

**GOVERNMENT OF MEGHALAYA
SECRETARIAT ADMINISTRATION DEPARTMENT (NAZARAT)**

No.SAN.66/2019/89

Dated Shillong, the 17th August, 2026

ADVERTISEMENT

Applications are invited from the Indian Citizens (as defined in Articles 5 to 8 of the Constitution) for the following categories of Grade IV post as indicated below in the Secretariat Administration Department (Nazarat), Meghalaya Civil Secretariat, in the Level-I of the pay matrix plus usual allowances as admissible under the Rules. Applications will be received in online mode only and upto 5:00 P.M. hrs. on or before **18th September, 2026** and no applications will be entertained after the closing date.

PARA I – DETAILS OF POSTS TO BE FILLED

Sl. No.	Name of Post	Educational Qualification	Category-wise No. of posts				
1	Peon	Class VI Passed	(a) Unfilled Vacancies				
			KJ	04	4(four) post in pursuance of Para 2 of Resolution No.PER.222/71/138 dtd. 12.01.1972 (1 st Instance -post unfilled as advertised vide No.SAN.66/2019/6 dtd. 9/2/2022)		
			Garos	01	1(one) post in pursuance of Para 2 of Resolution No.PER.222/71/138 dtd. 12.01.1972 (1 st Instance -post unfilled as advertised vide No.SAN.66/2019/6 dtd. 9/2/2022)		
			OSTs/SCs	01	1(one) post in pursuance of Para 2 of Resolution No.PER.222/71/138 dtd. 12.01.1972 (1 st Instance -post unfilled as advertised vide No.SAN.66/2019/6 dtd. 9/2/2022)		
			Total	06			
			Category-wise No. of posts				
			(b) Fresh Vacancies				
			UR	KJ	Garos	OSTs/SCs	Total
			17 {(inclusive of 1 (one) post for (PWDs- Partially Deaf(PD))}	48 {inclusive of 2 (two) post for {(PWDs- Partially Deaf(PD) and 2 (two) posts for Sports Persons.}	47 {inclusive of 2 (two) post for (PWDs- Locomotor (One Arm Affected (OA), One Leg Affected (OL) and 2 (two) posts for Sports Persons.}	06 {inclusive of 1 (one) post for (PWDs- Locomotor (One Arm Affected (OA),One Leg Affected (OL))}	118
			Grand Total (a+b) = 06+118 = 124 Posts				

2	Cleaner	Class VI Passed	Category-wise No. of posts				
			(a) Unfilled Vacancies				
			KJ	01			
			Garos	03	03(Inclusive of 1 (one) post for PWDs - Partially Deaf (PD)).		
			OSTs/SCs	01			
			Total	05			
			Category-wise No. of posts				
			(b) Fresh Vacancies				
			UR	KJ	Garos	OSTs/SCs	Total
			02	05 (Inclusive of 1(one) post for Sports Person))	04 (Inclusive of 1 (one) post for Sports Person))	01	12
Grand Total (a+b) = 5+12 = 17 Posts							
3	Sweeper	Class VI Passed	Category-wise No. of posts (Fresh Vacancies)				
			UR	KJ	Garos	Total	
			01	03	02	06	
4	Chowkidar	Class VI Passed	Category-wise No. of posts (Fresh Vacancies)				
			UR	KJ	Garos	Total	
			01	01	01	03	
5	Mali	Class VI Passed	Category-wise No. of posts (Fresh Vacancies)				
			UR	KJ	Garos	Total	
			01	01	01	03	

PARA 2 – QUALIFICATIONS

Age: Candidates should not be more than 32 years of age and less than 18 years of age as on **01.01.2026**. Upper age limit is relaxable by 5 years in case of Scheduled Tribes/Scheduled Castes. PWDs candidates' upper age limit will be as per Office Memorandum No.PER(AR)150/88/560 dated 18/1/2023. (The date of birth to be accepted is as per Certificate issued by the Municipal Board/Department of Health & Family Welfare/School Certificate/H.S.L.C. Admit Card. Proof other than these will not be accepted). The educational qualifications are mentioned in the para 1 above.

PARA 3 – PROCEDURE FOR APPLICATION

How to apply: Candidates are to apply and submit their applications online through the website at <https://rrp.megahalaya.gov.in>. Applications received through any other mode will summarily be rejected. For candidates applying for the first time through online mode, a one-time registration process is required to enable them to apply againss advertised posts. Kindly read the instructions on the web page carefully before applying. Last date for online registration is **18th September, 2026**.

PARA 4 - RESERVATION OF VACANCIES

This shall be as per the Reservation Policy of the Government of Meghalaya.

PARA 5 – SCHEME OF EXAMINATION

Candidates must appear for Written Examination at his/her own expenses.

Payment of Examination Fees: Candidates who wish to apply may pay the Examination Fee which is ₹100/- for General Category and ₹ 50/- for ST/SC, for each post by using any one of the following modes of payment:-

- a. Debit cum ATM Cards/Credit Cards/Net Banking.
- b. UPI
- c. E-Challan (cash payment) at any branch of SBI.

E-Challan /Cash payment at any branch of SBI. For cash payment, please select payment across Bank Counter. Fill in the required details, an e-challan will be generated. Take a print out of the e-challan and make the required payment at any branch of SBI.

Please note that you need not submit the e-challan. Kindly note that an additional amount in the form of Bank's Commission may be applicable against any purpose. In case of any problem being faced in the processing of the application, applicant can contact the Office of the Sectt. Admn. Department (Nazarat) directly in person or email at the email ID mentioned in the Website.

Last Date for receipt of Applications: upto 17:00 hrs on 18th September, 2026.

Examination Centres: The Examination Centres are Shillong, Tura, Jowai, Nongstoin, and Nongpoh. The examination centre should be selected judiciously by the candidate. Once the centre is selected, the same cannot be changed. If number of candidates applied for centres like Jowai, Nongstoin and Nongpoh is not adequate, the Departmental Selection Committee reserves the right to direct the applicant to appear in the nearest centre.

Method of Selection : The final selection of suitable candidates against the vacancies notified in this Advertisement shall be made by the Departmental Selection Committee through the following processes. Candidates are mandatorily required to appear for the written examination.

- General English – 50 Marks.
- General Awareness – 50 Marks
- Duration : 1 Hour (1 hour 30 minutes for PWDs.)
- There shall be negative marking for wrong answers. The details shall be specified in the question paper guidelines.
- There shall be no interview in line with the Office Memorandum No.PER(AR)58/2024/36 dated Shillong, 29th July, 2025.
- In case, one candidate is qualified for all categories of Grade IV posts in the advertisement, the Departmental Selection Committee reserves the right to decide to which post he/she will be selected.

PARA 6 – DEBARMENT

1. Candidates should make sure of their eligibility for the post applied for and that the declaration made by them in the 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 shall be liable TO BE DEBARRED FROM APPEARING FOR ANY OF THE EXAMINATIONS TO BE CONDUCTED IN FUTURE, and summarily their candidature for this recruitment will be rejected.
2. Candidates found using any unfair/illegal means during the conduct of the recruitment process will be debarred from appearing in examinations conducted in future.
3. The appointing authority 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 duty in such manner or by such action as to violate or likely to violate the fair practices followed and ensured by the appointing authority will be sufficient cause for rendering such questionable means as ground for debarment.

4. 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 exam or selection held in future.

Sd/-Swapnil Tembe, IAS
Secretary to the Govt. of Meghalaya,
Secretariat Administration Department(Nazarat).

Memo.No.SAN.66/2019/89-A

Dated Shillong, the 17th August, 2026

Copy to:-

1. The Director of Printing & Stationery, Meghalaya, Shillong, for favour of publication in the next issue of the Gazette.
2. The Director of Information & Public Relations, Meghalaya, Shillong, for favour of publication in Local daily Newspaper, one each in Khasi, English and Garo.
3. The State Informatics Officer, NIC, Meghalaya, Shillong, for necessary technical assistance and for displaying of the above Advertisement in the Website.
4. The Deputy Commissioner, East Khasi Hills, Shillong/West Garo Hills, Tura/West Jaintia Hills, Jowai/Ri Bhoi, Nongpoh/West Khasi Hills, Nongstoin.
5. Shri G.Sohliya, Joint Director (IT), NIC, Meghalaya, Shillong for information and necessary action.
6. Notice Board (Main/Additional/Third Secretariat).

By order etc.,



Deputy Secretary to the Govt. of Meghalaya,
Secretariat Administration Department(Nazarat).