

GOVERNMENT OF MEGHALAYA
PERSONNEL & ADMV. REFORMS (B) DEPARTMENT

NOTIFICATION
Dated Shillong the 4th September, 2017

No. PER(AR)60/99/254 - In exercise of the powers conferred by Proviso to Article 309 of the Constitution of India, the Governor of Meghalaya is pleased to make the following Rules regulating recruitment and conditions of service of persons appointed to the Meghalaya Ministerial District Establishment Service.

THE MEGHALAYA MINISTERIAL DISTRICT ESTABLISHMENT SERVICE RULES, 2017

PRELIMINARY

1. Short title and commencement -

- (1) These rules may be called the Meghalaya Ministerial District Establishment Service Rules, 2017.
- (2) They shall come into force from the date of their Notification in the official Gazette.

2. Definition :

In these Rules, unless there is anything repugnant in the subject or context -

- (a) "Appointing Authority" means the Director/District Head/Circle Head/ Divisional Head of the concerned office.
- (b) "Director" means the Director concerned under whom the District and Sub-Divisional Offices fall.
- (c) "District Head" means the head of the concerned office under which the District/Circle and Sub-divisional offices fall.
- (d) District offices/SDO offices means an independent unit for the purpose of promotion under this rule.
- (e) "Circle Head" means head of an Office Circle
- (f) "Divisional Head" means head of a division other than the Commissioner of Division.
- (g) "Committee" means the District Selection Committee constituted by Government from time to time or the Selection Committee referred in Rule 7 as the case may be.
- (h) "Ministerial District Establishment" means and includes establishment of District offices, Sub-Divisional Offices of a District except those staff who fall under the amalgamated Establishments of the Deputy Commissioners.
- (i) "Government" means the Government of Meghalaya.
- (j) "Member of the Service" means a member of the Meghalaya District Establishment (Ministerial) Service.
- (k) "Rules" means the Meghalaya Ministerial District Offices Establishment Service Rules, 2017.
- (l) "Schedule" means a Schedule appended to these Rules.
- (m) "Service" means the Meghalaya Ministerial District Establishment Service.
- (n) "Sub-Divisional Officer" means the Officer in-charge of the office in the Sub-Division within a District.
- (o) "Year" means a Calendar Year.

3. Constitution of the Service and Status of the Members :

- (1) The Service shall consist of the following members namely:-
 - (a) Persons appointed on the basis of recommendation of the District Selection Committee prior to commencement of these Rules.
 - (b) Persons appointed to the service in accordance with the provisions of these Rules.
- (2) Status of the Member of Service: All members of the service shall be of Class III & Grade-IV non-gazetted.

4. Composition of the Service -

- (1) The service shall comprise of the following categories of posts:--
 - (a) Head Assistant.
 - (b) Supervisory Assistant/Upper Division Assistant.
 - (c) Lower Division Assistant.
 - (d) All Grade-IV posts.
- (2) Each of the category of posts mentioned in Sub-rule (1) shall form an independent cadre and member of one cadre shall have no claim for appointment to any other cadre except in accordance with the provisions made in these Rules.

5. Strength of the service - The strength and composition of the service shall be such as determined by the Government from time to time.

6. Method of recruitment - Recruitment to the services shall be made in the following manner-

(a) Head Assistant :

By promotion from the Select List prepared for this purpose under Rule 8 from amongst the Supervisory Assistants/Upper Division Assistants in the respective District, Circle, Division etc who have rendered not less than 5 (five) years continuous service as Supervisory Assistant/Upper Division Assistant on the first day of the year on which the selection is made.

(b) Supervisory Assistant/Upper Division Assistant :

By promotion of persons from the Select List prepared under Rule 8 from amongst the Lower Division Assistants of the respective District/Circle/Division office who have rendered not less than 5(five) years continuous service on the first day of the year in which the selection is made.

(c) Lower Division Assistant: Appointment shall be made :

- (i) By direct recruitment on the result of the competitive examination conducted by the District Selection Committee.
- (ii) By selection from the Select List prepared under Rule 8, from amongst the Peons of the respective District, Circle, Division office who have passed the S.S.L.C. or any Examination declared equivalent thereto and have rendered at least 15(fifteen) years continuous service in the Establishment on the first day of the year in which the selection is made.
- (iii) The quota to be filled up in any year according to Sub-clauses (i) & (ii) above shall be in the ratio of 9:1. This means that 90 percent of recruitment of Lower Division Assistant shall be by direct recruitment and 10 percent by selection from amongst the Peons who have passed class X/S.S.L.C. In the event of sufficient or suitable persons not being available for appointment under sub-clause (ii), the balance in any year shall be filled up through direct recruitment under sub-clause (i).

(d) Chowkidar/Cleaner/Cook/Dak.Runner/Handyman, Peon & other Group D posts: Appointment to these posts will be by direct recruitment through District Selection Committee.

7. Procedure for Selection Committee - For the purpose of preparing the Select List mentioned in Rule 6 (a) (b) and sub clause (ii) of Clause (c) of Rule 6 there shall be a Selection Committee consisting of the following: -

1. Director/District/Circle/Divisional Head of the concerned office - Chairman
2. Sub-Divisional Head concerned - Member
3. Officer below the rank of District Head in-charge of the Establishment. - Member-Secretary

8. Procedure for preparing the Select List -

- (1) The Appointing Authority shall refer to the Selection Committee the approximate number of vacancies and furnish the Committee with the Character Rolls and Service Records of all eligible persons belonging to the respective categories. The Committee shall examine the character rolls and service records of such persons, take into consideration their merit and seniority and make its recommendation with reference to the actual number of vacancies in any particular grade under Clauses (a),(b) and sub clause (ii) of clause (c) of Rule 6, and forward it to the Appointing Authority. If the Appointing Authority considers any change necessary in the lists received, he

shall inform the Committee of the changes proposed and after taking into account the comments, if any, of the Appointing Authority, the Committee shall approve the lists with such modifications, if any, as it may think to be just and proper. The lists as finally approved by the Committee shall form the Select Lists.

(2) The Selection Committee shall meet from time to time as and when required.

9. Period of validity of the Select List -

(1) The Select List shall remain in force for a period of one year.

Provided further that in the event of any serious lapse in the conduct or performance of duties on the part of any person in the Select List, the Appointing Authority may, if he thinks fit, remove the name of any such person from the Select List. The reason(s) for doing so shall be recorded in writing.

10. Recruitment through the District Selection Committee -

(1) The Appointing Authority shall keep the District Selection Committee informed of the number of vacancies likely to occur in his establishment in a year and shall obtain therefrom a list of suitable candidates duly recommended in order of merit for appointing in the vacancies from time to time.

The list hereinafter to be called the Merit List, shall be published for general information and shall remain valid for a period of 1(one) year from the date of publication of the result by the concerned District Selection Committee.

(2) Of the number of vacancies to be filled up on the result of each examination, there shall be reservation in favour of candidates belonging to Scheduled Castes and Scheduled Tribes to the extent and subject to the conditions as the Government may from time to time prescribe.

(3) Inclusion of a candidate's name in the Merit List shall confer no right to appointment unless the Appointing Authority is otherwise satisfied, after making such an enquiry as may be considered necessary, that the candidate is suitable in all respect for appointment.

Conditions of eligibility - For the purpose of appointment by direct recruitment a candidate must satisfy the following conditions namely -

(a) **Nationality** - Must be a citizen of India;

(b) **Age** - Must have attained the age of 18 years and should not exceed the age of 27 years on the first day of the year in which the advertisement is made by the District Selection Committee.

Provided that in the case of candidates belonging to Scheduled Castes and Scheduled Tribes, the upper age limit will be subject to relaxation made by the Government from time to time.

(c) **Educational qualification** - The educational qualification in respect of initial recruitment as Lower Division Assistant including those Lower Division Assistant taken by selection from Peons shall be Secondary School Leaving Certificate passed or any examination declared equivalent thereto.

(d) The decision of the Committee as to the eligibility or otherwise of a candidate for admission to any Interview, Test or Examination shall be final and no candidate to whom a certificate or letter of Admission has not been issued by the Committee shall be admitted.

Disqualification for appointment to the service -

(1) A person who in any manner attempts to canvass his case for appointment shall be liable to be disqualified for appointment to the service.

(2) No person shall be appointed who, after such medical examination as the Government may prescribe, is not found to be in good mental or bodily health and is likely to interfere in the discharge of his duties.

13. Appointment to the Service -

- (1) Appointment to any post in the Service under Rule 6 shall be made by the concerned Appointing Authority.
- (2) A person appointed by direct recruitment shall join within 15 days of the date of receipt of the order of appointment, failing which, and unless the Appointing Authority extend the period of joining, which shall not in any case exceed three months, the appointment shall stand cancelled.
- (3) Subject to the provisions of sub-rules (2) & (3) of Rule 10 appointment to any post in the Service shall be made from time to time in the order in which the names of the candidates appear in the Merit List recommended by the District Selection Committee or as the case may be the Select List as approved by the Selection Committee.

14. Isolated Posts - Isolated posts specific to a particular District which do not find mention in these Rules shall be covered by way of issue of an Office Memorandum by the Government in consultation with Personnel Department to regulate their recruitment and promotion.

15. Gradation List - A Gradation List of the Members of the Service in the District shall be prepared by the Head of District/Circle/Division concerned and the same shall be approved by the Head of Department and published from time to time.

16. Confirmation -

- (1) Confirmation of a member of the Service in the cadre appointed by promotion shall be made according to seniority in that cadre subject to the following conditions:--
 - (a) that he/she has served not less than 1(one) year in the post where he/she is to be confirmed.
 - (b) that the performance of the employee is satisfactory (to be judged on the basis of Annual Confidential Reports and other relevant records).
 - (c) that there is no departmental proceeding/vigilance enquiry against him, and
 - (d) subject to availability of permanent vacancy.

(2) Subject to the aforesaid condition, confirmation shall be made on the basis of seniority as determined in Rule 18.

17. Reversion or discharge before confirmation -

- (1) Where the Appointing Authority finds that the performance of duty by any member of the service, appointed by promotion, is unsatisfactory or where he is found unfit to hold the post at any time during the period of probation, such member shall be liable to be reverted to his next lower post or grade.

18. Seniority -

- (1) The inter se seniority of the members of service who are appointed to different cadres in the Service under provisions of Rule 6 (a), (b) & (c) shall be in the order their names appear in the respective Select List approved by the Selection Committee under Rule 8 or, as the case may be, in the Merit List recommended by the District Selection Committee under Rule 10.

Provided that in case of recruitment made under Rule 6(c) members of the service recruited in a year under sub-clause (ii) shall be senior to the members recruited in the same year under sub-clause (i).

- (2) If confirmation of a member of the service in a cadre is delayed on account of his failure to qualify for such confirmation, he shall lose his position in order of seniority in that cadre vis-à-vis such of his juniors as may be confirmed earlier than him. His original position in that particular cadre shall, however, be restored on his subsequent confirmation.

19. Time scales of Pay - The time scales of pay admissible to members of the service shall be as shown in Schedule I subject to revision by Government from time to time.

20. Power of the Appointing Authority to dispense with or relax any rule - Where the Appointing Authority is satisfied that the operation of any of these Rules causes undue hardship in any particular case, he may dispense with or relax that rule to such extent and subject to such conditions as he may consider necessary for dealing with the case in a just and equitable manner :

Provided that the case of any person shall not be dealt with in any manner less favourable to him than that provided by any of these rules.

21. Interpretation - If any question arises relating to the interpretation of these rules, it shall be referred to Government in the Personnel and Admv. Reforms (B) Department through the respective Administrative Department whose decision thereof shall be final.

22. Repeal and Saving - Any Rules or Orders corresponding to these Rules in force immediately before the commencement of these Rules are hereby repealed :

Provided that all orders made or action taken under the Rules or orders so repealed shall be deemed to have been validly made or taken under the corresponding provisions of these Rules.

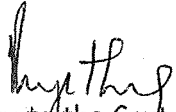
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SCHEDULE : I

(Rule 19)

DISTRICT & SUBORDINATES OFFICES

Sl. No.	Post & Scale of pay	Method of Recruitment	Minimum Educational qualification
1	2	3	4
1	Head Assistant in District/ Subordinate Offices 13100-330-15410-EB-420-19190-580-25570	By promotion from amongst the Supervisory Assistant / Upper Division Assistant of the respective District office who have rendered not less than 5 years continuous service.	
2	Supervisory Assistant/Upper Division Assistant in District and Subordinate Offices 11300-280-13260-EB-360-16500-500-22000	By promotion from amongst the Lower Divisional Assistant of the respective District office who have rendered not less than 5 years continuous service.	
3	Lower Division Assistant 9200-230-10810-EB-300-13510-410-18020	i) By direct recruitment ii) By selection from amongst the Peons of the respective District office who have passed the S.S.L.C. or any Examination declared equivalent thereto and have rendered at least 15(fifteen) years continuous service in the Establishment on the first day of the year in which the selection is made.	Secondary School Leaving Certificate or any examination declared equivalent thereto and must have the typing certificate. No one shall be eligible for appointment as Lower Division Assistant if his/her speed in type writing is less than 30 words per minute. Candidates with certificate in computer application will be preferred.
4	Chowkidar/Cleaner/Cook/Dak Runner/ Handyman/Peon and other Group D posts 6500-160-7620-EB-210-9510-290-12700	By direct recruitment through DSC.	Class-VI (Passed)


Under Secretary to the Govt. of Meghalaya,
Personnel & Admv. Reforms (B) Department.
