

**GOVERNMENT OF MEGHALAYA
GENERAL ADMINISTRATION (A) DEPARTMENT.**



NO GAA. 101/2005/118

Dated Shillong the 25th November, 2013.

ADVERTISEMENT

1. Applications in a standard Form as prescribed in Part IX of the Gazette of Meghalaya are invited from Indian citizens for filling up the undermentioned Group 'C' post in the office of the Resident Commissioner, Meghalaya House, New Delhi. Details of the post alongwith the scale of pay and qualification required for filling up the post are given below :-
2. **Name of post :- 1(one) Assistant House Keeper.**
3. **Scale of Pay :- Rs.9900-250-11650-EB-320-14530—440-19370/-p.m** plus other allowances as admissible under the rules.
4. **Qualification :-** (1) A candidate must have minimum qualification of **Class 10 + 2 or PUC** standard passed of any streams or its equivalent from a recognized University/Boards or other Examination equivalent thereto.
(2) Minimum 2 years' experience in Hotel Management, House Keeping or as Butler/Concierge.
5. **Age :-** A candidate should not be more than 27 years of age as on **30-11-2013** and relaxable by 5(five) years for SC/ST. A candidate for those who experience working in Govt/Govt undertaking offices on contractual basis will be considered for relaxation of upper age limit.
6. Application duly filled in should be accompanied with a recent passport size photograph, Educational certificates, ST/SC Certificate, Birth certificate dully attested by Gazetted Officer and **Self Addressed of ₹.5/-** stamped envelope of 5 x 10 with complete address & Pin Code on the envelope should be enclosed along with the application. **Application along with application fee of ₹. 40/ (half of the amount i, e ₹. 20/- for ST/SC/other Tribes)-in Treasury Challan deposited in the SBI Shillong under the head "0070-OAS-Other Sevices-800-Other Receipts-(06)-application fees", A Crossed Court Fee Stamp will also be accepted where no Treasury Challan is available.**
7. **Incomplete application received after the closing date will be summarily rejected. The post is reserved for ST only.**
8. No Travelling Allowance will be paid to the candidates for their journey in connection with their examination.
9. Reservation shall be as per Govt policy.
10. There is no guarantee that quarter will be provided and that successful candidates may have to make their arrangement for staying/residing subject to payment of House Rent Allowance as per rules.
11. Application should reach the **Under Secretary to the Government of Meghalaya, General Administration (A) Department at Room No 311, Meghalaya (C) Secretariat, Additional Building, Shillong – 1 or Room No 220 –A in the Deptt Meghalaya Civil Secretariat on or before 11-12-2013 (upto 3:00 p.m)**

*MIPR No: 796
dt. 28/11/13*

S. Syiemlieh
Under Secretary to the Government of Meghalaya
General Administration (A) Department.

