



OFFICE OF THE  
JOWAI MUNICIPAL BOARD, JOWAI  
WEST JAINTIA HILLS DISTRICT, MEGHALAYA  
Email:ceo123jmb@gmail.com



No.JMB/Genl-17/1999-2000/

Dated Jowai the 12<sup>th</sup> September 2025.

**ADVERTISEMENT**

The Jowai Municipal Board Selection Committee, West Jaintia Hills District, Jowai invites online applications for Contractual Post from genuine citizens of India (preference will be given to local candidates residing permanently in West Jaintia Hills District, Meghalaya in which the vacancies occur) who are desirous to apply as per terms and conditions in the advertisement for filling up the vacancies. Candidates should read the instructions carefully before making any entry or selecting options. Candidates should furnish the correct details while filling up the online form. Mandatory fields are marked with \* (*asterisk*) sign. Interest candidates are requested to visit the website <https://westjaintiahills.gov.in> Candidates can apply the vacant posts w.e.f 12<sup>th</sup> September 2025 to 3<sup>rd</sup> October 2025, after which the link will be disabled.

| Sl No. | Name of the Post  | No. of Post | Scale of Pay                        | Age Limit  |
|--------|---|-------------|-------------------------------------|--|
| 1.     | <b><u>Assistant Engineer.</u></b><br>Educational<br>Qualification:- Degree B.E/B. Tech in Civil Engineering from a Government recognized Institution.               | 1           | ₹ 35,000 /-Per Month<br>(Fixed Pay) | Age will be calculated with reference to 01.01.2025 and should have attained the age of 18 years to 32 years. Upper age limit is relaxable by 5 years for SC/ST. |
| 2.     | <b><u>Junior Engineer.</u></b><br>Educational<br>Qualification:- 3 (three) years Diploma Course in Electrical Engineering from a Government recognized Institution. | 1           | ₹ 25,000/- Per Month<br>(Fixed Pay) | Age will be calculated with reference to 01.01.2025 and should have attained the age of 18 years to 32 years. Upper age limit is relaxable by 5 years for SC/ST. |
| 3.     | <b><u>Account Assistant.</u></b><br>Educational<br>Qualification:- Graduate in Commerce from a recognized Institution.  | 1           | ₹ 20,000/- Per Month<br>(Fixed Pay) | Age will be calculated with reference to 01.01.2025 and should have attained the age of 18 years to 32 years. Upper age limit is relaxable by 5 years for SC/ST. |

| Sl No. | Name of the Post  | No. of Post | Scale of Pay                           | Age Limit  |
|--------|---|-------------|--|--|
| 4.     | <b><u>Sanitary Inspector.</u></b><br>Educational<br>Qualification:- Class XII<br>Passed with one year<br>diploma course in Public<br>Health and Sanitation<br>Technology from a<br>recognized University. | 1           | ₹ 20,000/-<br>Per Month<br>(Fixed Pay) | Age will be calculated with<br>reference to 01.01.2025<br>and should have attained<br>the age of 18 years to 32<br>years. Upper age limit is<br>relaxable by 5 years for<br>SC/ST. |
| 5.     | <b><u>Driver.</u></b><br>Educational<br>Qualification:- Class VIII<br>pass having valid<br>Professional Heavy<br>Vehicle Driving license.<br>Driving Test will be<br>conducted                            | 1           | ₹ 15,000/-<br>Per Month<br>(Fixed Pay) | Age will be calculated with<br>reference to 01.01.2025<br>and should have attained<br>the age of 18 years to 32<br>years. Upper age limit is<br>relaxable by 5 years for<br>SC/ST. |
| 6.     | <b><u>Driver (JCB).</u></b><br>Educational<br>Qualification:- Class VIII<br>pass having valid LDX<br>(Loader or Construction<br>equipment) Driving<br>license and Driving Test<br>will be conducted       | 1           | ₹ 15,000/-<br>Per Month<br>(Fixed Pay) | Age will be calculated with<br>reference to 01.01.2025<br>and should have attained<br>the age of 18 years to 32<br>years. Upper age limit is<br>relaxable by 5 years for<br>SC/ST. |
| 7      | <b><u>Data Entry Operator.</u></b><br>Educational<br>Qualification:- H.S.S.L.C<br>Passed with a Certificate<br>Course in Computers<br>having a minimum<br>duration of 6 months                            | 2           | ₹ 20,000/-<br>Per Month<br>(Fixed Pay) | Age will be calculated with<br>reference to 01.01.2025<br>and should have attained<br>the age of 18 years to 32<br>years. Upper age limit is<br>relaxable by 5 years for<br>SC/ST. |
| 8      | <b><u>Sweeper.</u></b><br>Educational<br>Qualification:- Class-VI<br>Passed   | 8           | ₹ 15,000/-<br>Per Month<br>(Fixed Pay) | Age will be calculated with<br>reference to 01.01.2025<br>and should have attained<br>the age of 18 years to 32<br>years. Upper age limit is<br>relaxable by 5 years for<br>SC/ST. |
| 9      | <b><u>Sectional Assistant.</u></b><br>Educational<br>Qualification:- S.S.L.C<br>Passed  | 1           | ₹ 20,000/-<br>Per Month<br>(Fixed Pay) | Age will be calculated with<br>reference to 01.01.2025<br>and should have attained<br>the age of 18 years to 32<br>years. Upper age limit is<br>relaxable by 5 years for<br>SC/ST. |



## RESERVATION OF VACANCIES:

- The Jowai Municipal Board Selection Committee based on requirement.



increase or decrease the vacancies

Sample

## PAYMENTS:

- Applicant may pay the fee of ₹ 100.00 (₹ 50.00 for ST/SC) using one of the following modes of payment.

1. Debit Cum ATM Card/Net Banking of all major banks.
2. U.P.I

- Payment via Net-Banking/Debit Cum ATM Card.

Kindly Note that an additional amount in the form of Bank's Commission may be applicable depending upon the mode of Payment.

- The amount once deposited shall not be refunded or adjusted against any other purpose.
- In case of any problem being faced in the processing of the online application, applicants can contact the Office of the Jowai Municipal Board Selection Committee, West Jaiñtia Hills District directly in person or send an email at the email id indicated in the website.
- Candidates are advised to keep the Acknowledgement Slip of the payment mode, for future reference.
- For Persons with Benchmark Disabilities (PWDs) applications fee is exempted. PWDs candidates are required to furnish their Disability Certificate as and when required.

## AGE LIMIT:-

- PWDs candidates upper age limit will be as per Office Memorandum No. PER (AR)150/88/560, Dated Shillong, the 18<sup>th</sup> January, 2023.
- The date of birth to be accepted is as entered in the Birth Certificate issued by Competent Authority or Matriculation/Secondary School Leaving Certificate.

## INSTRUCTION TO CANDIDATES FOR ONLINE APPLICATIONS

1. Candidates are required to register themselves with Jowai Municipal Board Selection Committee, West Jaiñtia Hills District, Jowai through the website <https://rpa.meghalaya.gov.in> using a valid email ID. The email ID will also be used for all future correspondences by the office, if required. Please see the instructions given in the website, and apply for the post (s).
2. A Unique Application code will be generated for each of the post applied. The application code shall be used for all future correspondences with the office.
3. The Jowai Municipal Board Selection Committee, West Jaiñtia Hills District, Jowai will not accept any application submitted by hard copy. Incomplete application will be summarily rejected and no further correspondences will be entertained.
4. The Candidate has to upload recent coloured passport size photograph in JPG format, along with the signature below. The digital size of file must be less than 50 Kb.

5. Request for change/ correction in any particulars in the Application Form shall not be entertained under any circumstances. The JMBSC, West Jaintia Hills District will not be responsible for any consequences arising out of furnishing of incorrect and incomplete details in the application or omission to provide the required details in the application form.
6. 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 connection with his/her candidature for selection or obtaining support of candidature by any means, such a candidate may in addition to rendering himself/herself liable to criminal prosecution, will be liable to be debarred permanently from any examination or selection.
7. Candidate must appear for the written test/ interview at his/ her own expense.
8. Canvassing directly or indirectly will disqualify a candidate immediately and will bar him/her from all future examinations to be conducted in the JMBSC, West Jaintia Hills District.
9. Candidates are advised to keep track of their application and any notice related to the examination from the website <https://westjaintiahills.gov.in> or the JMB's Office Notice Board etc.
10. As per Memorandum No. PER (AR) 71/2024/11 dated Shillong, the 18<sup>th</sup> July 2024, in order to expedite the conduct of the examination process, all applicants will be allowed to appear in the examination and that scrutinization of relevant documents shall be taken up after the candidates have cleared the screening test/written examinations.
11. Candidates can be rejected at any stage of the recruitment process if they are found to be ineligible for the post(s) applied.
12. Applicants are advised to apply well in advance without waiting for the closing date.

**Chief Executive Officer  
Jowai Municipal Board &  
Member Secretary**

**Jowai Municipal Board Selection Committee**

Memo No. JMB/Genl-17/1999-2000/ **123-A**

Date Jowai the 12<sup>th</sup> September 2025.

Copy to:-

1. Deputy Commissioner, West Jaintia Hills District, Jowai
2. Director, Urban Affairs Department, Meghalaya, Shillong
3. District Informatics Officer, National Informatics Centre, West Jaintia Hills District, Jowai
4. ADIPR, West Jaintia Hills District, Jowai
5. Office Copy

**Chief Executive Officer  
Jowai Municipal Board &  
Member Secretary**

**Jowai Municipal Board Selection Committee**