



MIE 660/Pt-II/2019-20/3206

Dated 22nd March 2021

INFORMATION BULLETIN FOR TECHNICAL ASSOCIATES (LEVEL – 1) EXAM 2021

IMPORTANT DATES

Online submission of application forms (upto 05.00 pm of 24 th March 2021)	15.03.2021 – 24.03.2021
Date of examination	27.03.2021
Duration of examination	90 minutes (01 hour 30 minutes)
Timing of examination	11.00 AM - 12.30 PM
Exam venue	1. Fruit Processing Center, Cleve Colony, Shillong 2. 1917iTEAMS, Laitumkrah, Shillong
Declaration of results	28.03.2021
Schedule and format of interview	To be announced on website

1. Candidates can apply for TA Level 1 exam 2021 in Online Mode only on the websites <https://miemeghalaya.org/> and <https://dofpmeghalaya.org/>.
2. Application Form other than online mode will not be accepted.
3. Only one application is to be submitted by a candidate.
4. Candidates must follow the instructions strictly as given in the instructions for candidates and on MIE and DOFP website <https://miemeghalaya.org/> and <https://dofpmeghalaya.org/>. Candidates not complying with the instructions shall be summarily disqualified.
5. Candidates must ensure that e-mail address and Mobile Number provided in the Online Application Form are their own as all information/communication will be sent by MIE through e-mail on e-mail address or SMS on given Mobile Number only.
Only one e-mail address and one Mobile Number are valid for one application
6. Candidates are advised to keep visiting the MIE website and check their e-mails/SMS regularly for latest updates.
7. Incomplete forms will be rejected and no correspondence on this account will be entertained.
8. As the entire application process of application is online, including uploading of scanned images and Printing of Confirmation page, therefore, candidates are not required to send/submit any document(s) including Confirmation Page to MIE /DOFP through Post/ Fax/ E-mail/by Hand.
9. It is suggested that candidates visit the examination venue, a day in advance to see the arrangements at the centre, so that they do not face any problem on the day of





examination. Allotment of exam venue will be intimated to all by email 2 days in advance. The venues are:

- a. Fruit Processing Center, Cleve Colony, Shillong
- b. 1917iTEAMS, Laitumkhrah, Shillong

Usage of Data and Information:

MIE can use the data provided by the End User (test taker in this case) for internal purpose(s) including training, research and development, analysis and other permissible purpose(s).

Scheme of Examination

The exam is a single test of 01 hour and 30 minutes duration (90 minutes). Details of the test are as given below:

Mode of Examination	Offline
Duration	01:30 hours (90 minutes)
Number of Questions	150
Type of Questions	Multiple Choice with 4 options
Scoring	<ul style="list-style-type: none"> • 1 mark for each correct response • 0 for non-attempt
Medium of Examination	English

REGISTRATION AND APPLICATION PROCESS

Instructions for filling Online Application Form

Candidates may apply for the exam *in "Online" Mode ONLY* by accessing the website <https://miemeghalaya.org/> and <https://dofpmeghalaya.org/>. The Application Form in other than online mode would not be accepted, in any case. Only one application is to be submitted by a candidate. More than one application i.e. Multiple application forms submitted by a candidate will be summarily rejected.

In order to appear in the exam, the candidates are required to apply online as per procedure detailed below. Before filling and submitting the online form, candidates should download the **Instructions to Candidates** and read them carefully.

Candidates must follow the instructions strictly as given in the Information Bulletin and on MIE / DOFP website. Application Forms not complying with the instructions are liable to be rejected.

Step 1	Visit the websites of MIE / DOFP and click on the application form link on the homepage
Step 2	Fill in the online form as completely as possible and upload all documents
Step 3	Click submit if complete or save if you want to complete it later. An acknowledgement email will come with the application number in case of the former and a link to edit the form in case of the latter. The application number given in the mail will be the roll number to be used during the exam.
Step 4	Print out the acknowledgement email and paste your photo in the top right hand corner before the exam. Bring the printout on the day of the exam.
	All the 4 Steps can be done together or at separate times.
NOTE	1. The final submission of Online Application Form will remain incomplete if Step- 2 and step-3 are not





complete. Such forms will stand rejected and no correspondence on this account will be entertained.
2. The entire application process of applying is online, including uploading of scanned images and Printing of acknowledgement mail. Therefore, candidates are not required to send/submit any document(s) including Confirmation Page to MIE/DOFP through Post/ Fax/ E-mails /by Hand.

- a) Candidates must keep following information ready before filling online Application Form:-
- Scanned copies of “**Any one of the original and valid Photo Identification Proof issued by the government**” - which will be checked prior to the exam – **Voter ID / e-EPIC / ADHAAR (With photograph) or m-Adhaar / Driving License / Pan Card / Passport / College ID / Govt. ID / PSU ID/ Ration Card./ Aadhaar Enrolment No. with Photo / Identification affidavit.** With the exception of m-Adhaar and e-EPIC, all other ID/Photocopies of IDs even if attested / scanned photo of IDs in mobile phone will **NOT** be considered as valid ID Proof.
 - Address for communication, Mobile Number, email id, etc.
 - Scanned images of latest Photograph (size of 10 kb to 200 kb) in JPG/ JPEG format only
 - Scanned image of Signature (size of 4 kb to 30 kb) in JPG/ JPEG format only
 - Scanned and **Self attested** Copies of all the Educational Certificates Testimonials / Experience Certificates
 - Last pay drawn certificate (if applicable)
 - Age proof
 - Differently-abled Certificate
 - Forwarding letter from the employer (if applicable)
 - Any other (Please Specify)

To avoid any kind of inconvenience or last minute rush or unforeseen difficulties, candidates are advised to submit Online Application Form without waiting for the last date. MIE will not be responsible for network problems or any other problem of this nature in submission of online application during the last day.

Important Points to Note:

- In order to appear in the exam, the candidates are required to apply ‘online’. **The Application Form other than online mode shall not be accepted.**
- The Candidates should fill their complete postal address with PIN Code for further correspondence. **The MIE/DOFP shall not be held responsible for any loss due to incorrect address given by the applicant in the Online Application Form.**
- The Candidate must ensure that e-mail address and Mobile Number provided **in the Online Application Form are their own (which cannot be changed later)** as communication may be sent by MIE through **e-mail or SMS.**
- In order to appear in the exam, the candidates are required to apply ‘online’. **The Application Form other than online mode shall not be accepted. No change will be accepted through offline mode i.e. through fax/application**



including e-mail etc.

- (v) Online submission of application may be done by **accessing the MIE / DOFP official website: <https://miemeghalaya.org/> and <https://dofpmeghalaya.org/>**
- (vi) The candidates, before submitting the Online Application Form, shall ensure their eligibility to appear in the test.
- (vii) **Online Application Form cannot be withdrawn once it is submitted successfully.**
- (viii) A candidate is allowed to **submit only one Application Form. If a candidate submits more than one Application Form, the candidature is likely to be cancelled.**
- (ix) **Request for change in any particular in the Application Form shall not be entertained under any circumstances.**

Note: However, a chance will be given to the candidates to correct/modify/edit some of the particular(s) of the Application Form online only till the last date of submission.

- (x) Selection of a candidate in the test is provisional subject to clearing the interview.

- (xi) In case a candidate is found providing incorrect information or the identity is proved to be false at any time in the future, the candidate shall face penal action as per the law.
- (xii) The Candidates are not required to send/ submit the Confirmation Page of Online Application Form to the MIE /DOFP. However, they are advised to retain the following documents with them as reference for future correspondence:
 - Copy of the Confirmation mail / Page of Online Application Form.
 - Photographs (**same as uploaded on the Online Application Form**)
- (xiii) **The name on the photo identification must match with the name as shown on the Admit Card. If the name has been changed due to events such as marriage, candidate must show the relevant document like Marriage Certificate/Divorce/Decree/Legal Name Change Document at the time of interview.**
- (xiv) If a candidate at any stage is found to have furnished incorrect information or deliberately suppressed any material information, his / her appointment will be rejected / cancelled as soon as it comes to the notice of either MIE or DOFP.

Admit Card for the exam

The **acknowledgment email printout** containing the **Application number** and with a **photo** glued on the top right hand corner will be the admit card for the exam and is issued provisionally to the candidates, subject to their satisfying the eligibility conditions... **The candidates are advised to read the instructions in the acknowledgment email and instructions to candidates carefully and follow them during the conduct of the examination.**

In case of any difficulties, queries or discrepancy in the particulars of the candidate or his / her photograph and signatures shown in the Confirmation Page, the candidate may immediately post their queries in the query form on the website till 5.00 PM of the 24th March 2021. Any queries after that date will not be entertained.



In such cases, candidates would appear in the examination with the already printed acknowledge mail. However, MIE will take necessary action to make corrections in the record later.

Note:

- Candidate may please note that no correspondence will be sent by post.*
- In no case, the duplicate acknowledgement printout would be issued on the day of the exam.*
- Candidate must not mutilate the printout or change any entry made therein.*
- Candidates are advised to preserve their acknowledgment mails for future reference and verification during interview.*
- Receipt of acknowledgment mails, however, shall not necessarily mean acceptance of eligibility which shall be further scrutinized at subsequent stages of interview.*

(B. K. Sohliya, MAS)

Director

Meghalaya Institute of Entrepreneurship
Govt. of Meghalaya

