

**GOVERNMENT OF MEGHALAYA  
OFFICE OF THE DEPUTY COMMISSIONER & CHAIRMAN  
DISTRICT SELECTION COMMITTEE :: WEST JAINTIA HILLS DISTRICT  
JOWAI.**

**ADVERTISEMENT**

No.DSC.3/ADVT/2012/125,

Dated Jowai, the 6<sup>th</sup> January, 2021.

Online applications are invited from Indian citizens who are permanent residents of Meghalaya at [www.westjaintiahills.gov.in/dsc.htm](http://www.westjaintiahills.gov.in/dsc.htm) 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.

**IMPORTANT:- It is mandatory for the applicant to have acquired the requisite educational qualification prescribed for the posts, as on the last date fixed for submission of application.**

The date on which an applicant is deemed to have acquired the requisite educational qualification shall be the date on which the result of the last examination for such qualification/degree is declared by the Universities/Board/Institutions.

Sl No.	Name of the Post	Grade	Pay Scale	No. of Vacancies	Qualification & Experience
1	Lower Division Assistant-cum-Typist.	III	Level 5	54	SSLC/Matriculate. Candidates with certificate in Computer Applications will be preferred. <b>Speed Test will be conducted.</b> No one shall be eligible for appointment as Lower Division Assistant if his/her speed in typewriting is less than 30 words per minute.

**Candidates can apply for the said posts w.e.f 12.01.2021 to 15.02.2021. Last date for payment is 15.02.2021 after which the link will be disabled.**

**Age Limit:** 18-27 years as on 01.01.2021. Upper age limit is relaxable by 5(five) years in case of SC/ST candidates and other backward classes. The Date of Birth to be accepted is as entered in the Matriculation/Secondary School Leaving Certificate/ or 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 entered service within the prescribe age limit. They are to submit their applications through Proper Channel.

**Reservation of Vacancies:** The reservation of vacancies is as per the existing policy of the Government of Meghalaya.

**Payments:** Applicant may pay the fees of ₹.100.00(₹.50.00 for SC/ST) using one of the following mode of Payment.

Candidates who wish to apply may pay the application fees using any one of the following modes of payment only:-

- (a) Debit cum ATM Cards/Credit Cards/Net Banking.
- (b) e-Challan (Cash Payment at any branch of SBI)

Payment via SBI Net-banking/ATM cum Debit Cards : -

For payment using State Bank of India/s Net-banking, please select e-payment and select State Bank of India in the Meghalaya ePayment Portal page.

Payment via Net Banking/ATM-cum Debit Card/Credit Cards of other Banks : -

For payment using Debit/ATM/Credits Cards or Net Banking of other banks, please select SBI e-Pay Payment Gateway and click Proceed for Payment.

Cash Payment at any branch of SBI:- Candidates may also opt for Cash Payment at any of the branches of SBI. For cash payment, 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. *Please note that you need **NOT** submit the e-Challan to the office.*

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.

The District Selection Committee, West Jaintia Hills District, Jowai reserves the right to increase or decrease the vacancies based on requirement.

Government Employees are to produce NOC from the appointing authority when call for Personal Interview, failing which their candidature will be rejected.

### **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) 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, for MPSC/DSC need not register themselves, may login directly into the website, and apply for the post(s).
2. **A Unique 16 character 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. 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. Candidates has to upload recent colored passport size photograph in JPG format, along with his/her 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.

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. Candidates are advised to refer to the Website & Notice Boards for updates.

12. Henceforth, individuals Call Letters/Admit Cards will not be issued. Candidates are to download all Call Letters/Admit Cards by themselves from the website ([www.westjaintiahills.gov.in/dsc.htm](http://www.westjaintiahills.gov.in/dsc.htm)).

For any reason the candidate faces any problem, they may contact the District Selection Committee Branch, West Jaintia Hills District, Jowai. For further course of action, candidates to follow instruction 11 above.

The DSC, West Jaintia Hills District, Jowai will not be responsible for any application being rejected, for providing incorrect information at the time of payment, or against failure to deposit requisite fees within the due date since the link will be disabled automatically.

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.

CANDIDATES CAN BE REJECTED AT ANY STAGE DURING THE RECRUITMENT PROCESS.

Sd/-

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

Dated Jowai, the 6<sup>th</sup> January, 2021.

Memo No.DSC.3/ADVT/2012/125-A,

Copy to:-

1. The Director, Printing & Stationery, Meghalaya, Shillong for favour of immediate publication in the Meghalaya Gazette.
2. The Under Secretary to the Govt. of Meghalaya, Personnel & A.R(B)Department, Meghalaya, Shillong for information.
3. The Sub-Divisional Officer(Civil), Amlarem with a request to display the above advertisement in your Office Notice Board.
4. All Head of Offices/Departments in West Jaintia Hills District. They are requested to display the advertisement in their respective Office Notice Board for wide publicity.
5. The Asstt. Director Information and Public Relations Officer, Jowai for giving publicity of the above advertisement in Leading Local Newspaper.
6. The Block Development Officer, Amlarem/Laskein/Thadlaskein C & RD Block with a request to display the above advertisement in your Office Notice Board.
7. The Non-Official Member, D.S.C, Jowai.
8. All CSCs in West Jaintia Hills District.
9. The District Informatics Officer, NIC, West Jaintia Hills District for uploading in the District Website.
10. Office Notice Board.

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