सत्यमेव जयते

GOVERNMENT OF MEGHALAYA
MEGHALAYA ADMINISTRATIVE TRAINING INSTITUTE
MAWDIANGDIANG, SHILLONG-793018

matis.megh@gmail.com / mati-meg@gov.in mati.gov.in 0364-2308219

ADVERTISEMENT FOR GRADE IV POSTS

Applications are invited from the Citizens of India (as defined in Article 5 – 8 of the Constitution) for the following categories of Grade IV posts as indicated below in the Meghalaya Administrative Training Institute in the pay matrix of Level 1 plus usual allowances as admissible under Rules. **Application will be received in online mode only upto 17.00 hours on or before 31st December, 2026 and no Applications will be entertained after the closing date.**

Post Code	Name of Post	Pay Scale	Minimum Educational Qualification	Category-wise No. of Posts				
				UR	KJ	Garo	OSTs/ SCs	Total
1.	Peon	L-1 of Revised Pay Structure	Class III Passed or Lower Primary Examination or equivalent	-	3	2	-	**5**
2.	Cleaner	-do-	-do-	1	2	2	-	**5**
3.	Sweeper	-do-	-do-	1	2	2	-	**5**
4.	Chowkidar	-do-	-do-	-	1	-	-	**1**
							Grand Total	**16**

Age and Age Relaxation:

- Age will be calculated with reference to 01.01.2026 and Candidate should have attained the age of 18 years and not more than 32 years. Upper age limit is relaxable by 5 years for candidates belonging to SC/ST.
- No age limit for those candidates who are already in Meghalaya Government Service provided they entered service within the prescribed age limit.
- The date of birth to be accepted by the Institute 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 and Certificate issued by the Municipal Board/Department of Health & Family Welfare. Proof and Documents other than these will not be accepted.

Reservation of vacancies: As per the Roster Reservation Policy of the Government of Meghalaya.

How to Apply: Candidates are to apply and submit their applications online through the website: https://rpa.meghalaya.gov.in/rpaonline/ . Applications received through any other mode 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 advertised posts. Kindly read the instructions on the web page carefully before applying. Last date for online registration is upto 17.00 hours on or before 31st December, 2026.

Payment of examination fees (Non-Refundable): Candidates who wish to apply must pay the Examination fee of ₹ 100/- for General category and ₹ 50/- for SC/ST who are permanent residents of the State of Meghalaya. for each post by using any one of the following mode of payment:
(a). e-Challan (Cash Payment)
(b). Debit cum ATM Cards/Credit Cards/Net Banking.

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 Institute 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 Administrative Training Institute directly in person or e-mail at matis.megh@gmail.com along with their phone numbers.

METHOD OF SELECTION:

The final selection/recommendation of suitable candidates against the vacancies notified in this Advertisement shall be made by the Institute through the following process:
Screening Test consisting of the following subjects in MCQ pattern:
1. General English
2. General Knowledge & Current Affairs

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 Institute 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 Institute without notice.
(4). Applicants are required to indicate in the online application form that he/she belongs to ST/ SC/ OST/SC or General category but subsequently writes to the Institute to change his/her category, such request shall not be entertained by the Institute.

(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 Examination at his/her own expenses.

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 the Recruitment process. 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" published by the Institute. 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 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.

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 INSTITUTE, 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 Institute.
(c) The Institute is vested with the duty of conducting recruitment and selection as per rules duly maintaining utmost secrecy and confidentially 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 Institute 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 Administrative Training Institute.

Director,
Meghalaya Administrative Training Institute,
Shillong

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Memo No.MATI.7/2015/Vol.II/241-A Dated Shillong, the 24th November, 2026

Copy to :

1. The P.A to the Commissioner & Secretary to the Govt. of Meghalaya, Personnel & A.R (B) Department and Director General, MATI for favour of kind information of the Director General.
2. The Director, MATI, Shillong for favour of kind information.
3. The Director of IT&C, Meghalaya, Shillong for favour of kind information with a request to upload it in the State Portal/Website.
4. The Director of Information and Public Relations, Meghalaya, Shillong for kind information and necessary action with a request to publish the same in black and white in 3 leading local newspapers (English, Garo and Khasi) on the **30th November, 2026**.
5. The Director of Printing & Stationery, Meghalaya, Shillong for kind information and necessary action with a request to publish the same in the next issue of the Meghalaya Gazette.
6. The Director of Employment and Craftsmen Training, Meghalaya, Shillong for favour of kind information.
7. The Deputy Secretary to the Govt. of Meghalaya, Personnel & AR (B) Deptt. for favour of kind information with reference to your L. No. PER(AR)59/2024/133 Dated 12.05.2026, No. PER(AR) 59/2024/143 dated 07.09.2026 and No. PER (AR) 59/2024/153 Dated 29.10.2026.
8. The SIO, NIC, Meghalaya State Centre, Shillong for necessary technical assistance and making the online application live on the Meghalaya Recruitment portal w.e.f **01st December, 2026 with options for examination centre in Shillong, Tura and Jowai.**
9. MATI Website.
10. Office Notice Board.
11. Office Copy.

By orders, etc.

Joint Director,
Meghalaya Administrative Training Institute,
Shillong