

GOVERNMENT OF MEGHALAYA

PERSONNEL & ADMINISTRATIVE REFORMS DEPARTMENT

<p><i>No.PER.203/ 75/11 dt.28<sup>th</sup> Nov., 1975</i></p> <p><i>O.M. No.PER (AR)72/76/30 dt.1<sup>st</sup> May, 1978</i></p> <p><i>O.M.No.PER (AR) dt. 23<sup>rd</sup> July 1980</i></p>	<p style="text-align: center;"><b>CHAPTER X</b></p> <p style="text-align: center;"><b>ADVERTISEMENT AND APPLICATION FEES</b></p> <p style="text-align: center;"><b>Character Certificate for recruitment to Government service</b></p> <p>1.1. According to the prescribed Standard Application Form, the Candidates for recruitment to Government service are not required to submit character certificates from Gazetted Officers and/or well known gentlemen and that their application are also not required to be recommended by them.</p> <p>1.2. As appointment to a Government post is based on the merit of a candidate and that appointment of a candidate to a post is subject to verification of character and antecedents by the Police, the procedure of submission of character certificates by the well known gentlemen should be dispensed with immediate effect.</p> <p style="text-align: center;"><b>Exemption from payment of examination fees in respect of physically handicapped persons</b></p> <p>2. Government have decided that subject to production of certificate from the appropriate authority, the physically handicapped persons are exempted from the payment of Examination fees to posts advertised by the Meghalaya Public Service Commission, District Selection committees and other Departmental Selection Committees.</p> <p style="text-align: center;"><b>Recruitment to posts under the State Governments-Rates of Fees to be levied from candidates</b></p> <p>3.1. Having regard to the increase of the cost of papers and services, the Government have decided that the following rates should be charged from all candidates applying for post under the State Government with effect from the 23<sup>rd</sup> July, 1980 and until further orders :</p>
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Services	Fees for application forms	Application fee	Examination fee
1	2	3	4
<b>Class I</b> All posts on the revised (1979) time scales of pay the maximum of which is Rs 1,650.00 and above	Rs. 5.00 per form	Rs. 5.00	Rs. 45.00
<b>Class II</b> All posts on the revised (1979) time scales of pay the maximum of which is Rs 1,050.00 and above but below Rs 1,650.00	Rs. 5.00 per form	Rs. 5.00	Rs. 45.00
<b>Class III</b> All posts on the revised (1979) time scales of pay the maximum of which is above Rs 425.00 but below Rs 1,050.00	Exempted from payment	Rs. 3.00	Rs. 15.00
<b>Class IV</b> All posts in the revised (1979) time scale of pay the maximum of which is Rs 425.00	Exempted from payment	Rs. 2.00	Rs. 5.00

	<p>3.2. The examination fee will be payable when recruitment is made through an examination. An interview will not be regarded as an examination for the purpose of levying examination fees.</p> <p>3.3. Ex-Service personnel and candidates belonging to Scheduled Tribes and Scheduled Castes will be required to pay half the fees prescribed above.</p> <p>3.4. The fees should be credited in cash by the candidate themselves into the Treasury under the head “0051-Public Service Commission-I-Examination Fees (a) Receipts of the Meghalaya Public Service Commission” in respect of posts advertised/recruited through the Meghalaya Public Service commission and under the head: “0051-Public Service Commission-I-Examination Fee-(b) Receipts of other Departments” in respect of posts advertised by the Head of the Office concerned or by the District Selection Committee or any other Agency.</p>
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<p><i>No.PER(AR) 246/79/3, dtd. 28<sup>th</sup> Aug, 1980</i></p>	<p style="text-align: center;"><b>Canvassing for securing employments</b></p> <p>4. In spite of the condition set forth in the advertisement for vacancies under the Government, Public Undertakings, etc., that canvassing in any form will disqualify the candidates, the candidates or the relatives and friends of such candidates approach the Ministers and public representatives for recommendation which amount to canvassing for their selection. This is a violation of the rule and procedure laid down for selection of candidates. There is the necessity to follow strictly the procedure laid down for recruitment to any post so that selection is strictly made on the basis of merit alone.</p>
<p><i>No.PER(AR) 49/90/20, dtd. 20<sup>th</sup> Apr, 1990</i></p> <p><i>O.M.No .PER (AR)123/78/9 dtd.17 Feb, 1981</i></p>	<p>5. Government will take serious view of any contravention of Government Orders vide Para 4 above.</p> <p style="text-align: center;"><b><u>Standard Form of Application</u></b></p> <p>6.1. The existing Standard Form of Application for posts under the Government does not contain all the particulars required for the verification of character and antecedents of the candidates by Police authorities, on their being selected for appointment. In the absence of these particulars in the Standard Form of Application the same have to be called again from the candidates concerned. This unnecessarily involves loss of time and creates avoidable work to the Police Department and also to the Departments concerned. After careful consideration of all aspects, Government have decided that the existing form should be modified so as to contain all those items required by the Police for verification of character and antecedents of the candidates. The existing form of application has been modified accordingly.</p> <p>6.2 In the revised Standard Form of Application the method for filling in the particulars to the items provided has been changed from writing against the items to writing below the items in the space(s) provided. This new method not only saves space and leads to maximum utilisation of the form but would also help in assessing the information furnished by the candidates at greater speed.</p>

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**STANDARD FORM OF APPLICATION**

Dated.....

To

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Sir,

I beg to apply for the post of \_\_\_\_\_ and furnish the facts as below. In case of any false statement, I am liable to any action Government may deem fit and proper. A Treasury Challan of Rs. \_\_\_\_\_ vide T.V. \_\_\_\_\_ is enclosed herewith.

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 Signature of Applicant

Full name in capital letters with aliases, if any. Surname first. ----- Surname			
2. Date of birth :-	----- Month	----- Date	----- Year
3. Place of birth :-	----- Village/Town	----- Police Station	----- District
4. Father's/Mother/s and husband/s name (in case of married female) Please do not use initials: -			
5. Personal Description:- (A). Height: (B). Colour of Eyes: (C). Colour of Hair: ----M-----Cm----- (D). Visible distinguish marks ( if any) :			
6.(a) Permanent Address in full :-		(b) Present Address in full :-	

c) If you have not resided at the above address continuously for the last four years, please give the other addresses where you have resided during the period:		
From	To	Address

6. Reference :

Name and address of two responsible person in your locality who would be prepared to vouch for you.

A. .... B. ....

7. Are you a citizen of India ? If so, how ? (copy of a citizenship certificate should be enclosed where necessary ) :-

8. Educational and other qualification (Please attach copies of certificates, mark sheets, etc ).

Sl No.	Name of Institution And address	Date of entering	Date of leaving	Exmn. passed	Division	Subject taken
1	2	3	4	5	6	7
1						

10. Community

(a) State your religion

(b) Are you a member of Schedule Caste/ Scheduled Tribes? Answer 'Yes' or 'No'. If 'Yes' give particulars supported by a certificate (copy to be enclosed)

11. Present occupation, if any

(12) Previous appointment held, if any

13. Are you a temporary/retrench personnel of a temporary Department of the Govt. of Meghalaya, (answer 'Yes' or 'No'. If 'Yes' give particulars)

14. Are you a trained in a member of the National Caded Corps or Territorial Army, If so, give particulars

15. Are you married or unmarried ?

(Signature)

Note :- Particulars are to be filled in below the column in the space provided.

PARTICULARS OF ALL DEPENDENTS

Sl No	Name	Relationship with Govt. servant	Date of birth	Marital status	Educational qualification	Occupation	Emoluments	Whether living together or separately
1	2	3	4	5	6	7	8	9

<p><i>No.PER(AR) 117/94/1, dt 2<sup>nd</sup> Jan, 1995.</i></p>	<p style="text-align: center;"><b>Advertisement for appointment to posts and services, etc, and guidelines thereof.</b></p> <p>7.1. When sending the advertisements to the Meghalaya Public Service Commission for appointment by direct recruitment to posts/vacancies which arise, some Appointing Authorities request the commission to advertise the same against specified Headquarter (s) . This has been done without taking into consideration the other vacancies which may be falling vacant under the same cadre, which though they could be having different designations, but are inter-transferable, etc. This practice by the Appointing Authority is incorrect and highly irregular and would lead to undue complications, problems, etc., not only at the time of actual appointment of candidate (s) but even later in service because of difficulties in fixation of intense seniority etc. and also because the Meghalaya Public Service Commission would normally conduct separate interviews for these posts and the Commission recommendation of candidates would also be made separately for each Headquarter/post.</p> <p>7.2. As such henceforth whenever the post (s) is/are advertised for appointment, the advertisement notice should always be made for appointment to the cadre/post and not against specific post (s) in specific Headquarter (s).</p>
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