

**ADVERTISEMENT FOR RECRUITMENT OF SUB-INSPECTORS,
DRAFTSMAN, COMPOUNDER/DRESSER, GUARDSMAN AND EQUIVALENT
RANKS, DRIVER AND NON COMBATANT EMPLOYEE IN THE CIVIL DEFENCE &
HOME GUARDS ORGANISATION**

1. Applications are invited in the **PRESCRIBED PRINTED FORM** from both Male and Female candidates who are Indian citizens and are domiciled in the State of Meghalaya-
- to fill up **20** vacancies in the rank of Sub-Inspectors,
 - to fill up **1** post of Draftsman and **1** post of Compounder/Dresser, and
 - to fill up **207** vacancies in the rank of Guardsman and equivalent ranks, Driver and Non Combatant Employee posts who are trained Home Guards/Civil Defence Volunteers.

These vacancies will be filled up as per Reservation Policy of the State. Selected Candidates will have to serve anywhere in the state of Meghalaya after successfully completing the Basic Training of 9 (nine) months duration, extendable at the discretion of the undersigned. Candidates who fail to pass the Basic Training and who perform unsatisfactorily will be summarily discharged from service.

2. Application form will be available with effect from **15th of January, 2018** onwards through offices of the **DISTRICT HOME GUARDS COMMANDANT SHILLONG/ JOWAI /TURA, DISTRICT TRAINING CENTERS NONGSTOIN/ WILLIAMNAGAR, CIVIL DEFENCE OFFICES, JOWAI/TURA/NONGPOH/NONGSTOIN/BAGHMARA/WILLIAMNAGAR AND CENTRAL TRAINING INSTITUTE, CIVIL DEFENCE & HOME GUARDS, MAWDIANGDIANG, SHILLONG**, on payment of Rs.50/- (Rupees fifty rupees) only.
3. THE LAST DATE FOR RECEIPT OF APPLICATION IS **15th February, 2018**. APPLICATIONS RECEIVED BY HAND OR BY POST AFTER THE LAST DATE WILL NOT BE ENTERTAINED UNDER ANY CIRCUMSTANCES. INCOMPLETE APPLICATIONS OR APPLICATIONS NOT ACCOMPANIED BY THE REQUIRED CERTIFICATES, TESTIMONIALS WILL BE REJECTED AND NO CORRESPONDENCES IN THIS REGARD WILL BE ENTERTAINED.
4. Recruitment shall be carried out to fill up the following posts carrying scales of pay as indicated against each.

Name of Posts	Scale of Pay	No of Vacancies	Remarks
(i) Sub-Inspectors	12000-300-14100-EB-390-17610-530-23440/- P.M. plus other allowances and other benefits as admissible.	20	Allotment of vacancies will be as per the existing State Reservation Policy, i.e. 40% for Garos, 40% for Khasis / Jaintias, 5% for Other STs & SCs and 15% General Category. If the vacancy is less than 10 posts, the same will be treated as reserved vacancies.
(ii) Draftsman	9200-230-10810-EB-300-13510-410-18020/- P.M. plus other allowances and other benefits as admissible.	1	
(iii) Compounder/Dresser	-do-	1	
(iv) Guardsman	7700-190-9030-EB-250-11280-340-15020/-P.M. plus other allowances and other benefits as admissible.	180	
(v) Driver	-do-	10	
(vi) Non-Combatant Employees	6500-160-7620-EB210-9510-290-12700/- plus other allowances and other benefits as admissible.	17	

5. GENERAL INSTRUCTIONS :- The Application duly filled in should be submitted alongwith attested copies of the following certificates/documents :

- (i) 3(three) copies of recent passport size photograph one of which is to be pasted in the Application Form.
- (ii) Educational Qualification Certificates.
- (iii) Birth Certificate or Age Certificate as per school records.
- (iv) Scheduled Tribe/Scheduled Caste Certificate/Domicile Certificate.
- (v) Home Guards/Civil Defence Training Certificates for candidates applying for the posts of Guardsman and equivalent ranks, Drivers and Non-Combatant Employees.
- (vi) Additional Qualification(s) if any.
- (vii) Applications may be submitted by Hand or by registered A/D. A numbered receipt must be collected for hand delivered applications from the counter opened for receiving application.
- (viii) A self-addressed stamped envelope (size 10 x 24 CM) alongwith ₹.5/- postage should also accompany the application.
- (ix) Applications completed in all respect and accompanied by all attested copies of certificates and testimonials should be submitted to the following offices **DISTRICT HOME GUARDS COMMANDANT SHILLONG/ JOWAI /TURA, DISTRICT TRAINING CENTERS NONGSTOIN / WILLIAMNAGAR, CIVIL DEFENCE OFFICES JOWAI/TURA/NONGPOH / NONGSTOIN / BAGHMARA/WILLIAMNAGAR AND CENTRAL TRAINING INSTITUTE, CIVIL DEFENCE & HOME GUARDS, MAWDIANGDIANG,SHILLONG.**

6. **ELIGIBILITY** :- The following shall be the eligibility criteria for recruitment to the various posts;

(i) Should be a Citizen of India and belonging to or domiciled in Meghalaya.

(ii) Should have undergone basic course conducted by the Home Guards organization or any training conducted by Civil Defence organization **to apply for the posts of Guardsman and equivalent ranks, Drivers and Non-Combatant Employees.**

(iii) Other Qualifications are as follows:-

Rank	Educational Qualification	Age	Minimum requirement to be qualified for each post		Selection for Personal Interview
			Physical Measurement	Physical Efficiency Test Pass Mark	
Sub-Inspector	Bachelors Degree in any Stream from a recognized University / Institution	20-27 Years	Height:- Male (ST including other tribes of Meghalaya)- 157cm Male Others- 162cm Female (ST including other tribes of Meghalaya) - 152cm Female Others - 157 Note:- There shall be no measurement of weight and chest.	50 marks	Based on the total marks scored in Physical Efficiency Test and Written Test. However, only 2 times the number of vacancies for each category of post will be called for the Personal Interview.
Guardsman and equivalent ranks	Class X passed.	18-27 Years	Height:- Male (ST including other tribes of Meghalaya)-157 cms Male (Other)-162 cms. Female (ST including other tribes of Meghalaya)-150 cms. Female (other)-154cms.	100 marks	
Driver	Class-X Passed with valid HMV/LMV driving license issued by the competent authority				
Non-Combatant Employee	Class VIII Passed	18-27 Years	Height:- Male (ST including other tribes of Meghalaya)-152.5cms Male (Other)-158 cms. Female (ST including other tribes of Meghalaya)-149cms. Female (other)-154cms.		Based on the total marks scored in Physical Efficiency Test. However, only 2 times the no. of vacancies will be called for Personal Interview.
Draftsman	Diploma in Civil Engineering from a recognized Institute	20-27 Years	—	—	Only the candidates who fulfill the educational qualification and age criteria will be called for the Personal Interview
Compounder /Dresser	Diploma in Nursing from a recognized Institute	20-27 Years	—	—	

There will be relaxation of 5 years in the Upper Age for candidates belonging to SC/ST as per the Govt. policy.

7. THE SCHEME OF RECRUITMENT TEST:

I. For recruitment to the posts of Sub-Inspectors

a.	Physical Efficiency Test	-	100 Marks
b.	Written Examination	-	300 Marks
c.	<u>Interview</u>	-	<u>50 Marks</u>

Total - **450 Marks**

II. For recruitment to the post of Guardsman, Driver and equivalent ranks,

a.	Physical Efficiency Test	-	200 Marks
b.	Written Examination	-	200 Marks
c.	<u>Interview</u>	-	<u>50 Marks</u>

Total - **450 Marks**

Note: a. For selection of Driver, a separate list shall be prepared, based on the total marks obtained in Physical Efficiency Test, Written Examination, Personal Interview and Driving Test.

b. The Driving Test shall carry a maximum of 100 marks

III. For recruitment to the post of Non combatant Employees ;

a.	Physical Efficiency Test	-	200Marks
b.	<u>Trade Test - cum Interview</u>	-	<u>50 Marks</u>

Total - **250Marks**

IV. For recruitment to the post of Draftsman and Dresser /Compounder, there will be no Physical Efficiency Test and Written Examination. Selection will be based on their performance in Personal Interview carrying 50 marks.

8. MINIMUM MEDICAL REQUIREMENT:-

- (i) Eyesight should not be less than 6/6 in one eye and 6/9 in the other, i.e., 6/6 for the Right eye in Right handed individuals and 6/6 for the Left eye in Left handed individuals, without glasses.
- (ii) Should be free from colour blindness.
- (iii) Should not have Knock Knees, Flat Foot, Varicose Veins or Squint Eyes or any other Physical deformities.
- (iv) Any debilitating disease which in the opinion of the doctor is likely to impede the candidates' functioning in the Civil Defence and Home Guards Department.
- (v) Any other defects.

9. PHYSICAL MEASUREMENT TEST(PMT) :

- a. Candidates who do not meet the standards of minimum height requirement as prescribed will be rejected and further test events of such rejected candidates will not be conducted.

10. REGISTRATION AND AUTHENTICATION OF CANDIDATES :

After the Physical Measurement Test, the candidate will be required to register themselves at the Physical Efficiency Test (PET) registration counters at the venue of recruitment, where the biometric data such as Candidates' Finger Print in respect of each candidate will be captured by the Bio-metric application software. The candidate's bio-metric profile will be verified and only the candidates successfully verified will be allowed for Physical Efficiency Test (Race).

11. 5 KM RACE FOR MALE AND 3 KM FOR FEMALE CANDIDATE AND TIMING EQUIPMENT:

Each candidate will be issued with a Lockable Radio Frequency Identification (RFID) tag, which will be attached to the candidate during the course of the Physical efficiency test. The automatic timing equipment based on RFID technology will be geared to record start time, finish time and net time of all runners individually. Those who do not finish the race within the minimum prescribed time will not be allowed to participate in other subsequent recruitment events. 5 KM race for male candidates will have to be completed within 24 Minutes and 3 KM race for Female candidates will have to be completed within 19 minutes.

Candidates who are not physically fit should not attempt this race. Candidates are advised to consult a medical doctor about their physical state of health before preparing themselves to participate in the running test. The Central Recruitment Board will not be responsible for any injury sustained by a candidate during the 5 KM or the 3 KM race.

12. CONDUCT OF WRITTEN EXAMINATION:

Only those candidates who qualify in the Physical Efficiency Test will be allowed to appear in the written examination, which will be conducted at the time, venue and date to be notified by the Recruitment Board. The dates and the venues shall be published on the Newspaper and the Departmental Website.

The written examination for the post of Sub-Inspectors shall consists of the following 3(three papers)-

- (a) General English-Including précis writing, essay writing, drafting and questions on grammar.
- (b) Elementary Mathematics, Power of Reasoning and Elementary Science (**Multiple choice/OMR based**)
- (c) General Knowledge (**Multiple choice/OMR based**)

The Written Examination for Guardsman, Driver and equivalent posts shall consist of one paper only, comprising of elementary and basic knowledge of English, Basic Arithmetic and basic General Awareness. This paper will be on **multiple choice /OMR Basis** and will carry a maximum of 200 marks. There shall be no written test for Non Combatant Employee [NCE]. For NCE a Trade Test cum Interview of 50 marks will be conducted.

13. PERSONAL INTERVIEW:

- (a) For vacancies in the posts of (i) Sub-Inspector and equivalent ranks, (ii) Guardsman and equivalent ranks and (iii) Driver, 2 (two) times the number of vacancies will be called for the Personal Interview from amongst the candidates who qualified in the Physical Efficiency Test and based on the total marks scored in the Physical Efficiency Test and Written Test .
- (b) In the case of Non Combatant Employee, 2 (two) times the number of vacancies from amongst the candidates who qualifies in the Physical Efficiency Test will be called for the Trade Test cum Interview.
- (c) For recruitment to the post of Draftsman and Compounder/Dresser, there will be no Physical Efficiency Test and Written Examination. Selection will be based solely on their performance in Personal Interview carrying 50 marks.

N.B-No separate intimation regarding interviews will be sent. It shall be the responsibility of the candidate(s) to check the results and appear for the interview on the dates as notified on the Departmental Notice Boards and website. (www.meghomeguards.gov.in).

The selection for the Personal interview will be strictly as per the merit;

14. MEDICAL EXAMINATION

- a. Medical Examination will be conducted only in respect of all candidates who have qualified in the written tests.

No person shall be appointed from the merit list unless he/she is found physically fit and the Medical doctor certifies that the candidate is free from any debilitating disease which according to the opinion of the doctor is likely to impede the candidates functioning in the Civil Defence and Home Guards Department.

- c. Recruitment process for Physical Measurement Test and Physical Efficiency Test shall take place at Central Training Institute, Mawdiangdiang, Shillong and Civil Defence and Home Guards Complex at Tura for which candidates will have to indicate their choice at the time of applying. Written test venue will be intimated later. Personal interview shall be conducted in Shillong only and the date will be intimated later.

- 15. ADMIT CARDS:** -The Admit card will be issued in respect of the applications which fulfill all the requirements as enumerated in the Application Form and shall contain information details. The date for issuance of Admit Cards will be intimated on the office notice boards and the Departmental website and an Acknowledgement Receipt will be given to the candidates at the time of submission of the application form. The Recruitment Board will send the Admit Card to each candidate.

The Admit Card will be uploaded in the Civil Defence & Home Guards Department website in a downloadable format (www.meghomeguards.gov.in)

The candidate will affix his recent passport size photo on the Admit Card and attend the Venue with the Admit Card.

16. IMPORTANT POINTS :-

- (a) The Department shall not be responsible for any damage/injury to the candidates during the entire Recruitment Process.
- (b) Candidates should come duly prepared to stay for 2/3 days under their own arrangements and no TA/DA will be admissible for journey on stay.
- (c) Undergoing medical examination at the end of the tests and qualifying in it, does not guarantee appointment.

17. OTHER CONDITIONS :-

- (a) Canvassing directly or indirectly will lead to the disqualification of a candidate and any candidate found offering bribe to anyone involved in the recruitment process or in a position of authority shall be disqualified and/or be prosecuted.**
- (b) Department reserves the right to cancel the recruitment process wholly or partially without assigning any reason(s) thereof.
- (c) Persons serving in Government Departments / Semi-Government Organizations / Government Undertakings may apply through proper channel or should enclose a **"NO OBJECTION CERTIFICATE"** from their employers.

Sd/-

(M.K. Sangma)

Jt. Director of Civil Defence &
Jt. Commandant General of Home Guards,
Meghalaya, Shillong.

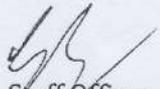
Copy to:-

1. The Director General of Police, Meghalaya, Shillong for favor of information.
2. The Deputy Secretary to the Government of Meghalaya, Civil Defence & Home Guards Department, Shillong, for favor of information.
3. The Commandant, Border Wing Home Guards Battalion, Meghalaya, Shillong.
4. The Commandant, Central Training Institute, Civil Defence & Home Guards, Shillong.
5. The Divisional Commandant Home Guards, Shillong/Jowai/Tura, alongwith 10 (ten) spare copies for necessary action.
6. The District Home Guards Commandant, Shillong/Jowai/Tura, alongwith 10 (ten) spare copies for necessary action.
7. The Deputy Controller of Civil Defence, Jowai/Tura, alongwith 10 (ten) spare copies for necessary action.
8. The Deputy Commissioner } East Khasi Hills/Jaintia Hills/West Khasi Hills/Ri Bhoi District/East Jaintia Hills/South West Khasi Hills/East Garo Hills/West Garo Hills/South Garo Hills /North Garo Hills/South West Garo Hills (with 10 spare copies for wide publicity)
9. The Superintendent of Police }
10. The Officer -in-charge, District Training Centers Nongstoin / Williamnagar.
11. The Officer-In-charge, Civil Defence offices, /Nongpoh / Nongstoin / Baghmara/Williamnagar.
12. The Director of Employment Exchange, Meghalaya, Shillong, with 10 (ten) spare copies for wide publicity.
13. The Station Director, All Indian Radio, Shillong with 5 five spare copies with a request that the brief particulars of the recruitment notice may kindly be given wide publicity through local News/Regional News and other Programmes meant for rural areas.
14. The Director of Information & Public Relation, Meghalaya, Shillong, with 6 (six) spare copies. He is requested to print 1 (one) impression the following advertisement in 1 (one) local daily each in English, Khasi and Garo Language.
15. The Senior Staff Officer, Directorate of Civil Defence & Home Guards, for kind information to Director General, Civil Defence & Home Guards, Meghalaya, Shillong..

1. Applications are invited from both Male and Female candidates who are Indian citizens and are domiciled in the State of Meghalaya-
 - (i) to fill up 20 vacancies in the rank of Sub-Inspectors,
 - (ii) to fill up 1 post of Draftsman and 1 post of Compounder/Dresser, and
 - (iii) to fill up 207 vacancies in the rank of Guardsman and equivalent ranks, Driver and Non Combatant Employee posts who are trained Home Guards/Civil Defence Volunteers.

Last date for receipt of application in the offices of District Home Guards Commandant, Shillong/ Jowai /Tura, District Training Centers Nongstoin / Williamnagar, Civil Defence Offices, Jowai/Tura/Nongpoh / Nongstoin / Baghmara/Williamnagar and Central Training Institute, Civil Defence & Home Guards, Mawdiangdiang, Shillong is **15th February, 2018.**

Detailed advertisement may be accessed at the offices of the District Home Guards Commandant, Shillong/ Jowai /Tura, District Training Centers Nongstoin / Williamnagar, Civil Defence Offices, Jowai/Tura/Nongpoh / Nongstoin / Baghmara/Williamnagar and Central Training Institute, Civil Defence & Home Guards, Mawdiangdiang, Shillong, Deputy Commissioner of all Districts and Departmental website (www.meghomeguards.gov.in)


Senior Staff Officer,
Directorate of Civil Defence & Home Guards,
Meghalaya, Shillong.