GOVERNOR'S SECRETARIAT : : MEGHALAYA
LOK BHAVAN : : SHILLONG

No. GEGE-34/2026/ 2051 Dated Shillong, the 09th November, 2026

DETAILED NOTICE INVITING APPLICATIONS FOR ENGAGEMENT ON CONTRACT BASIS AT LOK BHAVAN, SHILLONG

The Additional Chief Secretary to the Governor of Meghalaya invites applications for engagement of a Household Supervisor on contract basis at Lok Bhavan, Shillong:

A. Preparation of Schedule of Rates for Works in Lok Bhavan, Shillong, Meghalaya

1.	**Designation**	Household Supervisor in Lok Bhavan, Meghalaya, Shillong
2.	**Number of positions**	One (01)
3.	**Essential Qualifications**	Diploma in Hotel Management
4.	**Desirable Qualifications**	Experience in working in any star hotel for a minimum period of 3 (three) years
5.	**Emoluments**	At the rate payable to a Highly Skilled Worker as notified by the Government of Meghalaya in the Labour Department from time to time.
6.	**Brief Description of Duties and Functions**	(i) Supervise of guest rooms, cleanliness, guest response, and day to day housekeeping operations. (ii) Ensure high standard of hygiene, grooming and guest satisfaction. (iii) Assist the Assistant Comptroller of Household in maintaining of monthly accounts and such other records. (iv) Such other duties as may be assigned by Additional Chief Secretary to the Governor, from time to time.
7.	**Place(s) of Engagement**	Shillong. The Additional Chief Secretary to the Governor of Meghalaya may designate Headquarters of the Household Supervisor at any other place in Meghalaya for the whole or a part of his/her period of engagement.
8.	**Duration of Engagement**	Twelve (12) months. The period of engagement may be extended for a further period of six months at a time.
9.	**Age of the applicant**	Shall not be more than 37 years as on 01.01.2026.

General Conditions:

1. Engagement shall be purely on contract basis. The Additional Chief Secretary to the Governor reserves the right to terminate the engagement at any time without any prior notice and without assigning any reason thereof.

2. A scanned copy of the application in a Format specified in **Annexure-I** in non-editable PDF format along with a copy of certificates in support of the educational qualification and work experience shall be emailed at lokbhavan-meg@gov.in on or before **11.59 PM on 23th November, 2026**. All such emails shall be sent under the subject **"Application for engagement on contract basis of a Household Supervisor at Lok Bhavan, Shillong.**

3. The selection of a candidate will be based on his/her performance in the interview to be conducted by an Interview Committee to be constituted by the Additional Chief Secretary to the Governor of Meghalaya in the order of merit as decided by the Interview Committee.

4. In case applications are received from a large number of candidates, the Additional Chief Secretary to the Governor of Meghalaya may shortlist the candidates for the interview on the basis of a written examination consisting of multiple choice questions. List of candidates who meet the essential qualifications specified in this Notice along with the date, time and venue of the written examination will be placed on website of the Lok Bhavan, Shillong (https://meggovernor.gov.in) The same will also be communicated to all such candidates through email and through whatsapp at the mobile number given in the application.

5. The List of candidates shortlisted for the interview along with the schedule for the interview will be placed on website of the Lok Bhavan, Shillong (https://meggovernor.gov.in). The same will also be communicated to all the shortlisted candidates through email and through whatsapp at the mobile number given in the application.

6. The candidates shortlisted for the interview shall, along with the original copy of the application submitted through email and the certificates in original in support of their educational qualification and work experience, report for the interview at the time, date and venue displayed on website of the Lok Bhavan, Shillong.

7. At the time of verification of original documents, if it is found that an attempt has been made by the applicant to wilfully conceal, misrepresent or canvass the facts, his/her candidature will not be considered.

8. Decision of the Interview Committee in all matters relating to the eligibility and work experience of a candidate will be final and binding on the candidates and no enquiry or correspondences will be entertained from any individual in this regard.

9. The Additional Chief Secretary to the Governor of Meghalaya and the Interview Committee shall reserve the right to reject candidature of any applicant in view of incomplete information provided by the candidate in the application or for any other reason.

10. The List of candidates selected for the position along with candidates kept in waiting list will be displayed on website of the Lok Bhavan, Shillong (https://meggovernor.gov.in). The successful candidate will be informed through email at the email ID given in their application to join the position. In case a candidate fails to join the position within 15 (fifteen) days from the date given in such communication, the position will be offered to the next candidate in the order of merit decided by the Interview Committee without making any further correspondence with such defaulting candidate.

11. No Travelling Allowance (TA) or Daily Allowance (DA) or any other amount of whatsoever nature will be payable to the candidates for attending the interview.

(A. Lakiang)
Joint Secretary to the
Governor of Meghalaya
Email: lokbhavan-meg@gov.in

Annexure-I

APPLICATION FORM FOR ENGAGEMENT OF A HOUSEHOLD SUPERVISOR ON CONTRACT BASIS AT LOK BHAVAN, SHILLONG

Affix passport size photograph

1. Name of the position for which the application has been made

Sl. No.	Name of the Project	Position

2. Personal information

(b)	Name of the applicant	
(c)	Current designation (if any)	
(d)	Current emoluments (if any)	
(e)	Father's / Mother's/ Spouse's name	
(f)	Date of birth	
(g)	Contact details (Address, E-mail ID, phone number, whatsapp number)	

3. Educational qualifications (from Matricular Certificate Onwards)

Degree / Diploma	Name of the Institution/University	Passing year	Grade**/Division	% of marks	Main subjects

** Please provide grade equivalence to percentage of marks, if any.

(please attach additional sheet(s), if required)

4. Details of Past Experience

Sl. No.	Name of Institute / Organization / Department	Designation	Period		Nature of duty (roles and responsibilities held by applicant)	Last emoluments drawn (Rs./ month)	Copy of experience Certificate enclosed (yes/no)
			From	To			

(please attach additional sheet(s), if required)

5. Any other relevant information:

Declaration by the Applicant

I do hereby declare that all the particulars stated hereinabove and enclosures are true to the best of my knowledge and belief.

(Signature of Applicant)

Place: .....

Date: .....

List of Enclosures:

1.....

2.....

3. .....

4. .....

5. .....

6. .....