scheduled Tribe

Male	152 Cm
Female	145 Cm

The candidate should undergo successful physical test consisting of a walk over 25 Km for Male and 16 Km for Female to be covered in 4 hours and Medical Examination.

Candidates can apply for the said post w.e.f. 22.09.2017 to 20.10.2017

Last date for Payment: 23.10.2017, after which, the link will be disabled.

Age Limit: 18 – 27 years as on 01.01.2017. Upper age limit is relaxable by 5 (five) 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 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.

Reservation of vacancies: The reservation of vacancies is as per the existing rules of the Government of Meghalaya including for Person with Disabilities.

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

1. Internet Banking
  - SBI/Other Banks
2. Card Payment
  - SBI ATM cum Debit Card
  - Other bank ATM cum Debit Card
  - Credit Card
3. Other Payment Mode
  - Cash at any SBI Branch

The candidate has to pay an additional Bank Charge, which is fixed for each Mode of payment. Candidates are advised to keep a copy of the Receipt after payment & produce at a later stage if required.

Fees are non-refundable. Candidates are advised to go through the instructions carefully before making online payments. The DSC will not be responsible for any errors that may arise due to the negligence of the candidates.

The DSC reserves the right to increase or decrease the vacancies based on requirement.

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 <http://westkhasihills.gov>. in 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 & payments.
2. A unique application code will be generated for each of the post applied. This application code shall be used for all future correspondence with the office, and more importantly is to be provided at the time of Online Payment using SBI collect.
3. District Selection Committee (DSC) will not accept any application submitted by hard copy, incomplete application will be summarily rejected and no further correspondence will be entertained.
4. District Selection Committee (DSC) has introduced online payments using the SBI Collect, where a candidate can pay the fees either through:  
Internet Banking/Card Payment/Other Payment Modes (Cash at any SBI Branch)

5. The candidate has to upload recent coloured passport size photograph in JPG format, along with the signature below. The digital size of each file must be less than 50kb.



*[Handwritten signature]*

6. Request for change /correction in any particulars in the Application Form shall not be entertained under any circumstances. The DSC, 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.
7. 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.
8. Candidate must appear for the written test/interview at his/her own expenses.
9. Selected candidate must be willing to serve in any interior place of West Khasi Hills.
10. Canvassing directly or indirectly will be disqualify a candidate.
11. Candidates are advised to keep track of their application and any notice relating to the examination from the website <http://westkhasihills.gov.in./D.C's office Notice Board/ SDO Civil Sub Division Mairang regarding Rejection list, dates of Written test, issuance of e-Admit Card etc.>
12. Candidates are advised to refer to the website & Notice Boards for updates.
13. Henceforth, individuals Call Letters/Admit card will not be issued. Candidates are to download the Call letter/ Admit card by themselves. For any reason, the candidate faces any problem; they may contact the office of the Deputy Commissioner, West Khasi Hills District, Room No. 211 for further course of action, candidates to follow instruction 12 above.


## **PAYMENT**

After applying for the post(s) advertised through the website, candidates are required to pay the Application fee through SBI Collect available at the State Bank of India's portal at <http://www.onlinesbi.com>. While making payment through the SBI's portal, candidates are to ensure that correct information is provided against the post(s), which they applied failing, which their application(s) will stand rejected.

The DSC will not be responsible for any application being rejected for failure to deposit requisite fees, within the due date, since the link will be disable automatically.

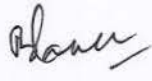
Candidates may also apply through cyber cafes and common service centre (CSCs) or visit No.211 in the office of the Deputy Commissioner, West Khasi Hills District for any guidance in filling the application online, or in case of any difficulty being faced for fee payment etc, if required.

MOBILE PHONES AND OTHER ELECTRONIC GADGETS ARE STRICTLY PROHIBITED IN EXAMINATION CENTRE.

  
Member Secretary  
District Selection Committee,  
West Khasi Hills District,  
Nongstoin.

Memo.No. ND/DSC.761/2017/Pt.IV/2,

Dated Nongstoin, the 20<sup>th</sup> September, 2017.

  
Member Secretary  
District Selection Committee,  
West Khasi Hills District,  
Nongstoin.