

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

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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-
  - (i) to fill up **4** vacancies in the rank of Sub-Inspectors.
  - (ii) to fill up **284** vacancies in the rank of Guardsman and equivalent ranks.
  - (iii) to fill up **17** vacancies of Drivers.
  - (iv) to fill up **140** vacancies of Non Combatant Employees(NCE).

***The vacancies in Sl. No. (ii), (iii) & (iv) will be filled from those 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 **1<sup>st</sup> of April, 2024** onwards through offices of the **DISTRICT HOME GUARDS COMMANDANT SHILLONG/ JOWAI /TURA, DISTRICT TRAINING CENTERS NONGSTOIN/ MAWKYRWAT, NONGPOH, WILLIAMNAGAR, RESUBELPARA, BAGHMARA, AMPATI 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 **1<sup>ST</sup> OF MAY, 2024** APPLICATIONS RECEIVED BY HAND OR BY POST AFTER THE LAST DATE WILL NOT BE ENTERTAINED UNDER ANY CIRCUMSTANCES. INCOMPLETE APPICATIONS OR APPLICATIONS NOT ACCOMPANIED BY THE REQUIRED CERTIFICATES, TESTIMONIALS WILL BE REJECTED AND NO CORRESPONDENCE IN THIS REGARD WILL BE ENTERTAINED.
4. **Reservation Policy** : Reservation policy of the state is 40% for Khasi Jaintia Candidates, 40% for Garo Candidates, 5% for Other Scheduled Tribes/Scheduled Caste of Meghalaya and 15% for Unreserved Category. 10% vacancies in the post of Guardsman only shall be reserved for Women Candidates as per existing Meghalaya Civil Defence & Home Guards (Subordinate) Service Rules, 2015.

5. Recruitment shall be carried out to fill up the following posts carrying scales of pay as indicated against each.

A SL	B NAME OF POST	C SCALE OF PAY	D VACANCY	E BREAK UP OF VACANCY IS AS PER THE STATE RESERVATION POLICY & THE RESERVATION ROSTER APPROVED BY GOVT.				F TOTAL VACANCY
				UR	KH/J	GARO	OSTs/SCs	
1.	SUB-INSPECTOR	L-9	4	1	2	1	0	4
2.	GUARDSMAN	L-3	284	43	114	113	14	284
3.	DRIVER	L-3	17	3	7	6	1	17
4.	NCE	L-1	140	21	56	56	7	140

6. **GENERAL INSTRUCTIONS** :- The Application duly filled in should be submitted along with 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) Applications may be submitted by Hand or by registered post.  
A numbered receipt must be collected for hand delivered applications from the counter opened for receiving application.
- (vii) A self-addressed stamped envelope (size 10 x 24 CM) along with Rs.5/- postage should also accompany the application.
- (viii) 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/ MAWKYRWAT, NONGPOH, WILLIAMNAGAR, RESUBELPARA, BAGHMARA, AMPATI AND CENTRAL TRAINING INSTITUTE, CIVIL DEFENCE & HOME GUARDS, MAWDIANGDIANG, SHILLONG.**

7. **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	Written Test	
Sub-Inspector	Bachelors Degree in any Stream from a recognized University / Institution	20-27 Years	<b>Height:-</b> Male (ST including other tribes of Meghalaya)- 157cm Male Others- 162cm Female (ST including other tribes of Meghalaya) - 152cm Female Others - 157 <b>Note:- There shall be no measurement of weight and chest.</b>	<b>100 marks</b>	<b>300 Marks</b>	Based on the total marks scored in Physical Efficiency Test and Written Test. Only 2 times the number of vacancies for each category of post will be called for the Personal Interview.
Guardsman and equivalent ranks	Class IX Passed	18-27 Years	<b>Height:-</b> Male (ST including other tribes of Meghalaya)- <b>157 cms</b> Male (Other)- <b>162 cms.</b> Female (ST including other tribes of Meghalaya)- <b>150 cms.</b> Female (other)- <b>154cms.</b>	<b>200 marks</b>	<b>200 marks</b>	
Driver	Class IX Passed with valid HMV/LMV driving license issued by the competent authority					
Non-Combatant Employee	Class V Passed	18-32 Years	<b>Height:-</b> Male (ST including other tribes of Meghalaya)- <b>152.5cms</b> Male (Other)- <b>158 cms.</b> Female (ST including other tribes of Meghalaya)- <b>149cms.</b> Female (other)- <b>154cms.</b>	<b>200 marks</b>	<b>No Written Test will be conducted for the post of NCE</b>	Based on the total marks scored in Physical Efficiency Test. Only 2 times the no. of vacancies will be called for Personal Interview.

Candidate should be in the prescribed age indicated above as on 15.03.2024.

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

**8. 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>
	<b>Total</b>	-	<b>450 Marks</b>

***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>
	<b>Total</b>	-	<b>450 Marks</b>

**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 / Interview</u>	-	<u>50 Marks</u>
	<b>Total</b>	-	<b>250Marks</b>

**9. MEDICAL TEST:-** The Test will be conducted only in respect of candidates who have qualified in the Written Test.

**MEDICAL STANDARD:-** Candidates should be free from:-

- (i) Bad eyesight.
- (ii) Knock Knees.
- (iii) Any other defects in the body.
- (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.

**(No fees will be paid by any candidates for Medical Examination)**

**10. 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.

**11. 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).

**12. 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.**

**13. 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 Physical Efficiency Test.

**14. 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.

(i) 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**)

(ii) 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.

(iii) There shall be no written test for Non Combatant Employee [NCE]. For NCE a Trade Test / Interview of 50 marks will be conducted.

**15. 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 / Interview.

**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](http://www.meghomeguards.gov.in)).

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

**16. RECRUITMENT CENTRES FOR PMT & PET:-**

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 dates will be intimated later.

**17. 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](http://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.

**18. 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.
- (d) Mobile & Landline Helpline numbers for any clarification will be notified through the Civil Defence & Home Guards website ([www.meghomeguards.gov.in](http://www.meghomeguards.gov.in))
- (e) The final appointment, after selection of merit list, is subject to satisfactory Police verification report.

**19. 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  
Meghalaya, Shillong.

**Copy to:-**

1. The Director General of Police, Meghalaya, Shillong for favor of information.
2. The Under 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 and 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, Shillong, Nongstoin, Mawkyrwat, Nongpoh, Jowai, Khliehriat, Tura, Ampati, Baghmara, Williamnagar, Resubelpara, Mairang alongwith 10 (ten) spare copies for necessary action.
8. The Deputy Commissioner } East Khasi Hills/Jaintia Hills/West Khasi Hills/Ri Bhoi District/East
9. The Superintendent of Police } Jaintia Hills/South West Khasi Hills/East Garo Hills/West Garo Hills/South Garo Hills /North Garo Hills/South West Garo Hills/Eastern West Khasi Hills (with 10 spare copies for wide publicity)
10. District Training Centers, Shillong, Nongstoin, Mawkyrwat, Nongpoh, Jowai, Khleriat, Tura, Ampati, Baghmara, Williamnagar, Resubelpara, alongwith 10 (ten) spare copies for necessary action.
11. The Director of Employment Exchange, Meghalaya, Shillong, with 10 (ten) spare copies for wide publicity.
12. 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.
13. The Director of Information & Public Relation, Meghalaya, Shillong, with 6 (six) spare copies with a request to print 1 (one) impression of the following advertisement in 1 (one) local daily each in English, Khasi and Garo Language.
14. The Senior Staff Officer, Directorate of Civil Defence & Home Guards, for kind information to Director General, Civil Defence & Home Guards, Meghalaya, Shillong..

Applications are invited from both Male and Female candidates who are Indian citizens and are domiciled in the State of Meghalaya-

1. to fill up 4 vacancies in the rank of Sub-Inspectors,
2. to fill up 284 vacancies in the rank of Guardsman and equivalent ranks, who are trained Home Guards/Civil Defence Volunteers.
3. to fill up 17 vacancies of Drivers, who are trained Home Guards/Civil Defence Volunteers.
4. to fill up 140 vacancies of Non Combatant Employees(NCE), 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 at 11 Districts, Civil Defence Offices, at 11 Districts, and Central Training Institute, Civil Defence & Home Guards, Mawdiangdiang, Shillong is **1<sup>st</sup> May, 2024**

Detailed advertisement may be accessed at the offices of the District Home Guards Commandant, Shillong/ Jowai / Tura, District Training Centers Nongstoin, Mawkyrwat, Nongpoh, Williamnagar, Resubelpara, Baghmara 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](http://www.meghomeguards.gov.in))

Sd/-

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

