

## EMPLOYMENT NOTICE

Applications in the prescribed format are invited from the eligible candidates for direct recruitment to the following posts in Shillong Cantonment Board Office.

### DESCRIPTION OF POSTS

Sl.No.	Name & No. of Post	Qualification : Essential/Desirable	Category	Age limit	Payscale
1.	Lower Division Assistant - 01 post	Essential qualification: HSLC/SSSLC or equivalent. Desirable: Knowledge of computer and typing in English	UR	21 to 30 years (As per Cantonment Board Employee Service Rules 2021)	Level-5 (in the Pay Matrix of Revised Pay Structure) plus allowances as admissible.
2.	Driver-01 Post	Essential qualification : Class-VIII pass with valid HMV driving licence	ST	21 to 30 years. (As per Cantonment Board Employee Service Rules 2021) Relaxable by 05 years for <b>ST category</b> as per Govt Rules.	Level-3 (in the Pay Matrix of Revised Pay Structure) plus allowances as admissible.
3	Safaiwala – 06 Posts	Desirable: Primary School passed	03 – ST 03 - UR	21 to 30 years. (As per Cantonment Board Employee Service Rules 2021). Relaxable by 05 years for <b>ST category</b> as per Govt Rules	Level-1 (in the Pay Matrix of Revised Pay Structure) plus allowances as admissible
4	Chowkidar – 01 Post	Desirable: Below Matriculation/ HSLC etc	UR- 01	21 to 30 years. (As per Cantonment Board Employee Service Rules 2021).	Level-1 (in the Pay Matrix of Revised Pay Structure) plus allowances as admissible

### INSTRUCTIONS:

1. For all the posts, where age limit is prescribed, cutoff date for determining age is 15.1.2023. Age relaxation for reserved category will be considered as per Govt. norms & guidelines.
2. Candidates must clearly mention "Application for the post of ....." on the top of the envelope while sending the application form. Candidates applying for more than one post shall submit separate application for each post. The last date of receipt of application from Meghalaya and other North Eastern states is 15.1.2021 and for applications other remote areas as notified by the Govt of India the last date of receipt of application will be 30.1.2023. Applicants are advised to apply well in time. The office of the Shillong Cantonment will not be responsible for any postal delay.
3. Detailed advertisement, prescribed format of application and other important information are available and can be downloaded from office website i.e. <https://shillong.cantt.gov.in/recruitment/>
4. Application completed in all respects i.e with Xerox self attested copies of educational certificates, Age Proof certificate (self attested), Caste certificate, alongwith acknowledgement card should be sent by registered/ speed post only to the following address.

**Chief Executive Officer,  
Shillong Cantonment Board  
13 Pine Walk Area, Shillong-793001**