

OFFICE OF THE
MEGHALAYA STATE CONSUMER DISPUTES REDRESSAL COMMISSION
(STATE COMMISSION)
New Administrative Building, Lower Lachumiere,
Shillong.

NOTICE

Dated Shillong, the 8th July, 2025

No.MSCDRC.39/2022/115. On behalf of the Meghalaya State Consumer Disputes Redressal Commission, Shillong, applications are invited from bonafide citizens of India who possessed the requisite qualification to apply the post of Personal Assistant, on contractual basis in the office of the State Commission.

1. **Name of post** : Personal Assistant.
2. **Total No. of posts** : 1 (One)
3. **Fixed Pay** : Rs 18,150/- p.m.
4. **Age Limit** : Candidate should not be more than 32 years and less than 18 years of age as on 1st January, 2025. Upper age limit is relaxable by 5 years in case of Scheduled Tribe/Caste candidates.
5. **Educational Qualification** : Degree from a recognized university with computer knowledge.
6. **Method of Selection** : Qualified candidates will be shortlisted for the Personal Interview on the basis of a speed test on typing/data entry.
7. **Other Essential Qualification** : Proficiency in typing speed of 40 words per minutes.

Applications will be received up to 8th August, 2025 @ 16:00 hrs and no application will be entertained after due date. Candidates are to submit their applications either in standard form submitted to this office or through online link below.

<https://docs.google.com/forms/d/e/1FAIpQLSfjPRntoIzXsbwMwZMCuuLKdE5xFK8RhboSPtsdy5al6CQGUA/viewform?usp=dialog>

Sd/-
Registrar cum Secretary
Meghalaya State Consumer Disputes
Redressal Commission,
Shillong.