

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

1. Application are invited in the **PRESCRIBED PRINTED FORM** from both Male and Female candidates who are trained Home Guards/Civil Defence Volunteers and who are Indian citizen and are domiciled in the State of Meghalaya, to fill up 66 (sixty six) vacancies in the rank of Guardsman and equivalent ranks, Driver and Non Combatant Employee posts. 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 **18<sup>th</sup> May, 2015** onwards through offices of the **DISTRICT HOME GUARDS COMMANDANT SHILLONG/ JOWAI /TURA AND CENTRAL TRAINING INSTITUTE, CIVIL DEFENCE & HOME GUARDS, MAWDIANGDIANG,SHILLONG** on payment of ₹.50/-
3. **CANDIDATES CAN APPLY ONLY FOR ONE CATEGORY OF POSTS.**
4. THE LAST DATE FOR RECEIPT OF APPLICATION IS **15<sup>th</sup> JUNE, 2015** AND ONLY ONE APPLICATION PER CANDIDATE WILL BE ALLOWED. APPLICATIONS RECEIVED BY HAND OR BY POST AFTER THE LAST DATE WILL NOT BE ENTERTAINED UNDER ANY CIRCUMSTANCES. INCOMPLETE APPLICATIONS OR APPLICATION NOT ACCOMPANIED BY THE REQUIRED CERTIFICATES TESTIMONIALS WILL BE REJECTED AND NO CORRESPONDENCES IN THIS REGARD WILL BE ENTERTAINED.
5. Recruitment shall be carried out to fill up the following posts carrying scales of pay as indicated against each.

Name of Posts	No of Vacancies
(i) Guardsman	44
(ii) Driver	5
(iii) Despach Rider	7
(iv) Storeman	2
(v) Carpenter	1
(vi) Bugler	1
(vii) Fireman	1
(viii) Bandsman	1
<b><u>Total</u></b>	<b><u>62</u></b>

Scale of pay ₹.7700-190-9030-EB-250-11280-340-15020/-P.M. plus other allowances and other benefits as admissible.

### NON COMBATANT EMPLOYEE

(ix) Cobbler	2
(x) Tailor	1
(xi) Chowkidar	1
<b><u>Total</u></b>	<b><u>4</u></b>

Scale of pay ₹.6500-160-7620-EB-210-9510-290-12700/- P.M. plus other allowances and other benefits as admissible.

6. **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, Permanent Residential Certificate or Domicile Certificate.
- (v) Home Guards/Civil Defence Training Certificates.
- (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.
- (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 SHILLONG/JOWAI /TURA 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.
- (iii) Candidate should be able to speak, read and write at least one of the regional languages of the State.
- (iv) Other Qualification are as follows;

Rank	Educational Qualification	Age	Physical Measurement
Guardsmen and equivalent ranks	(i) Class X passed. (ii) With valid Motor Cycle Driving Licence for the post of Despatch Rider. (iii) With Trade Certificate issued by Govt/Private Institution or Experience Certificate issued by the Employer, for the post of Carpenter.	18- 27 Years	Male - (ST including other tribes of Meghalaya) 157cm. Male (other) 162 cm. Female - (ST including other tribes of Meghalaya). 152 cm. (others) Female (other) 157 cm. <b>Note: there shall be no measurement of chest for female candidates.</b>
Driver	Class-X Passed with valid HMV/LMV driving license issued by the competent authority		
Non-Combatant Employee	Class VIII Passed with Trade Certificate/Experience Certificate for the post of Cobbler & Tailor.		

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

## **8. THE SCHEME OF RECRUITMENT TEST:**

I. 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, Mechanics etc a separate list shall be prepared, based on the total marks obtained in Physical Measurement Test, written examination and interview and a suitable number of those who qualify shall be called for Technical Knowledge and Driving Test.

b. The Driving Test /Technical Knowledge shall carry a maximum of 100 marks and based on the total marks obtained including the performance during the test/ technical test. The Board will finalize separate Merit list of candidates for each technical post such as driver, mechanic etc.

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

a.	Physical Efficiency Test	-	200 Marks
b.	<u>Trade Test cum interview</u>	-	<u>50 Marks</u>
	Total	-	250 Marks

## **9. MINIMUM MEDICAL REQUIREMENT :-**

- (i) Eyesight should not be less the 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 is likely to impede the candidate function.
- (v) Any other defects.

## **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.
- b. The rejected list generated by the computer system for such rejected candidates will be issued to the candidates

## **11. REGISTRATION AND AUTHENTICATION OF CANDIDATES :**

After the Physical Measurement Test, the candidate will be required to register themselves at the 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 a Bio-metric application software. The candidate's bio-metric profile will be verified. Only candidates successfully verified will be allowed for Physical Efficiency Test (Race).

**12. 10 KM RACE FOR MALE AND 5.5 KM FOR FEMALE CANDIDATE AND TIMING EQUIPMENT:**

Each candidate will be issued with a Lockable Radio Frequency Identification (RFID) tag, to be attached to his leg. The automatic timing equipment based on RFID technology will be geared to record start time, finish time and net time of all runner individually. Those who do not finish the race within the minimum prescribed time will be issued a rejection letter and they will not be allowed to participate in other subsequent recruitment events. 10 KM race for male candidates will have to be completed within 60 Minutes and 5.5 KM race for Female candidates will have to be completed within 40 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 10KM or 5.5 KM race.

**13. 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 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 of 50 marks will be conducted.

**14. PERSONAL INTERVIEW:**

Only those candidates who qualify in the Written Test for the post of Guardsman, Driver and equivalent ranks will be called for the Personal Interview and in the case of Non Combatant Employee, only those candidates who qualify for the Physical Efficiency Test will be called for the Trade test cum Interview. 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 at the Departmental Notice Boards and website. ([www.meghomeguards.gov.in](http://www.meghomeguards.gov.in))

**15. MEDICAL EXAMINATION**

- a. Medical Examination will be conducted only in respect of all candidates who have qualified in the written tests.
- b. No person shall be appointed from the merit list unless he 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, knock knees, bad eyesight and any other defects in the body.
- 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.


**16. ADMIT CARDS:** - The Admit card will be issue in respect of application which fulfills all the requirements as enumerated in the Application Form and shall contain information details. The collection of Admit Cards which will be mentioned on the Acknowledgement Receipt of the submitted Application Forms. The Recruitment Board will send the Admit Card to each candidates.  
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.

**17. 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.

**18. 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.



(R.R. Thangkhiew)

Director of Civil Defence &  
Commandant General of Home Guards,  
Meghalaya, Shillong.  
Fax (0364) 2225614.

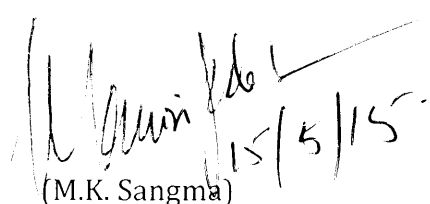
**Copy to:-**

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, Shillong/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 Director of Employment Exchange, Meghalaya, Shillong, with 10 (ten) spare copies for wide publicity.
11. 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.
12. 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.

Applications are invited from those who have undergone Basic Training with the Home Guards and Civil Defence Department or any courses conducted by Civil Defence Organization, for the post of Guardsman, Driver and Non Combatant Employee in the Home Guards & Civil Defence Organization, Meghalaya.

Last date for receipt of application in the offices of Commandant, Central Training Institute, Civil Defence & Home Guards, Mawdiangdiang, Shillong, and District Home Guards Commandant Shillong/Jowai/Tura will be on 15<sup>th</sup> June, 2015.

Detailed advertisement may be accessed at the offices of the District Home Guards Commandant Shillong/Jowai/Tura, Deputy Commissioner of all Districts and Departmental website ([www.meghomeguards.gov.in](http://www.meghomeguards.gov.in))

  
15/5/15

(M.K. Sangma)  
Senior Staff Officer,  
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Meghalaya, Shillong.