

# MEGHALAYA PUBLIC SERVICE COMMISSION

## LOWER LACHUMIERE, SHILLONG-793001

Email ID – [helpdesk.mpsc-meg@gov.in](mailto:helpdesk.mpsc-meg@gov.in)

Website: [mpsc.meghalaya.gov.in](http://mpsc.meghalaya.gov.in)

Advt No.16/Pt-1/2025

Dated Shillong, the 15<sup>th</sup> July, 2025.

On behalf of Govt. of Meghalaya, applications are invited on (On-line mode) from the citizens of India as per the terms and conditions of this advertisement for recruitment to the post(s) mentioned below:-

**\*\*\* IMPORTANT:**

It is mandatory for the applicants to have acquired the requisite educational qualification(s) prescribed for the post, as on the last date fixed for submission of applications.

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.

On-line Applications will be received up to **17:00 hrs on the 16<sup>th</sup> August, 2025** and no application will be entertained after the closing date.

**\*\*\* CANDIDATES ARE REQUESTED TO CHECK AND UPDATE THEIR PROFILE BEFORE APPLYING.**

**The Examination Centres are Shillong,Tura,Jowai,Williamnagar & Nongstoin.**

(Depending on the number of applications received and centre opted, the Commission reserved the right to change the Examination centre(s). Candidates will be informed later.)

**PARA 1: LIST OF POST(S), ROSTER as per State Reservation Policy & ELIGIBILITY.**

Post Code	Name of Post & Deptt	Pay Scale	Educational Qualification	Category-wise No. of posts.				
				UR	KJ	Garos	OSTs/SCs	Total
01	Typist in various Heads of Department	(Level 4 of Revised Pay Structure)	Essential: - Matriculate/SSLC or any equivalent education qualification.	06	12	12	02	32

**PARA. 2: Age & Age Relaxation:**

**For post at Sl.No 01.**:- Age will be calculated with reference to **01.01.2025** and should have attained the age of **18 yrs to 32 yrs**. Upper age limit is relaxable by 5 years for SC/ST.

No age bar in respect of regular Government employee who entered Government service within the prescribed age limit.

**Telephone : 0364-2503101**

**Email-Id : [secy.mpsc-meg@gov.in](mailto:secy.mpsc-meg@gov.in)**

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(a) The date of birth to be accepted by the Commission is as entered in the Matriculation/Secondary School Leaving Certificate/or a 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. Documents other than these will not be accepted by the Commission.

(b) No other document relating to age like horoscopes, affidavits, birth extracts from Municipal Corporation, Registrar Economics and Statistics and Service Records shall be accepted.

Relaxation of Upper Age Limit for entry into Government Service for Persons with Disabilities (PWDs) as per Government notification NO. PER (AR).150/88/560 Dated 18<sup>th</sup> January, 2023.

Sl. No	Posts	Relaxation
1.	Direct Recruitment to Group 'C' & 'D' Posts	Relaxable by 10 years (15 years for STs/SCs)
2.	Direct Recruitment to Group 'A' & 'B' Posts where recruitment is made other than through open competitive examination.	Relaxable by 5 years (10 years for STs/SCs)
3.	Direct Recruitment to Group 'A' & 'B' Posts where recruitment is made through open competitive examination.	Relaxable by 10 years (15 years for STs/SCs)

**PARA.3: FEE (Inclusive of Examination Fee) Non-Refundable**

Fee as prescribed in the Table below is required to be paid through (i) e-Challan (ii) On-line mode using the On-line payment gateway GRAS. Candidates are advised to use e-Challan mode preferably.

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Post Description	Amount of Fee	Remarks
For post at Sl no.01	Rs. 320	Half the rate for SC/ST who are permanent residents of the State of Meghalaya.
For Persons with Benchmark Disabilities (PWDs).Application Fee is exempted subject to furnishing of the Disability Certificate to the Commission. (As per Notification No.PER (AR).150/88/Pt.1/43 dated 29 <sup>th</sup> April, 2015.		

#### **PARA. 4: SUBMISSION OF APPLICATION**

Candidates are to apply and submit their applications through online mode only by clicking on the “**Online Application**” icon appearing in the MPSC website viz. [www.mpsc.meghalaya.gov.in](http://www.mpsc.meghalaya.gov.in)

Applications received through any other mode will not be accepted and will be summarily rejected.

For candidates 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. Kindly read the instructions on the web page carefully before applying. Last date for online application is **17:00 hrs on the 16<sup>th</sup> August, 2025.**

Candidates who have already registered with the Commission’s website may log in and apply directly against the advertised vacancies/posts indicated above

#### **PARA. 5: PAYMENT OF APPLICATION FEES**

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

(a) e-Challan (Cash Payment)

(b) Debit cum ATM Cards/Credit Cards/Net Banking.

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**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.

**E-Challan/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 MPSC.

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.

In case of any problem being faced in the processing of the online application, applicants can contact the Office of the Meghalaya Public Service Commission directly in person or e-mail at [helpdesk.mpsc-meg@gov.in](mailto:helpdesk.mpsc-meg@gov.in) along with their phone numbers.

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### **PARA. 6: METHOD OF SELECTION.**

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

#### **6.1 For the post of Typist in various Heads of Department.**

##### **Method of Selection will be as follows:**

- a) **Practical Skilled Test (Typing)** – 30 Words per minute  
(Qualifying in nature and shall not be counted for ranking)
- b) **Written Examination (For consideration of Merit)**  
**English** – 50 marks

**Note: Only those candidates to have qualified for the Practical Skilled Test will be called for Written Examination.**

### **PARA.7. Personal Interview.**

There will be no Personal Interview for this Post.

### **PARA .8. : INSTRUCTIONS**

- (1). Applicants are advised to apply well in advance without waiting for the closing date.
- (2). Admission to all stages of the recruitment process for which the candidates are admitted by the Commission will be purely **Provisional** subject to satisfying the prescribed eligibility conditions.
- (3). Applicants are advised to ensure their eligibility with regards to the educational qualification, age and other criteria as required in the post. If an applicant is found not fulfilling any of the eligibility conditions, at any stage of the recruitment process and including the last stage of process of recruitment i.e., “Recommendation”, the candidature for the post shall be automatically cancelled by the Commission without notice.
- (4). Applicants are required to indicate in the online application form that he/she belongs to ST/ SC/ OST/OSC or General category but subsequently writes to the Commission to change his/her category, such request shall not be entertained by the Commission.

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(5) **Change of examination centre will not be entertained; therefore candidates are advised to opt their examination centre judiciously.**

(6). **Sports Person:** Only those who have represented the **State** at the **International, National** and **Regional** level in disciplines listed in the Olympics, is considered a 'Sports Person' as defined under OM No. PER (AR) 150/88/534 Dt. 07/08/2017.

(7) **PH candidates:** PH stands for Physically Handicapped person. Person defines under OM No. PER (AR) 150/88/534 Dt. 07/08/2017 are considered PH candidate and must possess a Disability certificate issued by competent Authority.

(8) Candidates must appear for Screening Test/Personal Interview at his/her own expenses.

### **PARA .9. : COMMISSION'S DECISION ON ELIGIBILITY OF CANDIDATES**

While submitting the applications, the candidates have to satisfy that he/she is qualified in accordance with the condition of qualification for the post applied. If he/she is not qualified, his/her candidature shall be summarily rejected/ disqualified at any stage of Interview process (Interview Process includes Screening Test/Written Examination/Personal Interview/ Recommendation). Suppression of any information or giving false information shall invite penal action which may lead to barring from appearing in future recruitment.

Please note that there will be no "**Ineligibility List**". Hence, the candidates are advised to ensure that he/she is qualified to the post advertised in all respect. Irrespective of whether or not candidate is qualified, all will be called for the Screening Test/ Written Examination/ Direct Interview or Personal Interview as the case may be. However, if the candidate is **NOT FOUND QUALIFIED** at any stage of the recruitment process, his/her candidature shall be rejected/cancelled forthwith. Therefore, candidates are advised to check their **ELIGIBILITY** carefully before applying for the post.

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### **PARA.10: DEBARMENT**

- (a) Candidates should make sure of their eligibility for the post applied for and that the declaration made by them in the format of application regarding their eligibility is correct in all respects. Any candidate furnishing incorrect information or making false declaration regarding his/her eligibility at any stage or suppressing any information is liable **TO BE DEBARRED FROM APPEARING FOR ANY OF THE EXAMINATIONS CONDUCTED BY THE COMMISSION**, and summarily their candidature for this recruitment will be rejected.
- (b) Candidates found using unfair/illegal means during the conduct of the recruitment process will be debarred from appearing in examinations conducted by the Commission.
- (c) The Commission is vested with the constitutional duty of conducting recruitment and selection as per rules duly maintaining utmost secrecy and confidentiality in this process and any attempt by anyone causing or likely to cause breach of this constitutional duty in such manner or by such action as to violate or likely to violate the fair practices followed and ensured by the Commission will be sufficient cause for rendering such questionable means as ground for debarment.
- (d) 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 held by the Meghalaya Public Service Commission.



Secretary,

Meghalaya Public Service Commission.  
Shillong

Memo. NO.ADVT No.16/Pt-1/2025 (A)

Dated Shillong, the 15<sup>th</sup> July, 2025.

Copy forwarded for information and wide circulation in their respective jurisdiction to:

1. Hon'ble Chairman /Hon'ble Members of the Commission.
2. The Deputy Commissioner, East Khasi Hills District / West Khasi Hills District / South West Khasi Hills District / Ri-Bhoi District / East Garo Hills District/ West Garo Hills District/ South Garo Hills District / North Garo Hills District / South West Garo Hills District/ East Jaintia Hills District / West Jaintia Hills District / Eastern West Khasi Hills District.
3. DDG/State Informatics Officer, NIC, Meghalaya, Shillong.
4. The Director of Employment and Craftsmen Training, Shillong for information and necessary action.
5. The Officer on Special Duty, Meghalaya Public Service Commission Cell, Tura.
6. S.D.O, Amlarem / Sohra / Dadengiri / Pynursla/ Mawshynrut/ Chockpot/ Raksamgre Civil Sub-Division., Shillong / Jowai / Nongstoin / Williamnagar / Sohra / Nongpoh / Ampati.
7. MPSC website.
8. Confidential Branch.
9. Department(s) concerned
10. Concerned Dealing Assistant.



Secretary,

Meghalaya Public Service Commission,  
Shillong.