

GOVERNMENT OF MEGHALAYA
MEGHALAYA ADMINISTRATIVE TRAINING INSTITUTE
SHILLONG

No. MATI.7/2015/ 75

Dated: Shillong, the 16th Aug., 2018

ADVERTISEMENT

Meghalaya Administrative Training Institute (MATI), the state-level apex Institution for training and capacity building of public servants of Government of Meghalaya and others, seeks applications in **online mode, for which a link is provided on MATI's website(www.mati.gov.in)**, from the citizens of India for filling the following posts in the Institute:

LIST OF POSTS

Sl. No.	Particulars of the post	No. of Vacancies
1.	Driver Pay Scale: Level 3 of pay matrix (₹ 20,600 – 48,700 /-) as per 5 th Pay Commission. Essential Qualification: Class IX passed Other requisites: <ul style="list-style-type: none">• Possess a valid light/ medium motor vehicle driving license.• Experience in driving light or medium motor vehicle for minimum of 3 (three) years.• Fair knowledge of repairing defects.• Sound knowledge of Traffic Rules and Regulations.• Physically & mentally sound and free from any disease or ailments which may prevent one from discharging duties efficiently.	1
2.	Chowkidar Pay Scale: Level 1 of pay matrix (₹ 17,400 – 41,000 /-) as per 5 th Pay Commission. Essential Qualification: Class VI passed	2
3.	Peon Pay Scale: Level 1 of pay matrix (₹ 17,400 – 41,000 /-) as per 5 th Pay Commission. Essential Qualification: Class VI passed	4


Notes:

- **Age Limit:**
 - **Maximum age permissible** is twenty seven years as on the last date for submission of application), relaxable by five years for SC/ST candidates. There is no age limit for candidates serving in Government of Meghalaya provided they entered the service within the prescribed age limit.
 - **Candidates who had applied earlier for the posts of peon and chowkidar vide Advertisement No. NIL, dtd., 28th May, 2015 will have to submit fresh application through the online mode and the age limit for them will be considered as per the application received earlier vide ibid advertisement.**

- **Upper age is relaxed by five years for Ex-servicemen** who have rendered at least five years Military Service as on 31/05/2018 and have been released, other than by way of dismissal or discharge on account of misconduct or inefficiency.
- **For Persons with Disabilities (PWDs)**, age is relaxable by ten years (fifteen years for SC/ST) for posts where reservation is admissible to PWDs as per the existing policy of Government of Meghalaya.
- **Reservation of Vacancies:** As per the existing policy of Government of Meghalaya.
- **Instructions on submission of application:**
 - Please read the instructions (given on the web-application form) carefully before applying.
 - One latest color photograph of size 3.5cm x 4.5cm in the .jpeg/.jpg format should be uploaded while applying. The size of the file should be between 20 kb and 50 kb.
 - If any assistance is required in filling the web-application form, one can visit the nearest Common Service Centre (CSC) or NIC district Office.
 - Last date for receipt of applications is 17th September, 2018 (upto 5.00 p.m.)
- **Method of Recruitment:**
 - The Screening Committee will shortlist the candidates who are found suitable based on the essential requirements of the post and other conditions as stipulated in the advertisement. List of shortlisted candidates would be posted on MATI's notice board and website. The shortlisted candidates will be called (via e-mail and postal mail).
 - **Scheme of recruitment:**
 - a) **Driver:** Written examination followed by a driving test and Personal Interview.
 - b) **Chowkidar:** Written examination followed by Personal Interview.
 - c) **Peon:** Written examination followed by Personal Interview.
- **General Instructions:**
 - Candidates are advised to read the eligibility criteria and other conditions prescribed for the post before applying.
 - Candidates, who are applying for more than one post, should apply separately for each post.
 - Incomplete applications in any respect will be summarily rejected and the decision of Departmental Selection Committee (DSC) would be final and binding. No further correspondence in this regard shall be entertained.
 - Mere acceptance of application and fulfillment of minimum qualification do not entitle candidates to be called for next stage of recruitment.
 - Candidates who are already in Govt. service may submit their application along with a 'No Objection Certificate' issued by their Appointing Authority/Head of Department when called for next stage of recruitment.
 - Proof of Date of Birth may be as per Birth Certificate issued by the Registrar of Births & Deaths or as entered in Matriculation/Secondary School Leaving Certificate or valid Indian Passport.
 - If any claim made in the application is not found substantiated by valid documentary evidence, the candidature will be cancelled and the decision of Departmental Selection Committee (DSC) in this regard shall be final.
 - Candidates are advised to fill their **correct mobile numbers, active e-mail addresses and postal address** in the application to enable the Institute to use it for correspondence.

• **Debarment:**

- MATI is authorized to recruit and select candidates, maintaining utmost confidentiality at all times. Any attempt by anyone causing or likely to cause breach of this or any action which violates or likely to violate the fair practices followed by the Institute will be a sufficient ground for debarment of candidate/s for this recruitment.
- 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, he/she shall be liable to be debarred for this recruitment in addition to rendering himself/herself liable to criminal prosecution.
- Canvassing directly or indirectly for the above mentioned posts shall disqualify a candidate and the decision of Departmental Selection Committee (DSC) shall be final and binding in this regard.
- Any candidate furnishing incorrect information or making false declaration regarding his/her eligibility at any stage or suppressing any material information is liable to be debarred from appearing in any recruitment stage and would entail summarily rejection of their candidature for this recruitment.


Director,
Meghalaya Administrative Training Institute,
Shillong

Memo No. MATI.7/2015/ 75 -A

Dated: Shillong, the 16th Aug., 2018

Copy to:

- i. The Director General, Meghalaya Administrative Training Institute for favour of information.
- ii. The State Informatics Officer, National Informatics Centre, Shillong with a request to display the above notice in the website of MATI www.mati.gov.in
- iii. The Director, Information & Public Relations, Shillong with a request to kindly get the same published in black and white in three local newspapers preferably in those that are widely circulated in Khasi Hills, Jaintia Hills and Garo Hills Districts.
- iv. The Director of Employment and Craftsmen Training and Apprenticeship Adviser, Shillong.
- v. Rajya Sainik Board.
- vi. The News Editor, All India Radio, Shillong/ Tura/ Jowai.
- vii. Station Director, Doordarshan Kendra, Shillong/ Tura/ Jowai.
- viii. Office Notice Board.

Director,
Meghalaya Administrative Training Institute,
Shillong