



MEGHALAYA BOARD OF SCHOOL EDUCATION
HEADQUARTERS, TURA

No. MBOSE/ESSTT-160/RCT-LDA/2024/24506

Dated Tura, the 20th Sept 2024.

ADVERTISEMENT

Online Applications are invited from eligible citizens of India from **23rd of September, 2024** for the posts specified in the table below.

PARA 1: NAME OF THE POST & ROSTER: As per Meghalaya State Government Reservation Policy.

Sl. No	Name of the Post & Scale of Pay	No. of Vacancy	Category wise of Post					Total
			Unrese - rved	Khasi /Jain tia	Garo	OST/ SC	Persons with Disability	
1.	Lower Division Assistant Cum-Computer Operator. Pay Scale: Rs. 26,500 – Rs. 62,400 /-	24	2	10	10	1	1	24

The date of birth to be accepted by the Board is as entered in the Matriculation/ Secondary School Leaving Certificate from any recognised Board/Council. Proof other than these, will not be accepted by the Board.

PARA 2: EDUCATIONAL QUALIFICATIONS.

- Bachelors' Degree in Arts/ Science/ Commerce or its equivalent from any recognised University .
- Knowledge in Computer.

PARA 3: AGE & AGE RELAXATION:

Age limit as on 01.01.2024.	Relaxation
18-32 Years	1. Upper age limit is relaxable by 5 (five) years for SC/ST. For candidate(s) already in regular Government Service or serving in any Board (receiving G/A from State Government) it shall be as per the Government rules. 2. For persons with physical disabilities specified as per (RPWD) Act, age is relaxable by 10 years (15 years for SC/ST).

PARA 4: FEE (INCLUSIVE OF EXAMINATION FEE).

Fee of Rs. 750 /- + Bank charges for General Candidates and Rs. 500/- + Bank charges for SC/ST/OBC is required to be paid during the process of online application to be paid online through payment getaway.

PARA 5: SUBMISSION OF APPLICATION FORM.

Candidates may submit their application online through the MBOSE official website viz www.mbose.in. Kindly read the instructions on the webpage carefully before applying on-line. Last date for on-line applications is **23:59 hrs till 23rd of October, 2024**. **Offline submission of application forms will "NOT BE ACCEPTED"**.

PARA 6: INSTRUCTIONS.

- i. Candidates are required to clearly indicate both Division and Percentage of marks in the column captioned "Division/ Percentage" for Graduation and post Graduation (if any).
- ii. Recent self attested passport size photograph has to be scanned and uploaded.
- iii. Candidates must appear for the Written Test/Practical Test and Personal Interview at his/ her own expenses. Meghalaya Board of School Education will not bear TA/DA.
- iv. All candidates applying shall be allowed to appear for preliminary written examinations provisionally. Those passing the Preliminary written examinations shall be provisionally allowed to appear for Practical Examination. For practical exams a separate Admit Card will be issued which can be downloaded from Meghalaya Board of School Education website by those candidates who are declared successful in the Written Examination. **Scrutiny of the application along with the candidate's original documents will be taken up before the Personal Interview.** Candidates are advised to go through the requirement of educational qualifications, age and ensure that they are eligible for the post that they are applying for. If any claim made in the application is found to be false/fake or if any discrepancies is noticed in the original documents submitted by the candidate, the candidature will be cancelled and the Board's decision will be final.
- v. Candidates shall make sure of their eligibility to the post applied for and the declaration made by them in the prescribed format is correct in all respect. Any candidate found to furnish incorrect/false information or make false declaration regarding his/her eligibility at any stage or suppress any information is liable TO BE DEBARRED FROM THE EXAMINATION AND DECLARED NULL AND VOID BY THE BOARD.
- vi. If any candidate is or has been found impersonating or procuring impersonation by any person or resorting to any other irregular or improper means in any connection with his/ her candidature for selection or obtaining support of candidature by any means, such a candidate shall be liable to criminal prosecution.
(Candidates are not required to submit their Educational Qualification Certificates during filing of the Application Online).
- vii. Original documents of candidates declared qualified for Personal interview will be scrutinized before personal interview.

PARA 7: FOR THOSE ALREADY IN GOVERNMENT SERVICE.

Candidates already employed in the Government of Meghalaya OR ANY Board sponsored fully/partially by the Government of Meghalaya shall apply through proper channel.

PARA 8: METHOD OF SELECTION.

i. Preliminary Test will consists of :

1. General English – 50 marks
2. General Awareness & Aptitude – 100 Marks

The questions will be Objective type and OMR sheets will be used.

ii. Typing speed, computer skill/knowledge

1. Composition, letter writing Formal/Semi-formal, drafting of official letters, preparation of power point, typing speed test, use of spreadsheet, Microsoft Excel & editing in Microsoft word.

Practical/written test will be conducted in desktops only. No request for handwritten answer scripts will be entertained.

iii. Personal interview

1. Those candidates who have been declared passed/successful in the Practical/Computer test will be called for the personal interview.
2. Before the Personal Interview the original documents & application of the candidate will be scrutinised.

***For any queries contact**

- 1. **Shri M. R. Marak**
Director (Administration),
MBOSE, Tura.
Contact No: 8730092343
2. **Smt. J. R. Marak**
Dy. Director (Administration),
MBOSE, Tura.
Contact No: 9366590096



Principal Director,
Meghalaya Board of School Education
Tura.

No. MBOSE/ESSTT-160/RCT-LDA/2024/24506-16

Dated Tura, the 20th Sept., 2024.

Copy to:

- 1) The Executive Chairman, MBOSE, Tura for favour of information.
- 2) The Chief Accounts Officer, MBOSE, Tura for favour of information.
- 3) The Director, Accreditation & Controller of Examinations, MBOSE, Tura for information.
- 4) The Director, Administration, MBOSE, Tura for favour of information & necessary action.
- 5) The Director, Administration, MBOSE Regional Office, Shillong for information.
- 6) The Chief Academic Officer, MBOSE, Tura for information.
- 7) The Jt. Chief Accounts Officer, MBOSE, Tura for information.
- 8) The Jt. Chief Academic Officer, Administration, MBOSE, Tura for information.
- 9) The Dy. Director, ITES, MBOSE, Tura for favour of information & necessary action.
- 10) The Shillong Times/ Salantini Janera/Mawphor for favour of publication in their esteemed daily Newspaper for information.
- 11) Notice Board of D.S.C, Tura/ D.C office, Tura and MBOSE Notice Board, Tura / Shillong.



Principal Director,
Meghalaya Board of School Education
Tura.