

**GOVERNOR'S SECRETARIAT
MEGHALAYA :: SHILLONG - 793001**

No.GEGE-07/2008/410: Applications are invited from Indian Citizens for the post of Assistant Comptroller of Household in the Governor's Household (Establishment) in the Scale of pay of Rs.14100-350-16550-EB-460-20690-620-27510/- per month plus usual allowances as admissible under the Rules.

1. **Nationality** :

(a) He/She must be a citizen of India

2. **Age Limits** :

(a) He/She must not be above the age of 28 (twenty eight) years as on 31.5.2017. Schedule Caste/Schedule Tribe candidates are eligible for age relaxation by 5 years. Age limit will not be applicable for serving officials of the Government, or agencies under the Government provided they entered the service within the prescribed age limits. Serving employees of the State/Central Governments possessing the requisite qualification may also apply, on deputation basis, for a minimum period of 3 years.

3. **Qualifications and experience** :


Essential :

- (i) He/She should be graduate in any discipline and must possess a Post Graduate degree/ Diploma in Hotel Management/ Administration, or Hospitality management, from a recognized University/Institution with at least 55% marks. Upper age is also relaxable by 5 years for ex-servicemen and by 10 years for the People with Disabilities (PWDs).
- (ii) He/She must have experience in house keeping for at least 2 years.

Desirable:

- (i) Knowledge of any of the local languages of the state of Meghalaya will be desired.
- (ii) Knowledge of computer applications and an ability to maintain records digitally will be of value.

4. Application should be accompanied by Treasury Challan of Rs.25.00 (Rs.12.00 for Scheduled Caste/Tribes deposited under the head "0051-Public Commission-102-State Public Service Commission (02)-Receipt of other Departments.
5. The application in prescribed form published in part IX of the Meghalaya Gazette or in plain paper with complete Bio-data should reach the Undersigned on or before 5th July, 2017. Incomplete applications will be rejected without any further reference.
6. Only short - listed candidates found suitable for the post, as screened by the Screening committee will be called for the selection process. No correspondence on this aspect will be entertained.
7. Candidates who are already in Government Service will need to submit the NOC on the date of selection.
8. Any candidate furnishing incorrect information, or making false declaration or suppressing any material information will be debarred from the recruitment process.
9. Canvassing for the post shall disqualify a candidate without any further reference.


(P.S. Kharkongor, MCS)
Deputy Secretary to the
Governor of Meghalaya