OFFICE OF THE EXECUTIVE COMMITTEE
KHASI HILLS AUTONOMOUS DISTRICT COUNCIL
SHILLONG.

ADVERTISEMENT

No.DC.I/28/2026/2 **Dated: Shillong, the 12th November, 2026**

The Recruitment Committee, Khasi Hills Autonomous District Council invites applications in standard form from eligible candidates who are bonafide Citizens of India belonging to the Scheduled Tribe Community of the State of Meghalaya, who can speak, read and write Khasi Language for filling up of one (1) vacant post of Land Recording Officer, Khasi Hills Autonomous District Council, Shillong in the initial pay scale of ₹55,500 - ₹1,16,200/- PM (Level-17) plus usual allowances as admissible under the rule in force.

I. Essential Eligibility Criteria and Qualifications -

1. **Age Limit** - A candidate should not be less than 25 years and not more than 37 years of age as on **01.07.2026**.
2. **Educational Qualifications** - The candidate should possess a Bachelor's degree or higher in GIS (Geographic Information Systems), Surveying, Geomatics, Geography, Geology, Land Management or allied disciplines.
3. **Professional Experience** - A minimum of two (2) years of practical experience in modern land surveying, cadastral mapping, GIS-based land records management or related fieldwork.
4. **Knowledge Requirements** - The candidate should be well acquainted with customary land laws, traditional land tenure systems and local land administration practices.
5. **Technical Skills** - The candidate should possess proficiency in the use of modern survey equipment and software including GPS/GNSS, Total Station, GIS platforms and digital mapping tools.
6. **Additional Competencies**
   (a) Strong documentation and record-management skills.
   (b) Ability to engage with local communities and stakeholders.
   (c) Good analytical, communication and reporting skills.

II. Submission of Application Forms with terms and conditions:-

1. Application Forms duly completed in all respects with self-attested copies of all relevant certificates, documents and three (3) recent passport-size photographs accompanied with a Demand Draft of Demand Draft of Rs. 500/- (Rupees Five Hundred) only drawn in favour of the **Executive Committee, KHADC, Shillong**, payable at Meghalaya Rural Bank, Iewduh Branch shall be submitted at **Room No. 317** (Personnel and Administrative Department), KHADC, Shillong. The application fee shall be **non-refundable**.
2. Applicants shall produce their original certificates and other relevant documents for verification whenever required. Failure to produce the requisite documents may result in disqualification.
3. Applicants shall clearly furnish their valid contact number, WhatsApp number and email address.
4. The last date for submission of Application Forms shall be **15th December, 2026(Tuesday) during office hours**. No application shall be entertained after the last date.
5. Incomplete applications containing incorrect or misleading information shall be summarily rejected without any further correspondence or notice.

III. Selection Process

1. Admit Cards shall be issued to eligible candidates in soft copy through their registered email addresses and WhatsApp numbers. Candidates shall download and produce a hard copy of the Admit Card at the examination centre on the day of the written examination.
2. Please note that there will be no **"INELIGIBILITY LIST".** Hence, the candidates are advised to ensure that he/she is qualified to the post advertised in all respect. Therefore,

candidates are advised to check their **ELIGIBILITY** carefully before applying for the post. Ineligible candidates are summarily rejected without further information.

3. Candidates fulfilling the prescribed essential qualifications shall be called to appear for a written examination consisting of **two papers** carrying **100 marks** each with a duration of three (3) hours for each paper.
4. Syllabus:

Paper – I (100 marks)

1. General English
2. General Knowledge
3. Aptitude Test and Reasoning
4. Sixth Schedule to the Constitution of India
5. Customary land laws, traditional land tenure systems and local land administration practices in Khasi Hills Autonomous District.

Paper – II (100 marks)

1. Foundational knowledge of RS & GIS, Geomatics, Earth Sciences (Geography/Geology), Land Management, and traditional surveying methods (Chain, Compass, Theodolite, etc) & allied disciplines.
2. Modern land surveying, drone surveying, cadastral mapping, and GIS-based land records management or related field techniques.
3. Operation of modern survey instruments (GPS/GNSS, Total Station) as well as GIS platforms and digital mapping tools or related equipment & software.

IV. General Conditions

1. Applicants already in service under the Central Government, State Government or any Public Sector Undertaking shall submit their applications through the proper channel along with a No Objection Certificate (NOC) from the concerned authority.
2. Candidates shall have to appear for the written examination as well as the personal interview at their own expense. No TA/DA shall be admissible for the same.

Member Secretary
Recruitment Committee,
Khasi Hills Autonomous District Council,
Shillong.

Memo.No.DC.I/28/2026/2(a) 1149 **Dated: Shillong, the 12th November, 2026**

Copy to:-

1. The System Analyst, I.T., Khasi Hills Autonomous District Council for information and to upload the advertisement on the official website of the Council.
2. The Superintendent Branch Offices, Nongstoin/Nongpoh/Mawkyrwat, Khasi Hills Autonomous District Council for displaying in their respective Notice Board.
3. The Office Notice Board.
4. The Office Order Book.

Member Secretary
Recruitment Committee,
Khasi Hills Autonomous District Council,
Shillong.