

RECRUITMENT NOTICE

HEADQUARTERS 101 AREA (ESTABLISHMENT BRANCH)
PIN - 908101 / 793005 SHILLONG

1. Applications are invited for the post of **civilian staff** for citizen of India, who are fulfilling requisite qualification / specifications as mentioned below on plain paper duly typed or neatly handwritten in the prescribed format only.

Sl. No.	Post	Category	Pay Scale	Education Qualification
a.	Multi Tasking Staff (Messenger)	OBC - 02 SC - 01 ESM - 01	5,200/- 20,200/- (pre-revised)	Matriculation pass or equivalent from recognized Board.
b.	Steno Grade-II	OBC-1	25,550/- 81,100/-	12th Pass or equivalent from recognized Board / University, Dictation - 10 mins @ 30 words per min, Transcription - 50 mins (Eng), 65 mins (Hindi) on computer

Age limit 18-25 yrs (Relaxation as applicable)

INSTRUCTIONS FOR SUBMITTING APPLICATION

- Application, envelope mentioning the Post Multi Tasking Staff (Messenger)" and Steno Grade-II Categories in bold letters should be posted to Establishment Officer, Headquarters 101 Area, Shillong, Pin-793005. Father's name & correspondence address must be mentioned in reverse of this envelope.
- Candidates fulfilling above criteria may submit their application as per format given in the advertisement along with self-attested copies of education qualification certificate, birth certificate, domicile certificate, caste certificate, two photographs, (taken on or after 01 Sep 2021) out of which one will be affixed on right hand corner of the application duly attested and one loose, one self addressed envelope 9'x4' with stamp of Rs. 47/-.
- The last date for receipt of application is **30 days from the date of publication of the advertisement**. The crucial date for determining the age limit for all shall be the closing date for receipt of application i.e. 30 days from the date of publication.
- The selection process will entail (a) screening of document and setting up cut-off marks/percentage/grade obtained in essential educational qualification in case large number of applications are received, (b) issue of call letter to those who clear screening, (c) written test, (d) verification of character & antecedents, (e) selected candidates will be subjected to medical examination from the prescribed authorities. They should have a vision of 6/6 in both eyes, no colour blindness and not suffering from any inadmissible diseases.
- Date of examination will be intimated to the eligible candidates through call letter. Candidates have to make their own arrangements for food, lodging etc. and no TA/DA will be admissible.
- Submission or acceptance of application does not mean selection of the candidates. This recruitment schedule can be amended, postponed or cancelled without assigning any reasons thereof.
- Number of vacancies/posts may change according to requirements of Establishment/Organization.

To
The Establishment Officer
Headquarters 101 Area
PIN-908101
C/o 99 APO

Recent
passport size
photo duly
self attested

- Full Name (In Block Letters) _____
(As written in 10th/SSC certificate)
- Father's / Husband Name _____
(In Block Letters)
- Application for the post of _____
- Date of Birth _____
(As per Matriculation or equivalent cert)
- Age _____ Years _____ Month _____ Days _____
- Write category to which you belong _____ (OBC/SC).
- Nationality _____
- Religion _____
- Address and Pin Code in full to communication _____
- Mobile No. / Land No. with STD Code _____
- E-mail Id _____
- Details of Academic/Technical & Professional Qualification :-

Name of the Exam	Year of Passing	Name of Recognized University / Board	% of marks obtained	Remarks
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(Self attested copies of certificates in support of above are to be enclosed)

13. Experience if any _____

DECLARATION