



GOVERNMENT OF MEGHALAYA  
OFFICE OF THE DEPUTY COMMISSIONER ( WEST GARD HILLS DISTRICT, TURA )  
(DISTRICT SELECTION COMMITTEE)



No. DSC/WGH/990/45

**ADVERTISEMENT**

Dated Tura, the 9<sup>th</sup> August, 2021.

Online/Offline applications are invited by the undersigned from the permanent residents of India for under mentioned posts carrying the scale pay besides allowances as admissible under the rules revised from time to time.

Age Limit: 18 to 27 years. Upper age limit is relaxable by 5(five) years in respect of ST/SC candidates who are permanent residents of India. Government Employees are to produce NOC from the appointing authority at the time of applying and clearly mentioning the type of service, failing which their application will be rejected. Candidate's age should be not less than 18 years or more than 32 years as on 1<sup>st</sup> July, 2021.

Candidates applying offline can collect DSC Offline Application form which will be available free of cost in office of the undersigned and should affix 1(one) copy of recent passport size photograph and submit on or before 10<sup>th</sup> September, 2021. A window envelope (4cm x 9 cms) size affixing postage stamp of Rs. 5/- (Rupees five) only should be submitted along with the application if it is submitted offline. For candidates applying online instructions are given below in **PARA-1, 2 & 3**.

Examination Fees: Candidates who wish to apply online should visit the website [www.westgarhills.gov.in](http://www.westgarhills.gov.in) and click on the link "Online applications for DSC" or by Treasury Challan if submitted through offline with an amount of Rs. 50/- (Rupees fifty) only in respect of ST/SC and Rs.100/- (Rupees one hundred) only in respect of others under the Head of Account "0070-Other Administrative Services-60-Other Services-800-Other Receipts-(16) Receipt under District Selection Committee (DSC)" which should be submitted along with the application. No other mode of payment will be accepted. Incomplete application will be summarily rejected and no further correspondence will be entertained. Canvassing directly or indirectly will get a candidate disqualified.

Application/Examination fees are exempted to the candidates belonging to persons with disabilities subject to furnishing of Disability Certificate along with the application (as per Notification No. PER (AR) 130/88/P/187 Dated 2<sup>nd</sup> March, 2017).

Sl. No.	Name of post(s).	No. of post(s)	Pay Level	Educational Qualification/Requirements
1.	Data Entry Operator <i>(Under O/o The Deputy Commissioner (Electronics), West Garo Hills, Tura)</i>	1	L-5	SSLC Passed with 1 (one) year computer diploma
2.	Housekeeper <i>(Under O/o The Principal, Tura Public School, Tura)</i>	1	L-4	SSLC Passed
3.	Hostel Matron <i>(Under O/o The Principal, Govt. Girls' Hr. Sec. School, Tura)</i>	1	L-3	SSLC Passed
4.	Semen Carrier <i>(Under O/o The District A.M. &amp; Treasury Officer, West Garo Hills, Tura)</i>	1	L-3	SSLC Passed
5.	Enumerator <i>(Under O/o The Deputy Commissioner (Electronics), West Garo Hills, Tura)</i>	2	L-2	SSLC Passed
6.	Vaccinator <i>(Under O/o The District Medical &amp; Health Officer, Tura)</i>	3	L-2	SSLC Passed
7.	Dresser <i>(Under O/o The District Medical &amp; Health Officer, Tura)</i>	1	L-2	SSLC Passed
8.	Sweeper <i>(Under O/o The Superintendent, Tura Civil Hospital, Tura)</i>	2	L-1	Class VIII Passed

**\*\*N.B: Number of post may increase due to retirement, promotion, resignation, death etc. during processing period for Practical Test/Written Exam/Interview etc.**

**\*\* Fees once paid will not be refunded.**

**PARA-1. SUBMISSION OF ONLINE APPLICATION**

Candidates can apply online mode in the Government of Meghalaya Online Recruitment Application System [www.westgarhills.gov.in](http://www.westgarhills.gov.in).

Candidates who are 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 and candidate should have a valid email ID. Kindly read the

instructions on the website carefully before applying. Last date for online application is 04:30 P.M. of 29<sup>th</sup> September, 2021.

Candidates are advised to update their DSC account before applying. Candidates who have already registered with the Committee's website may log in and apply directly against the advertised vacancies/posts indicated above.

**PARA-2. PAYMENT OF APPLICATION FEES:**

Applicants may pay the fees using one of the following mode of payment

- (i) Inter Banking:
  - SBI/Other Banks
- (ii) Card payment:
  - SBI ATM-cum-Debit card
  - Other bank ATM-cum-Debit card
  - Credit card
- (iii) e-Challan (cash payment)

Kindly note that an additional amount in the form 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.

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.

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 Garo Hills, Tura directly in person.

**PARA-3. INSTRUCTIONS**

1. Applicants are advised to apply well in advance without waiting for the closing date.
2. Candidates must appear for Typing Test/Written Test/Interview at his/her own expenses.

Admission at all stages of the recruitment process for which the candidates are admitted by the Committee 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 Committee without notice.

**PARA-4. RESERVATION OF VACANCIES**

As per Reservation Policy of the Government of Meghalaya.

**PARA-5. COMMITTEE'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 "**Final Rejection/Ineligibility List**" shall be published and hosted in the Committee's website as well as in the Notice Board of the DSC branch and **shall be final and no rectification of application for candidates will be given. Hence, candidates are advised to carefully filled up the application form, read the instruction for Educational Qualification/Requirements carefully before applying.** Original Certificates will be sought only from those candidates who qualify for the **Personal Interview/Viva Voce**. If a candidate does not furnish the original certificates to substantiate his educational qualification his/her candidature will be cancelled and the Committee'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 for the post.

**PARA-6. METHOD OF SELECTION**

The final selection/recommendation of suitable candidates against the vacancies notified in this Advertisement shall be made by the Committee through any of the following process.

- (i) Typing speed in recruitment to the post of Data Entry Operator.
- (ii) Written Examination.
- (iii) Personal Interview/Viva Voce.
- (iv) Any other method as may be adopted by the Committee.

\*\*\* It will be the discretion of the Committee to cancel any process mentioned above if found that illegal/unfair means have been adopted during the conduct of the recruitment process. The District Selection Committee reserves the right to increase/decrease the number of posts if necessary. In case of any dispute the Committee's decision shall be final.

**\*\*The District Selection Committee Tura reserves the right to recommend the qualified candidates in any post to offices/departments and no request by the candidates will be entertained. Those candidates unwilling to join the post in the stipulated time will be disqualified.**

**\*\*Last date for submission of online application is 04:30 P.M. of 29<sup>th</sup> September, 2021.**

**\*\*Last date for submission of offline application is 04:00 P.M. of 30<sup>th</sup> September, 2021.**



Member Secretary,  
District Selection Committee,  
West Garo Hills, Tura