

# MEGHALAYA LOKAYUKTA

## ADVERTISEMENT

No.MEGHLOK.17/Rcr/2021-22/61

Dated Shillong, the 10<sup>th</sup> January, 2023.

Applications are invited from candidates who are citizens of India and are domicile in the state of Meghalaya, for the following posts in the office of Meghalaya Lokayukta, Shillong.

| Name of the post             | No.of Vacancy | Pay Scale                                                                                     | Qualification                                                                                                                                                                                                     | Reservation (Break up of vacancy)       |
|------------------------------|---------------|-----------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|
| 1. Lower Division Assistant. | 2(Two)        | Level-8 (in the Pay Matrix of the Revised Pay Structure) plus all allowances as admissible.   | Graduate from any Discipline from a recognised University. The candidate should be computer literate with typing speed of 30 words per minute.                                                                    | 1(one)- UR<br><br>1(one)- Khasi-Jaintia |
| 2. Stenographer Grade- I     | 1(One)        | Level -16 (in the Pay Matrix of the Revised Pay Structure) plus all allowances as admissible. | Graduate from any Discipline from a recognised University and have passed speed test of 150 words per minute in English Stenography with typing speed of 40 words per minute and above and knowledge of drafting. | 1(one)- UR                              |
| 3. Stenographer Grade- II    | 1(One)        | Level -8 (in the Pay Matrix of the Revised Pay Structure) plus all allowances as              | Graduate from any Discipline from a recognised University and have passed speed test of 80 words per                                                                                                              | 1(one)- UR                              |

|                                           |          |                                                                                              |                                                                                                                                                                                                                               |                                                     |
|-------------------------------------------|----------|----------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------|
|                                           |          | admissible.                                                                                  | minute in English Stenography with typing speed of 30 words per minute and knowledge of drafting.                                                                                                                             |                                                     |
| <b>4. Data Entry Operator</b>             | 1(One)   | Level -7 (in the Pay matrix of the Revised Pay Structure) plus all allowances as admissible. | Graduate with 1 ½ year Diploma in Computer Applications/Science with typing speed of 30 words per minute.                                                                                                                     | 1(one)- UR                                          |
| <b>5. Record Keeper-cum Record sorter</b> | 1(One)   | Level -3 (in the Pay Matrix of the Revised Pay Structure) plus all allowances as admissible. | HSSLC passed and computer literate.                                                                                                                                                                                           | 1(one)- UR                                          |
| <b>6. Drivers</b>                         | 3(three) | Level -3 (in the Pay Matrix of the Revised Pay Structure) plus all allowances as admissible. | Class- VIII passed with valid professional Driving license in Light and Medium motor vehicle. He must be mentally and physically sound and free from any diseases ailments which may prevent him from discharging his duties. | 1(one)- UR<br>1(one)- Khasi-Jaintia<br>1(one)-Garos |
| <b>7. Duftry</b>                          | 1(One)   | Level-2 (in the Pay Matrix of the Revised Pay Structure) plus all allowances as admissible.  | Class X-passed                                                                                                                                                                                                                | 1(one)- UR                                          |

|                     |          |                                                                                             |                     |                                                    |
|---------------------|----------|---------------------------------------------------------------------------------------------|---------------------|----------------------------------------------------|
| <b>8. Peons</b>     | 4 (Four) | Level-1 (in the Pay Matrix of the Revised Pay Structure) plus all allowances as admissible. | Class- VIII passed. | 1(one)- UR<br>2(Two)- Khasi-Jaintia<br>1(one)-Garó |
| <b>9. Chowkidar</b> | 1(One)   | Level-1 (in the Pay Matrix of the Revised Pay Structure) plus all allowances as admissible. | Class- VIII passed  | 1(one)- UR                                         |
| <b>10. Cleaner</b>  | 1(One)   | Level-1 (in the Pay Matrix of the Revised Pay Structure) plus all allowances as admissible. | Class- VIII passed  | 1(one)- UR                                         |

### 1. How to Apply

Applications are to be submitted online in the website <https://megrecruitment.nic.in> and the application fees can also be paid online using Credit Card, Debit Card and Netbanking.

A one-time registration is required for all applicants to enable them to apply for the advertised post(s). Those candidates who are already registered in the website can simply login into the website and apply for the advertised post(s).

### 2. Application Fees

Application Fees is Rs.600/- (Six hundred only) and Rs.300/- (Three hundred only) for ST/SC/OBC for the post of Stenographer Grade-I. For the post of LDA and Stenographer Grade- II, the rate is Rs.300/- (Three Hundred only) and Rs.150/- (One hundred and Fifty only) for ST/SC/OBC. All other posts including Grade-IV the rate is Rs.200/- (two hundred only) and for ST/SC/OBC is Rs.100/- (One hundred only)

**(NOTE: Transaction charges depending on the mode of payment is extra. For payment made through UPI, Rupay (Debit) Card, the transaction is completely free).**



3. **Age Limit & Relaxation:** 18-32 years as on 01.01.2022 Upper age limit is relaxable by 5 years for SC/ST/OBC. No age limit for those who are already in Government Service provided that they had entered service within the prescribed age limit. Those who are already in Government Service should submit their application through proper channel.
4. The last date for submission of applications for the above posts is on or before 10, February, 2023 (5:00 P.M). No applications received after expiry of the last date will be accepted.
5. Candidates may be rejected at any stage of the recruitment process.
6. Recruitment will be as per existing Reservation Policy of the State Government.
7. Canvassing directly or indirectly will disqualify the candidate.

  
**Secretary,  
Meghalaya Lokayukta.  
Shillong**

**Copy to:**

1. The Under Secretary, Political Department, Government of Meghalaya, Shillong.
2. The Under Secretary, Personnel & A.R (B) Department, Government of Meghalaya, Shillong.
3. The State Informatic Office, with a request to enable On-line application against the posts advertised by the Meghalaya Lokayukta.
4. The Director of Printing & Stationery, Meghalaya, Shillong for publishing in 1 (one) issue of Meghalaya Gazette.

  
**Secretary,  
Meghalaya Lokayukta.  
Shillong.**