



**GOVERNMENT OF MEGHALAYA  
DIRECTORATE OF FOOD PROCESSING  
MEGHALAYA::SHILLONG**

**No.DOFP-20/2021-22/176**

**Dated Shillong, the 27<sup>th</sup> January, 2022**

**Terms and Conditions:**

1. The offer of appointment is open to permanent residents of Meghalaya only.
2. The appointment is purely on contractual basis for a period of one year which may be further extended based on performance and Govt. approval for renewal of posts.
3. Maximum age limit is 27 years with a relaxation of 5 years for SC/ST candidates. For persons with disability (PWD) / Differently abled persons age is relaxable by 10years (15years for SC / ST candidates) as per Government rules.
4. Applications and document submissions will be exclusively online. Candidates are to visit the links on the homepages of the DOFP (<https://dofpmeghalaya.org>) and fill in the online application forms as completely as possible, accompanied by scanned copies of self attested photocopies of all relevant documents, certificates and mark sheets from HSLC onwards and submit it on or before 5.00 PM of 15<sup>th</sup> February, 2022. Applications by email or hard copies will not be accepted.
5. Once applications have been saved / submitted, an acknowledgement email containing the **APPLICATION NUMBER** will be sent to such candidates acknowledging their submission along with the completed application in pdf format attached. The application number will be the ROLL NUMBER to be used for the exam so please keep it carefully.
6. In case no application number is received in the mail, candidates are requested to immediately raise a query using the query link on the site well before the last date of submission. Any queries in this regard received after the 15<sup>th</sup> February, 2022 will not be entertained.
7. In the event that candidates are not able to complete the form in one sitting, they can save the form by clicking the save button. A link to edit submitted information will be sent to their mails and they can click on that link to continue filling the form at a later time using the same login.

**Website: [www.dofpmeghalaya.org](http://www.dofpmeghalaya.org)**

**Email ID: [dofpmeghalaya@gmail.com](mailto:dofpmeghalaya@gmail.com) Ph. No - 3642951132**



**GOVERNMENT OF MEGHALAYA  
DIRECTORATE OF FOOD PROCESSING  
MEGHALAYA::SHILLONG**


---

8. Please ensure the correctness of your contact details and safe custody of your login credentials and application number as candidates would be contacted only through their emails and on their mobiles. No other form of communication will be used.
9. The date, time and venue will be communicated to the candidate via Phone or E-mail. Candidates are advised to clearly indicate their contacts details to facilitate faster communication.
10. Post submission and screening, eligible candidates will be called for an **offline written exam** on a date and time which will be published on the website of the DOFP at <https://dofpmeghalaya.org>. Only short listed candidates will be called for the exam.
11. All eligible candidates are to be present at the exam center at least 1 hour before the scheduled time on the date of exam for completion of necessary formalities. Further instructions will follow and will be made available on the website. Candidates are requested to keep checking the official website for update.
12. Candidates who clear the written exam will be called for an interview of which the date, format and time will be communicated to the eligible candidates on their registered email and mobile numbers and will also be posted on the DOFP websites.
13. Mere eligibility will not entitle any candidate for being called for Written examination/Interview. DOFP reserves the right to place a reasonable limit on the total number of candidates to be called for interview. Fulfilment of essentials qualification parse does not entitle a candidate to be called for interview.
14. DOFP reserves the right to conduct any additional test at any time during the recruitment process.
15. No TA/DA shall be paid for attending written test and interview.
16. Selected candidates should be ready to travel and serve anywhere in the State and are to sign an undertaking to that effect.



**GOVERNMENT OF MEGHALAYA  
DIRECTORATE OF FOOD PROCESSING  
MEGHALAYA::SHILLONG**

17. The number of vacancies may increase or decrease. The DOFP reserves the right to cancel the above advertisement for the above mentioned post(s), without assigning any reason thereto.
18. All completed application forms accompanied by the relevant documents are to be submitted on or before the 15<sup>th</sup> February, 2022 by 17.00 hours. Incomplete forms and applications received after that time and date will be summarily rejected.
19. In view of the prevailing COVID-19 situation, the DOFP reserves the right to revise or modify the information contained in this document at short notice.
20. Candidates are requested to check the official website frequently for updates.

  
**Officer on Special Duty (OSD),  
Directorate of Food Processing  
Meghalaya, Shillong.**

