

**GOVERNMENT OF MEGHALAYA
HOME (POLICE) DEPARTMENT**

No.HPL.35/2011/164,

Dated Shillong the 7th September, 2012

OFFICE MEMORANDUM

Sub : **Recruitment of Police Personnel – Reconstitution of the Recruitment Board.**

Whereas Section 4 (2) of the Meghalaya Police Act, 2010 provides that the direct recruitments to non-gazetted ranks in the Police Service shall be made through a Recruitment Board by a transparent process, adopting well-codified systems and procedures which should not be susceptible to any misuse or abuse, and

Whereas it is expedient to make the recruitment process in the various non gazetted ranks in the police department absolutely transparent through the extensive use of modern electronic processes, the Government, therefore, in supersession of the Office Memorandum issued vide No.HPL. 297/79/318 Dated Shillong the 15th July, 1993, and all modifications issued thereto, have decided to reconstitute only one **Central Recruitment Board** (CRB) for the purpose of direct recruitment of Sub-Inspectors, constables both AB and UB of all Districts and all battalions including IR Battalions and equivalent ranks including firemen, MPRO operators, IRBN signal operators, mechanics, handymen and followers and similar categories of posts in the Police Department of the State of Meghalaya, with the following members :-

1. The Central Recruitment Board

- | | |
|--|----------|
| i. Additional DGP, TAP | Chairman |
| ii. Inspector General of Police [L/O] | Member |
| iii. Dy Inspector General of concerned Range | Member |
| iv. 2 Superintendents of Police of concerned district to be selected by Chairman | Member |
| v. 2 Commanding Officers of concerned units to be selected by Chairman | Member |
| vi. 2 Senior Medical and Health | Member |

Officers detailed by Director of Health
Services [MI]

- | | |
|---|------------------|
| vii. Principal, Police Training School | Member Secretary |
| viii. A Nominee of Home (Police) Deptt. | Member. |
| ix. Non-Official Member
(to be nominated by Govt.) | Member. |

2. Procedure & functions of the Central Recruitment Board

2.1 The Central Recruitment Board shall be responsible for the following functions:

- i. Ascertaining the number of vacancies existing and anticipated in the ensuing year in consultation with the Director General of Police and initiating the recruitment process
- ii. Advertisement and publicity regarding recruitments;
- iii. Printing and distribution of application forms and to make them available at all District Headquarters;
- iv. Receipt and processing of all application forms, data entry and preparation of the database in respect of all applicants separately for each category of posts;
- v. Question paper setting, design and printing of answer books and their safe custody and handling;
- vi. Carrying out recruitment tests including physical, written and oral tests, evaluation of answer papers, tabulation of marks;
- vii. Publication of results of tests at every stage of the recruitment process;
- viii. Drawing up of the merit lists as per the merit of candidates, keeping in view the reservation policy of Government of Meghalaya.
- ix. Ensuring absolute integrity of the entire process of recruitment.

3. Identification of Vacancies.

The Central Recruitment Board, in consultation with the Director General of Police shall, by the month of November every year, ascertain and assess the number of vacancies that exist and are anticipated to occur in the forth coming year and shall, after issuing necessary advertisements and giving due publicity, carry out the recruitment examinations including physical tests, written tests, and personal interviews etc, and complete the selection process before the end of January.

3.1.1 Provided that in case of requirement of filling vacancies, the Central Recruitment Board may conduct recruitment at any time of the year.

3.1.2 Only the vacancies that exist and are anticipated at the time of recruitment, are to be filled up. There will be no waiting list of candidates, as per the directives of the Supreme Court.

3.2.1. In making recruitment to such post that requires the assistance of experts in any particular field, the Central Recruitment Board is authorized to invite an expert. The appointing authority, if it considers the need of such an expert, may intimate to the Central Recruitment Board that an adviser should be appointed to assist the Board and the reasons for doing so. The decision of the Board in this respect shall be final.

4. Venues of tests for Recruitment

For recruitment to fill up all the posts covered in this OM, the Central Recruitment Board shall hold written examination and other prescribed tests simultaneously at two centers: one at Shillong and another at Tura.

4.1. Candidates should be allowed to exercise their preferences as to the test centres. Candidates will be allowed to appear at the centre based on the preference indicated by the candidate in his / her application form and such preference of the candidate will appear on the admit card.

4.2. It will, however, be desirable to hold personal interview only at the State Headquarters so that uniformity and proper assessment of the relative merit of the candidates can be maintained. However, the Board can have two interview centres i.e. one at Tura and one at Shillong after obtaining permission from the DGP based on ground realities.

5. Advertisement for recruitment

The member secretary of the Board shall be responsible in assessing the vacancy position as indicated in para 3 above to be filled up in any particular year, and will be responsible for inviting applications from eligible candidates and processing the same. Wide publicity is to be given regarding the proposed recruitment which shall include publication of the advertisement in the Departmental website,

newspapers, local as well as at the State level and through the Employment Exchange. The advertisement shall also be broadcast through the All India Radio and the DDK and it shall be intimated to the Heads of the various Social organizations of the Scheduled Tribes/ Scheduled Castes and also to the Deputy Commissioners and the Superintendents of Police all the Districts.

- 5.1. The advertisement will clearly state the eligibility criteria, the pattern of the physical and written examination and total number of vacancies in each rank.
- 5.2. In order to attract candidates from interior areas, the Board with the help of respective Superintendents of Districts, may constitute teams to visit interior areas where the team may help the prospective candidates in filling up the application forms etc. Wide advance publicity to be given about the visit of these teams. The teams may also counsel the prospective candidates about how to prepare for the tests.
- 5.3. The Central Recruitment Board shall take steps for ensuring that application forms are distributed from all the designated Centres.
- 5.4. The Police Headquarters will provide helplines to guide candidates in filling up the forms.
6. **Age :** The following shall be the age requirement for applying to different posts :-
 - (i) Un-Armed Branch Sub-Inspectors: 20 – 27 years.
 - (ii) Un-Armed Branch/Armed Branch/Battalion : 18 – 21 years.
constable, firemen, driver firemen, Meghalaya
Police Ration Organisation operators
 - (iii) Followers 18 - 27 years.
7. There will be a relaxation of 5 years for candidates belong to Scheduled Tribes/ Scheduled Castes.
8. **Application Forms.**

Application will be submitted in the prescribed application form, which shall have the following features:

 - i. It will be designed on an OMR format in English;
 - ii. It will provide for taking both left and right thumb impressions of the candidates;

- iii. It shall have provision for affixing passport size photograph.
- iv. It shall be accompanied with instruction booklet.
- v. The instruction booklet will aim at giving a comprehensive guidance to the candidates in filling up the OMR application forms.
- vi. Along with the Application form, the candidate will be required to submit photocopies of relevant certificates, details of which are to be mentioned in the Check list by the candidate.

9. Availability of Application Forms.

9.1 The Central Recruitment Board will get the application forms printed and make these available through the offices of all District Superintendents of Police and other designated centres. Each application form shall be serially numbered and shall carry a price of Rs. 50/- (Rupees Fifty Only).

9.2 Candidates will be able to obtain the standard application forms on payment of Rs.50 only and no separate receipt shall be issued. The SP concerned shall account for all the application forms and their sale proceeds and shall send the sale proceeds and the unsold application forms to the Member Secretary, who in turn shall account for all forms distributed and deposit the sale proceeds to the Government Treasury quoting the appropriate Head of Account, within 15 days from the last date for sale of the application forms.

10. Collection of Filled Application Forms:

All standard application forms are to be directly submitted to the office of the Member Secy, Central Recruitment Board at Shillong office by post or through hand delivery, on or before the specified deadline and a receipt acknowledging such receipt shall be issued by the Office of the Board. Applications can also be directly handed over to the designated officers during the visit to interior areas as provided in para 5.2 above. Officers receiving the application forms shall issue a receipt acknowledging the receipt of the application form.

11. Digitization of Application form

Without dealing with the technical details of technical part of the TRP, it is instructed that the OMR Applications will be directly fed into the system for data extraction and the data so imported will contain all the fields of information of candidates such as name, father's name and full address, date of birth, category, domicile and other details.

11.1 A team of officers will be entrusted with the responsibility by the Central Recruitment Board to scrutinize and verify the documents submitted by the candidates with reference to the eligibility criteria and enter the data into the e-recruitment System.

11.2 The E-Recruitment System will automatically eliminate those candidates who are ineligible in terms of age, educational qualifications etc and also the duplicate records of those who have submitted more than one application.

12. Admit Cards

The Admit Cards will be generated by the E Recruitment System in respect of applications which fulfill all requirements given in the application forms and shall contain information like the Roll No., Candidates' Name, Father's name, Address, Date of Birth, Date, Time and Venue Address.

12.1 The Central Recruitment Board will send the Admit Cards to each candidate. The information of admit cards will be uploaded in the Meghalaya Police Departmental website in a **downloadable** format (www.meghpol.nic.in). The applicants will be allowed to check the status of their applications from the website and print out their admit card directly from the website.

12.2. The candidate will affix his recent passport size photo on the Admit Card and attend the venue with this admit card.

PART II

13. Conduct of Recruitment Events

13.1. RECRUITMENT TESTS TO THE POSTS OF UB SUB-INSPECTORS OF POLICE

The Central Recruitment Board shall ascertain the total number of vacancies available for direct recruitment, based on the rule that 50% of the total strength of UBSIs shall be earmarked for promotions and 50% of the total strength shall be held by direct recruits, as per the provisions of the Meghalaya Police Act, 2010.

13.2. The education qualification, physical measurements and age requirements for recruitment to the posts of Unarmed Branch Sub-Inspector of Police shall be as follows :-

AGE	EDUCATIONAL QUALIFICATION	PHYSICAL MEASUREMENTS
20 - 27 yrs	Bachelors Degree in any stream from a Recognized University	<p>Height: Male - 157 Cm (ST including other tribes of Meghalaya) - 162 Cm (others) Female - 152 Cm (ST including other tribes of Meghalaya) 157 Cm (Others)</p> <p>Note: There shall be no measurement of weight and chest</p>

13.3. The scheme of recruitment tests to the posts of SIs indicating the maximum marks for each event, shall be as follows :-

(i) Physical Efficiency Test	-	100 Marks.
(ii) Written Examination	-	300 Marks.
(iii) Interview	-	50 Marks.
Total maximum marks		- 450 Marks.

13.4. **Verification of documents to be carried out on the day of physical measurements and physical efficiency tests:** - It shall be compulsory for all the candidates to bring to the venue of recruitment the following documents in original:

- i. Admit card ;
- ii. Certificates in original, of which Xerox copies were submitted with the application form and other certificates and supporting documents as mentioned elsewhere in this OM.
- iii. Candidates will be allowed access into the recruitment venue only after completing the preliminary verification of these documents by a representative of the Board.

13.5. **Scrutiny of documents**

The Central Recruitment Board shall depute teams of officers to verify all the original certificates of the candidate and check whether the candidates fulfill all eligibility criteria for the post.

13.6. All Recruitment events shall be fully video recorded and the CDs so generated will be stored in safe custody along with other documents relating to the recruitment.

13. Physical Measurement Tests :

It shall be the part of the TRP process that the height measurements of the candidates will be captured by the height Machine and those values will be entered in the E Recruitment System.

14.1. The candidates who do not meet the standards of minimum physical measurement requirements as prescribed in this OM will be rejected and further test events of such rejected candidates will not be conducted.

14.2. The 'rejected' slip generated by the computer system for such rejected candidates will be issued to the candidates.

15. Registration and Authentication of Candidates

After the Physical Measurement Test, the candidates will be required to register themselves at the PET registration counters at the venue of recruitment , where the biometric data such as candidates' finger prints in respect of each candidate will be captured by the bio-metric application software and before the Physical Efficiency Test, the candidates' biometric profile will be verified . Only candidates successfully verified will be allowed for Physical Efficiency Test.

15.1. The verification of the biometric profile will be done at the time of final medical examination.

16. Timing Equipment :

Each candidate will be issued with a lockable Radio Frequency Identification (RFID) tag, to be tied to his leg. The automated timing equipment based on RFID technology will be geared to record start time, finish time and net time of all runners individually and generate a database.

16.1. The result of those who successfully complete the race within the stipulated time will be printed out by the system which will also generate a daily list of successful candidates in the PET. Those who do not finish the race within the minimum prescribed time will be

issued a rejection letter and they will not be allowed to participate in other subsequent recruitment events.

16.2. The Central Recruitment Board will publish the result of the race conducted on each day on the Notice Board and the Departmental website.

17. Physical Efficiency Test (PET) :

17.1. The Physical Efficiency Test shall carry a maximum of 50 marks.

17.2. Candidates will be required to register themselves at the earmarked registration counters, where their biometric data will also be recorded.

17.3. The events in the Physical Efficiency Tests will consist of a 10 Km race for male candidates and a 5.5 km race for female candidates, and shall carry marks as indicated below:

17.4. MALE CANDIDATES WILL BE REQUIRED TO QUALIFY IN A 10 (Ten) KM RACE IN 60 MINUTES OR LESS. MARKS ASSIGNED ARE AS FOLLOWS:

TIME in minutes	44.0 and less	44.01 to 45	45.01 to 46	46.01 to 47	47.01 to 48	48.01 to 49	49.01 to 50	50.01 to 51
MARKS	100 marks	97.5 marks	95 marks	92.5 marks	90 marks	87.5 marks	85 marks	82.5 marks

51.01 to 52	52.01 to 53	53.01 to 54	54.01 to 55	55.01 to 56	56.01 to 57	57.01 to 58	58.01 to 59	59.01 to 60	60.01 minutes or more
80 marks	77.5 marks	75 marks	72.55 marks	70 marks	67.5 marks	65 marks	62.5 marks	60 marks	0 marks

17.5 FEMALE CANDIDATES WILL BE REQUIRED TO QUALIFY IN A 5.5 (five and half) KM RACE TO BE COMPLETED IN 40 MINUTES OR LESS. THE MARKS ASSIGNED ARE AS FOLLOWS:

TIME in minutes	23.01 to 24	24.01 to 25	25.01 to 26	26.01 to 27	27.01 to 28	28.01 to 29	29.01 to 30	30.01 to 31
MARKS	100 marks	97.5 marks	95 marks	92.5 marks	90 marks	87.5 marks	85 marks	82.5 marks

31.01 to 32	32.01 to 33	33.01 to 34	34.01 to 35	35.01 to 36	36.01 to 37	37.01 to 38	38.01 to 39	39.01 to 40	40.01 Minutes or more
80 marks	77.5 marks	75 marks	72.5 marks	70 marks	67.5 marks	65 marks	62.5 marks	60 marks	0 marks

17.6. The TRP procedure will be geared to electronically record the race timing in respect of every candidate, individually.

17.7 Those candidates who do not complete the race within the time as prescribed above, will be eliminated automatically and they will not be allowed to participate in the subsequent events of the recruitment process.

18. Conduct of Written Examination

18.1 Only those candidates who qualify in the Physical Efficiency Test will be allowed to appear at the Written Examination which will be conducted at the time, venue and date to be notified by the Central Recruitment Board.

18.2. The written examination for recruitment to the posts of UBSIs shall include both objective type and long answer questions.

18.3. The following shall be the scheme and subjects of written examination for recruitment to the post of Unarmed Branch Sub-Inspectors of Police:

Subject	Marks	Duration of examination
Paper I - General English - including precis writing, essay writing, drafting and questions on grammar	150	90 minutes
Paper II- Elementary Mathematics, powers of reasoning and Elementary Science (multiple choice / OMR based)	50	30 minutes
Paper-III- General knowledge	100	60 minutes

(multiple choice / OMR based)		
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- 18.3.i. A total time period of 180 minutes (3 hours) will be allowed for completing all the three papers.
- 18.3.ii. Paper I - Questions in the English Paper, which is expected to test the language and drafting skills of the candidates, will have both descriptive and multiple choice questions and shall be evaluated manually. Paper II and Paper III will have only multiple choice questions, and will be on an OMR format. Evaluation of Papers II and III will be done electronically.
- 18.3.ii. It shall be the responsibility of the Chairman of the Central Recruitment Board to ensure the security and integrity of the question papers. The question papers as well as all the answer scripts shall be stored under lock and key in the DGP's office and kept under guard. The procedure being followed shall be recorded and conveyed to the DGP and Principal Secretary (Home).
- 18.3.iii. Evaluation of answer scripts shall be done centrally at the conference room of the DGP's office, by a team of officers to be handpicked for the purpose by the Chairman Recruitment Board. The answer scripts shall be shuffled before they are distributed to individual officers for evaluation.
- 18.3.iv. No outsiders including any Police officers not connected with the recruitment process shall be permitted to visit the venue during the course of the evaluation.
- 18.3.v. All possible efforts shall be made to ensure that the answer scripts are evaluated in an objective manner.
- 18.4. The marks obtained by each candidate should be tabulated and entered into the database. There shall be a process of scrutinizing these entries to the satisfaction of the Central Recruitment Board. A hard copy of the data should be signed by members of the Board on the same day.

19. Preparation of short list of candidates for interview and personality test.

- 19.1.** Based on the total marks scored by the candidates in the physical efficiency tests and written examination, the CRB shall

prepare a short list of candidates for the interview and personality test.

19.2. The total number of candidates to be called for interview shall be two times the total number of vacancies belonging to each category of candidates, based on the reservation policy of the State Government.

20. Personality Test.

20.1. The maximum marks allotted for personality test is 50.

20.2. The Interview Board will consist of 5 members and the Member Secretary of the Central Recruitment Board.

20.3. Each candidate will be separately assessed by each member of the Board on a scale of 10, on the following attributes :

- i. Physical appearance and personality.
- ii. General awareness
- iii. Presence of mind, alertness, leadership qualities.
- iv. Computer knowledge and related qualifications, if any.
- v. Communication skills.

20.3.i. After interviewing each candidate, the Chairman will add up the marks assigned by each Board member and average the marks received by the candidate and announce the same to all members of the Board and also record the same on the running sheet.

20.3.ii Each Board member should keep a record of the marks assigned to each candidate and sign the sheet and hand them over to the Chairman of the Board.

20.3.iii. The records so generated on each day of interview as well as the computers used for the purpose will be kept in the DGP's Office under lock and key, by an officer to be specifically designated by the Chairman.

20.3.iv. All Computer records and data bases shall have one back up and shall be kept on a different computer, specifically assigned for the purpose, following all safety and security precautions.

21. Bonus Marks

21.1 The following categories of candidates shall be awarded bonus marks mentioned against each:

Sl.No	Special Category	No. of Bonus Marks
1	Home Guards Volunteers	5
2	Holder of a 'B' or 'C' certificate of National Cadet Corps	5
3	Children of non-gazetted police personnel	5
4	Eminent sports persons who have represented the State at the national level	5

21.1.i. All claims for bonus marks should be indicated in the application form and supported with copies of documents in support of such claims.

21.1.ii. Original certificates from the competent authority shall be produced by the candidates claiming bonus marks, to verify the eligibility of candidates to these claims.

21.1.iii. The eligibility of a candidate for bonus marks shall be decided by the Interview Board, after satisfying itself of the genuineness of the claim made and the documents produced.

21.1.iv. The bonus marks shall be shown separately **and added** to the total marks secured by the candidates' in the PET, written examination and interview.

22. Medical Test :

22.1 Medical test will be conducted in respect of all candidates who have qualified in the Written Test.

22.2 No person shall be appointed from the merit list unless he is found physically fit and the medical doctor certifies that the candidate is free from the following defects: (i) Any debilitating diseases which according to the doctor will impede the functioning of the candidate as a police officer, (ii) Knock knees, (iii) Bad eyesight, (iv) Any other defects in the body.

22.3 The medical examination must be made according to the procedure as prescribed at Annexure-I, and report of the Medical Board shall be obtained before appointment.

22.4 No fees will be paid by any candidate for medical examination.

23. Merit List of successful candidates

23.1 The final merit list of candidates will be generated based on the total marks obtained by each candidate in the (i) Physical Test, (ii) Written Examination and the (iii) Personality Test cum Interview and (iv) Bonus marks entitled, if any, as per Rule 21 above.

23.2. In case more than one candidate secure the same number of marks, their *inter se* seniority will be decided based on the date of birth, the older one being senior to the younger.

23.3 The TRP system shall be enabled to generate a final Merit List for the Candidates automatically on the basis of the data captured and stored by it while assessing individual performance on the above basis and also based on the predetermined Reservation Policy and the rules framed there under by the State Government.

23.4. The final list of names of candidates in order of merit shall be prepared and published by the Central Recruitment Board on the Departmental website, after due scrutiny, within 24 hours of the completion of interviews.

23.5. The Merit List shall be valid for a period of one year with effect from the date of its approval by the Government.

23.6 The Central Recruitment Board shall forthwith send the final merit list to the Director General of Police, who shall, forthwith, forward the final list to the Government in the Home (Police) Department seeking approval for making appointment. One advanced copy of the final merit list shall be sent by the Chairman, Central Recruitment Board to the Chief Secretary while forwarding to the Director General of Police.

23.7 The Merit List forwarded by the Board and approved by the Government shall be strictly followed by the appointing authority while making appointments in accordance with the employment policy.

23.8. Copies of the databases prepared in connection with the recruitment shall also be furnished to the Government in the Home [Police] Department immediately.

PART III

24. RULES FOR THE RECRUITMENT TO THE POSTS OF CONSTABLES AND EQUIVALENT RANKS

1. UB POSTS - UNARMED BRANCH CONSTABLES, FIREMEN, DRIVER FIREMEN, MPRO OPERATORS, MECHANICS, IRBN OPERATOR CONSTABLES

2. AB POSTS - ARMED BRANCH CONSTABLES, BATTALION CONSTABLES, DRIVER CONSTABLES, HANDYMEN, MPRO GD CONSTABLES AND FOLLOWERS IN DISTRICTS AND IN BATTALIONS

24.1. The following shall be the eligibility criteria for recruitment to various posts:

Unarmed Branch Constable / Firemen / Driver Firemen / IRBN Signal Operators, MPRO Operators, Armed Branch Constables / Battalion Constables / Drive Constable / Mechanics / Followers

SL. NO	RANK	AGE	EDUCATIONAL QUALIFICATION	PHYSICAL MEASUREMENTS
1.	Unarmed Branch Constable / Fireman / Driver FM/ MPRO Operator/IRBN Signal Operators/ Mechanics	18 to 21 years	10+2 (Passed)	Height: Male (ST including Other tribes of Meghalaya) - 157 Cm Male (Others) - 162 Cm
2.	Armed Branch Constable / Driver	18 to 21 years	Class IX (passed)	Female (ST including Other tribes of Meghalaya) - 152

	Constables, Handymen, Battalion Constables including IRBN Constables			Cm Female (Others) - 157 Cm Note: There shall be no measurement of weight and chest
3.	Followers	18 to 27 years	Class V (passed)	

24.2. While *women candidates* will be permitted to apply and compete equally with male candidates for all posts of UB Constables and MPRO operators, selection of women candidates in the Armed Branch would be limited to a maximum of 25% of the total number of vacancies.

24.3. Ascertaining the number of vacancies and advertisements etc.

The Central Recruitment Board shall ascertain the total number of vacancies available for recruitment to each of the above categories of posts, as described above and also include such vacancies as are anticipated during the next one year. These numbers shall be determined and finalized in consultation with the Director General of Police. The CRB shall initiate the recruitment process by notification of the advertisement, in the manner described in the first part of this Office Memorandum.

24.4. The scheme of recruitment tests to the UB posts - of UB Constables, Firemen, Driver Firemen, Mechanics, IRBN Signal Operators and MPRO Operators shall be as follows :

- | | | |
|------------------------------|---|-----------|
| 1. Physical Efficiency Tests | - | 100 marks |
| 2. Written Examination | - | 300 marks |
| 3. Interview | - | 50 marks |
| 4. Total | - | 450 marks |

24.5. The following shall be the scheme for the written examinations for selection of Unarmed Branch Constable / Fireman / Driver FM/ MPRO Operator/IRBN Signal Operators/ Mechanics :-

Subject	Marks	Duration of examination
Paper I - English Language	100	30 minutes

Grammar and usage (multiple choice / OMR based)		
Paper II- Elementary Mathematics, powers of reasoning and Elementary Science (multiple choice / OMR based)	100	30 minutes
Paper-III- General knowledge (multiple choice / OMR based)	100	30 minutes

24.6 **The scheme of recruitment tests to the AB POSTS - posts of Armed Branch Constables, Battalion Constables, Handymen and Driver Constables shall be as follows:**

- | | | |
|------------------------------|---|-----------|
| 1. Physical Efficiency Tests | - | 200 marks |
| 2. Written Examination | - | 200 marks |
| 3. Interview | - | 50 marks |
| 4. Total | - | 450 marks |

Note: There shall be no written tests for **followers**. Only trade test of 50 marks will be conducted by the Board.

24.7 The following shall be the scheme for the written examinations for selection of AB Constables, Battalion Constables, Handymen and Driver Constables:

Subject	Marks	Duration of examination
Paper I – Test of elementary knowledge of English, Basic Arithmetic and Basic General Awareness. (multiple choice / OMR based)	200	60 minutes

25. The distribution of prescribed application forms, their submission and processing shall be on the same lines as provided in the first part of this OM. All eligible applicants shall be issued with Admit Cards as per procedure described above and shall be called for the physical measurements and Physical Efficiency Tests.

26. **Verification of documents to be carried out on the day of physical measurements and physical efficiency tests :-** It shall be compulsory for all the candidates to bring to the venue of recruitment, the following documents in the original:

- i. Admit card of the recruitment;
- ii. Certificates in the original of which Xerox copies were submitted with the application form and other certificates as mentioned elsewhere in this OM.
- iii. Candidates will be permitted inside the test premises only after completion of the preliminary verification of these documents by a representative of the Board.

27. **Scrutiny of documents**

The Central Recruitment Board shall depute teams of officers to verify all the original certificates of the candidate and check whether the candidates fulfill all eligibility criteria for the post.

28. **Physical Measurement Tests :**

28.1. It shall be the part of the TRP process that the height and weight measurements of the candidates will be captured by the height and Weight Machine and those values will be entered in the E Recruitment System.

28.2. The candidates who do not meet the standards of minimum height requirement as prescribed in this OM will be rejected and further test events of such rejected candidates will not be conducted.

28.3. The 'rejected' slip generated by the computer system for such rejected candidates will be issued to the candidates.

29. **Registration and Authentication of Candidates**

29.1. After the Physical Measurement Test, the candidates will be required to register themselves at the PET registration counters at the venue of recruitment , where the biometric data such as Candidates' Finger Prints in respect of each candidate will be captured by the a bio-metric application software and before the Physical Efficiency Test, the candidates' biometric profile will be verified . Only candidates successfully verified will be allowed for Physical Efficiency Test (Race).

29.2. The verification of the biometric profile will be done at the time of Final Medical Examination.

30. Timing Equipment :

30.1. Each candidate will be issued with a lockable Radio Frequency Identification (RFID) tag, to be tied to his leg. The automated timing equipment based on RFID technology will be geared to record start time, finish time and net time of all runners individually and generate a database.

30.2. The result of those who successfully complete the race within the stipulated time will be printed out by the system, which will also generate a daily list of successful candidates in the PET. Those who do not finish the race within the minimum prescribed time will be issued a rejection letter and they will not be allowed to participate in other subsequent recruitment events.

30.3. The Central Recruitment Board will publish the result of the race of each day on the Notice Board and the Departmental website.

31. Physical Efficiency Test (PET) :

31.1. Candidates would be required to register themselves at the earmarked registration counters where they would be photographed and their biometric data will also be recorded.

31.3. The events in the Physical Efficiency Tests will have the following components and will carry marks as indicated below :

31.4. FOR UB POSTS, MALE CANDIDATES WILL BE REQUIRED TO QUALIFY IN A 10 (Ten) KM RACE IN 60 MINUTES OR LESS. MARKS ASSIGNED ARE AS FOLLOWS:

TIME in minut es	44.0 and less	44.01 to 45	45.01 to 46	46.01 to 47	47.01 to 48	48.01 to 49	49.01 to 50	50.01 to 51
MARK S	100 mark s	97.5 mark s	95 mark s	92.5 mark s	90 mar ks	87.5 marks	85 marks	82.5m arks

51.0 1 to 52	52.01 to 53	53.01 to 54	54.01 to 55	55.01 to 56	56.01 to 57	57.0 1 to 58	58.01 to 59	59.01 to 60	60.01 minutes or more
80 mark s	77.5 mark s	75 mark s	72.55 mark s	70 mark s	67.5 mark s	65 mar ks	62.5 mark s	60 marks	0 marks

31.5 FOR UB POSTS, FEMALE CANDIDATES WILL BE REQUIRED TO QUALIFY IN A 5.5 (five and half) KM RACE TO BE COMPLETED IN 40 MINUTES OR LESS. THE MARKS ASSIGNED ARE AS FOLLOWS:

TIME in minut es	23.01 to 24	24.01 to 25	25.01 to 26	26.01 to 27	27.01 to 28	28.01 to 29	29.01 to 30	30.01 to 31
MARK S	100 mark s	97.5 mark s	95 mark s	92.5 mark s	90 mar ks	87.5 marks	85 marks	82.5 marks

31.0 1 to 32	32.01 to 33	33.01 to 34	34.01 to 35	35.01 to 36	36.01 to 37	37.0 1 to 38	38.01 to 39	39.01 to 40	40.01 and above minutes
80 mar ks	77.5 mark s	75 mark s	72.5 mark s	70 mark s	67.5 mark s	65 mar ks	62.5 marks	60 marks	0 marks

31.6. FOR AB POSTS, MALE CANDIDATES WILL BE REQUIRED TO QUALIFY IN A 10 (Ten) KM RACE IN 60 MINUTES OR LESS. MARKS ASSIGNED ARE AS FOLLOWS:

TIME in minut es	44.0 and less	44.01 to 45	45.01 to 46	46.01 to 47	47.01 to 48	48.01 to 49	49.01 to 50	50.01 to 51
MARK S	200 mark s	195 mark s	190 mark s	185 mark s	180 mar ks	175 marks	170 marks	165 marks

51.0 1 to 52	52.01 to 53	53.01 to 54	54.0 1 to 55	55.01 to 56	56.01 to 57	57.0 1 to 58	58.01 to 59	59.01 to 60	60.01 minutes or more
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160 marks	155 marks	150 marks	145 marks	140 marks	135 marks	130 marks	125 marks	120 marks	0 marks
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31.7 FOR AB POSTS, FEMALE CANDIDATES WILL BE REQUIRED TO QUALIFY IN A 5.5 (five and half) KM RACE TO BE COMPLETED IN 40 MINUTES OR LESS. THE MARKS ASSIGNED ARE AS FOLLOWS:

TIME in minutes	23.01 to 24	24.01 to 25	25.01 to 26	26.01 to 27	27.01 to 28	28.01 to 29	29.01 to 30	30.01 to 31
MARKS	200 marks	195 marks	190 marks	185 marks	180 marks	175 marks	170 marks	165 marks

31.01 to 32	32.01 to 33	33.01 to 34	34.01 to 35	35.01 to 36	36.01 to 37	37.01 to 38	38.01 to 39	39.01 to 40	40.01 and above minutes
160 marks	155 marks	150 marks	145 marks	140 marks	135 marks	130 marks	125 marks	120 marks	0 marks

31.8 The TRP procedure will be geared to electronically record the race timing of each candidate individually.

31.9. Those candidates who do not complete the race within the maximum permitted time as prescribed above, will be eliminated automatically and they will not be allowed to participate in the further recruitment process.

32. **Conduct of Written Examination**

32.1. Only those candidates who qualify in the Physical Efficiency Tests will be allowed to appear at the Written Examination which will be conducted at the time, venue and date to be notified by the Central Recruitment Board. The dates and venues shall be published in the Newspapers and on the Departmental website.

32.2. The written examination for the UB posts shall comprise of three [3] papers comprising of English Grammar and usage, Arithmetic / Elementary Science and General Knowledge. Each paper shall carry

100 marks and the maximum marks for all the written papers together shall be 300 marks.

32.3. All question papers will be set on multiple choice basis and OMR pattern.

32.4. The written examination for AB Constables and other AB posts shall consist of one paper only, comprising of elementary and basic knowledge of English, Basic Arithmetic and Basic General Awareness. This paper will be on multiple choice / OMR basis.

32.5. It shall be the responsibility of the Chairman of the Central Recruitment Board to ensure the security and integrity of the question papers cum answer scripts. These documents are to be stored under lock and key in the DGP's Office and kept under guard. The procedure being followed shall be recorded and conveyed to the DGP and Principal Secretary (Home).

32.6. Multiple sets of question papers shall be set to avoid predictability of questions. The questions paper shall be set by an officer to be nominated by the Director General of Police (DGP) and the Chairman Central Recruitment Board who both will maintain secrecy and it should be got printed following all requirements of confidentiality.

33. Preparation of short list of candidates for interview.

33.1. Based on the total marks scored by the candidates in the (i) physical efficiency tests and (ii) written examination, the CSB shall prepare a short list of candidates for the interview.

33.2. The total number of candidates to be called for interview shall be 1.5 times the total number of vacancies belonging to each category of candidates, based on the reservation policy of the State Government.

34. The maximum marks allotted for interview is 50 (out of a total of 450).

34.1. The Interview Board will consist of 5 members and the Member Secretary of the Central Recruitment Board.

34.2. Each candidate will be separately assessed by each member of the Board on a scale of 10, on the following attributes :

- i. Physical appearance and personality.
- ii. General awareness.
- vi. Presence of mind, alertness, leadership qualities.
- vii. Computer knowledge and related qualifications, if any.
- viii. Communication skills.

34.3.i. After interviewing each candidate, the Chairman will add up the marks assigned by each Board Member and average the marks received by the candidate and announce the same to all members of the Board and also record the same on the running sheet.

34.3.ii Each Board member will keep a record of the marks assigned to each candidate and sign the sheet and hand it over to the Chairman of the Board.

34.3.iii. The records so generated on each day of interview as well as the computers used for the purpose will be kept in the DGP's Office under lock and key, by an officer to be specifically designated by the Chairman.

34.3.iv. All computer records and data bases shall have one back up and shall be kept on a different computer, specifically assigned for the purpose, following all safety and security precautions.

35. Bonus Marks

35.1 The following categories of candidates shall be awarded bonus marks mentioned against each:

Sl.No	Special Category	No. of Bonus Marks
1	Home Guards Volunteers	5
2	Holder of a 'B' and 'C' certificate of National Cadet Corps	5
3	Children of Non-gazetted police personnel	5
4	Eminent sports persons who have represented the State at the national level	5

- 35.2. All claims for bonus marks should be indicated in the application form and supported with copies of documents in support of such claims.
- 35.3. Original certificates from the competent authority shall be produced by the candidates claiming bonus marks, to verify the eligibility of candidates to these claims.
- 35.4. The eligibility of a candidate for bonus marks shall be decided by the Central Recruitment Board, after satisfying itself of the genuineness of the claim made and the documents produced.
- 35.5. The bonus marks shall be shown separately, and added to the total marks secured by the candidates in the PET, written examination and interview.

36. Medical Test :

- 36.1. Medical test will be conducted only in respect of all candidates who have qualified in the Written Test.
- 36.2. No person shall be appointed from the merit list unless he is found physically fit and the medical doctor certifies that the candidate is free from the following defects: (i) Any debilitating disease which according to the opinion of the doctor is likely to impede the candidate's functioning in the Police Department, (ii) Knock knees, (iii) Bad Eyesight, (iv) Any other defects in the body.
- 36.3. The Medical examination must be made according to the procedure as prescribed at Annexure-I, and report of the Medical Board to be obtained before appointment.
- 36.4. No fees will be paid by any candidate for medical examination.

37. Test for Specialized jobs :

The Central Recruitment Board will conduct specific trade tests of qualifying nature for the selection of drivers, mechanics, handymen etc. The format of such test will be designed by the Central Recruitment Board. Only those candidates, who have come within the qualifying zone as per the merit list, will be subjected to these tests.

38. Merit List of successful candidates

- 38.1 The final merit list of candidates will be generated based on the total marks obtained by each candidate in the (i) Physical Test, (ii) Written Examination (iii) Interview and the (iv) Bonus marks entitled, if any, as per Rule 30 above. For **Followers** it will be generated based on the total marks obtained by each candidate in the (i) Physical Test, (ii) Trade Test (iii) Interview and the (iii) Bonus marks entitled, if any.
- 39.2. In case more than one candidate secure the same number of marks, their *inter se* seniority will be decided based on the date of birth, the older one being senior to the younger.
- 39.3. The TRP system shall be enabled to generate a final Merit List for the candidates automatically on the basis of the data captured and stored by it while assessing individual performance on the above basis and also based on the existing Reservation Policy and the rules framed there under by the State Government.
- 39.4. The final list of names of candidates in order of merit shall be prepared and published by the Central Recruitment Board on the Departmental website, after due scrutiny, within 24 hours of the completion of the examination process.
- 39.5. The Merit List shall be valid for a period of one year with effect from the date of its approval by the Government.
- 39.6. The Central Recruitment Board shall forthwith send the final merit list to the Director General of Police, who shall, forthwith, forward the final list to the Government in the Home (Police) Department seeking approval for making appointment.
- 39.7. The Merit List forwarded by the Board and approved by the State Government shall be strictly followed by the appointing authority while making appointments in accordance with the employment policy.
- 39.8. Copies of all databases prepared by the Board shall also be furnished to the Government in the Home [Police] Department immediately.

40. Separate merit lists shall be prepared in respect of both UB and AB categories and Followers.

40.1 As for selection of drivers, mechanics etc, a separate merit list of such applicants shall be prepared, based on the total marks obtained in PET, written examination, Interview and bonus marks, if any, and a suitable number of those who qualify shall be called for technical knowledge and driving tests.

40.2. The driving test/technical knowledge test shall carry a maximum of 100 marks. The Board shall devise its own rules and procedure for testing these skills.

40.3. Based on the total marks obtained including the performance of the candidates in the technical test, the Board will finalize separate merit list of candidates for each technical post such as driver, mechanics etc.

41. Reservation Policy:-

41.1. The appointing authority at the time of making appointments from the list recommended by the Central Recruitment Board shall take into consideration the number of posts reserved for Scheduled Castes/ Scheduled Tribes/ Other Tribes in the light of the Government Resolution PER.220/71/138 dated 12th January, 1972 as amended by Officer Memorandum No. Per.222/71/141 dated 23rd April, 1972, per.222/71/Pt.III/22 dated 25th November, 1976, PER (AR)64/79/15 dated 12th September, 1979 and PER (AR)257/81/8 dated 19th December, 1981 and also Office Memorandum No.Per.272/71/5 dated 18th December, 1972 appended at Annexure -II (a) to (f) and such other instructions as may be issued by the Government from time to time.

42. General

The Central Recruitment Board shall answer the queries of the candidates using technological aids, the list of which is indicated below:

1. Help Lines.
2. SMS Query based system
3. Website FAQs
4. Email

43. Verification of character and antecedents :

43.1. Verification of character and antecedents of candidates shall be compulsory.

43.2. The candidate must produce certificate of conduct from the Headmaster or Principal of the School (s) or College (s) he has attended.

43.3. He must be a citizen of India.

43.4. Ability to speak, read and write in one of the regional languages of the State.

44. Non-official members :

Non-Official members to be included in the Board shall be apolitical and respectable members of the public, who must be at least graduate in Arts/ Science and should not be holding office under the Government, and District Councils or any Government organization.

45. Honorarium, T.A. and D.A :

Non-Official members of the Board will be entitled to honorarium to be fixed by the Government and will also get T.A/D.A for attending meetings of the Board at rates admissible to Grade-I Officers of the Government of Meghalaya.


46. Fees for examiner and paper setters :-

Fees for examiner and paper setters is to be paid at the rate as may be given by the Meghalaya Public Service Commission for similar categories of posts from time to time.

47. BUDGET :

There shall be a separate budget for Recruitment with adequate funds for the Central Recruitment Board to conduct the recruitments.

These orders come into force with immediate effect.



[K.S. Kropha, IAS]
Principal Secretary to the Government of Meghalaya
Home [Police] Department

Memo No.HPL.35/2011/164-A, Dated Shillong the 7th September, 2012

Copy forwarded to :-

1. Director General of Police, Meghalaya, Shillong.
- ✓ 2. Addl Director General of Police, TAP, Meghalaya, Shillong.
3. All Deputy Commissioners/ Superintendents of Police.
4. Commandants 1st, 2nd, 3rd, 4th, 5th and 6th MLP Bns, Meghalaya, Shillong.
5. Principal, Police Training School, Shillong.
6. Secretary Meghalaya Public Service Commission.
7. Law Department.
8. Personnel & A.R. (A) Department/Personnel R & AR(B) Department.

By Order etc.


Deputy Secretary to the Govt. of Meghalaya.
Home (Police) Department

REGULATION FOR MEDICAL EXAMINATION OF CANDIDATES FOR APPOINTMENT TO THE POST OF SUB-INSPECTOR AND ASSISTANT SUB-INSPECTOR BY DIRECT RECRUITMENT

1. To be passed as fit for appointment under Government, a candidate must be in good mental and bodily health, and free from any physical defect likely to interfere with the efficient performance of the duties of his appointment.
2. In the matter of the correlation of age and height of candidates it is left to the Medical Board to use whatever correlation figure are considered most suitable as a guide in the examination of the candidates.
3. The candidates height will be measured as follows :- He will remove his shoes and will be placed against the standard with his feet together and the weight thrown on the heels and not in the toes or outer sides of the feet. He will stand erect without rigidity, and the wheels, clavicles, buttocks and shoulders touching the standard, the chin will be depressed to bring the vertex of the head level under the horizontal bar and the height be recorded in centimeters and parts of a centimeters and parts of a centimeters up to quarters. No limit of height is, however enforced.
4. Candidate's chest **will not be measured.**
5. Candidates **will not be weighed.**
6. a) The examination for determining the acuteness of vision includes two tests one for distance, the other for near vision. Snellen's test types will be used for the test for distant vision without glasses, at an distance of 20 feet and for the test for near vision, without glasses, at any distance selected by the candidate. The standards of the minimum acuteness of vision which will be used for guidance in the examination of a candidate are as follows :-

STANDARD I

Right eye	Left eye
Distant Vision 6/6	Distant Vision 6/6
Near Vision Read 0.6	Read 0.6

STANDARD II

Right eye	Left eye
Distant Vision 6/6	Vision without glasses not below 6/60 and after correction with glasses not below 6/24
Near Vision Read 0.6	Read 6

STANDARD III

Right eye	Left eye
Letter eye	Torse eye
Existent vision-v without glasses not below 6/24 and after correction with glasses not below 6/6	V, without glasses not below 6/24 and after correction with glasses not below 6/12

Rear Vision-Reads /08.....Reads 1.

- b) Each eye must have a full field of vision as tested by hand movements.
 - c) Squint or any morbid condition of the eye or of the lids or of either eye liable to the risk of aggravation on recurrence, will cause the rejection of the candidates.
 - d) Each eye will be examined separately and the lids must be kept wide open during the rest.
 - e) Inability to distinguish the principal colours will not be regarded as a cause for rejection, but the fact will be noted in the proceedings and the candidate will be informed.
 - f) The degree of acuteness of vision of all candidates for appointment will be entered in the proceedings in the following manner.
 V.R. with glassesReads.
 V.L. With glassesReads.
 - g) In cases of serious abnormality, the opinion of ophthalmic specialist should be obtained.
7. The urine should be examined and the result recorded.
8. The following additional points should be observed :-
- (a) A candidate who can hear a forced whisper at a distance of ten feet with his back towards the examiner should be considered fit. Each of his ears should be tested separately the other one being plugged with oiled wool for the time being.

- (b) That his speech is without impediment.
- (c) That his teeth are in good order and that he is provided with dentures where necessary for effective mastication well fitted teeth will be considered as sound).
- (d) That his chest is clear and that his heart and lungs are sound.
- (e) That there is no evidence of any abdominal disease.
- (f) That he is not ruptured.
- (g) That he does not suffer from hydromel a severe degree of varicecele, varicose veins of piles.'
- (h) That his limbs, hands and feet are well formed and developed and that there is free and perfect motion of all his joints.
- (i) That he does not suffer from any invertebrate skin disease.
- (j) That there is no congenital malformation or defects.
- (k) That he does not bear traces of acute or chronic disease pointing to an impaired constitution.
- (l) That he bears marks of efficiently vaccination when any defect is found it must be noted in the certificate and the medical examiner should state his opinion whether or not it is likely to interfere with the efficiency performance of the duties which will be required of the candidate. If the condition is remediable by operation it should be so stated.

**FORM OF DECLARATION/ TO HEALTH TO BE COMPLETED BY
CANDIDATE EXAMINED BY MEDICAL BOARD.
MEDICL EXAMINATION BY MEDICAL BOARD.**

Statement by candidate for appointment as.....

The candidate must made the statement required below prior to examination by the Medical Board, and must signed the Declaration Appended thereto in the presence of that Board.

State :-

1. Your name in Full (in Block Letters).....
2. Place of Birth.....
3. Your age and date of Birth

4. Furnish the following particulars' concerning your family :-

Father's age if living and state of health	Father's age at death and cause of death	Member of brothers living their ages and state of health	Number of brothers dead, their age and cause of death	Mother's age if living and state of health	Mother's age at death and cause of death	Member of Sisters living their ages and state of health	Number of Sisters dead, their age and cause of death

5. Have any of your near relation suffered from Tuberculosis (Consumption) Scrofula, Cancer Asthma, Fits Epilepsy, Instantly or any other nervous disease.
6. Have you ever been abroad? Where, and for what period, and how long since?
7. Have you ever been in the Navy, Army, Air force, or in any Government Department?
8. Have you ever been examined (a) for life insurance or/ and (b) by any Government Medical Officer of State, Medical Board, Civil or Military? If so, state details and with what result.
9. Have you ever :-
 - (a) Had Small Pox, intermittent or any other, fever, enlargement or suppuration of glands, spitting of blood, asthma, inflammation of lungs, pleurisy, heart disease, fainting attacks, rheumatism, appendicitis, epilepsy, instantly or other nervous disease, discharge from other disease of the ears/ syphilis gonorrhoea, or
 - (b) Had any other disease or injury which required confinement to had or Medical or surgical treatments or.
 - (c) Undergone any surgical operation or
 - (d) Suffered from any illness, wound or injury sustained while on active service with the Indian Armed Forces ? If so, state when and where and if what nature ?
10. Have you rapture ?
11. Have you varicolored, varicose, veins or piles ?
12. Is your vision in each eye good ? (candidates who wear spectacles are requested to bring the prescription of their glasses with them).

13. Is your hearing in each ear good ?
14. Have you any congenital or acquired formation defect, or deformity ?
15. When were you last vaccinated ?
16. Is there any further matter concerning your health not covered by the above questions which should be communicated to the Medical Board?

DECLARATION OF CANDIDATE

(To be signed in presence of the Medical Board)

I declare all there above answers to be, the best of my belief, true and correct :

I willfully reveal to the Medical Board all circumstances within my knowledge that concern my health and fitness for the appointment for which I am a candidate.

I am fully aware that by willfully suppressing any information, I shall incur the risk of not obtaining the appointment, or of losing it, if granted.

Candidate's Signature.

Date
Board

Signed in presence of Chairman of Medical Board

REPORT OF MEDICAL BOARD

SL NO	QUESTIONS	ANSWER	REMARKS
1	Has the declaration on the proceeding page been signed by the candidate in your presence ?		
2	What is the candidate's Height without shoes		
3	Is the free from deformity, enlarge joints, tumours and scars ?		
4	What was the last successfully vaccination ?		
5	Is he free from any signs of disease of the nervous system ? such as paralysis wasting termer, etc.		
6	Are the knee jerks and pupil reflex is normal ?		
7	Is there any discharge of other evidence, of disease of either each.		

8	Is there any defect of hearing ?		
9	Vision :- To be tested by means of spellen's Test. Types placed in good light at a distance of 6 matters. (a) Without glass R. eye V. L. eye V. (b) With glass V.V.		
10	(a) Is he free from disease of eyes ? (b) If suffering from trachoma, is the disease in an active stage and such as would be likely to interfere with his duties or his future service. (c) Has he any defect of colour perception ?		
11	Is he free from stammer or other serious defects of speech.		
12	Is he free from any signs of disease of the bones or joints ?		
13	Is he free from skin disease ?		
14	Is there any evidence of leprosy, tuberculosis or syphilis ?		
15	Are the heart sounds normal ?		
16	Are there any heart's murmurs ?		
17	What is the position and character of the apex boat ?		
18	What is the pulse rate ?		
19	What is the blood pressure suitelic/ diastolic ?		
20	Are the heart and arteries healthy in all respects ?		
21	Is he free from hemorrhoids ?		
22	Is he free from rapture ?		
23	Is the chest symmetrical and well formed ?		
24	What is the respiratory rate ?		
25	Are the breath sounds normal ?		
26	Are there any adventitious breath sounds ?		
27	Is there any evidence of deficient air entry into either lungs		
28	Are the respiratory organs healthy in all respects		
29	Are the gestive organs healthy ?		
30	Is there any enlargement of the liver or spleen ?		
31	Is he free from serious dental caries or sepsis ?		
32	Is he free from signs of disease of the genital organs ?		

33	Is he free from – (i) Hydrocoole ? (ii) Varicocole ?		
34	(i) Does the urine contain – (a) Albumen (b) Sugar (c) Any other abnormally ? (ii) What is the specific gravity ?		
35	What is his apparent age ?		
36	Do you consider the candidate in all respect is fit for efficient discharge of duties ?		
37	If the candidate is physically unfit, please state whether the unfitness of the candidate is due to some minor disability which can be cured by treatment.		

Chairman

Member

Member

Station _____

Date

Date _____

Place

**MEDICAL CERTIFICATE OF HEALTH OF CANDIDATE
TO BE COMPILED BY MEDICAL BOARD**

We hereby certify that we have examined _____
a candidate for employment in the _____
department and cannot discover that _____ has
any disease's constitutional weakness or bodily infirmity except
_____ we do not consider this a disqualification
for employment in the office of _____.

Chairman
Date

Member
Date

Member
Date

Member
Date

N.B. The word 'do not' should be scored out if the candidate is
considered disqualified for Government service.

ANNEXURE -II (a)

GOVERNMENT OF MEGHALAYA
PERSONNEL DEPARTMENT

No. PER.222/71/138

Dated Shillong the 12th January, 1972

RESOLUTION

The question of reservation of posts in favour of the Scheduled Tribes also Scheduled Castes has been under careful consideration of this Government. It has now been decided in pursuance of clause 4 of Art.16 of the Constitution and keeping in view the inadequacy of representation of these communities in the Service under the autonomous State of Meghalaya in terms of their population that, consistently, with the maintenance of efficiency in the administration, the following reservation shall be made in favour of the Scheduled Tribes and Scheduled Castes in posts and services in connection with the affairs of Meghalaya which are filled by direct recruitment.

- (a) There shall be a reservation of 40 percent of the vacancies in favour of Khasi and Jaintias.
- (b) There should be a reservation of 40 percent of the vacancies in favour of Garo's
- (c) There shall be reservation of 5 percent of the vacancies in favour of any other Scheduled Tribes of the Autonomous Districts of Assam now within Meghalaya and the Scheduled Castes of Assam.

2. If sufficient number of suitable candidates for filling up the reserved vacancies is to available from the respective classes in any particular year, than such vacancies will be available to others. But the deficiency in the number of Scheduled Tribes and Scheduled Castes will be carried forwarded to the next recruitment year and made good for the recruitment of that year, provided that the reservation on account of the deficiency shall not be carried forward for more than one year. After the expiry of the second year, these reservations shall be treat as lapse. It has also been decided that at time shall the number of normal reserved vacancies and the carry forward' vacancies together exceed 90 percent of the total number of vacancies in that year.

3. There might be instances when an eligible candidate belonging to Scheduled Tribe and Scheduled Castes may not be appointed because the reserve quota in a particular recruitment year on the basis of

the percentage of vacancies mentioned above may be less than 0.5 but taking the cadre as a whole the particular class to which the candidate belongs may be grossly under represented. In such cases it has also been decided to allow further concession to such under represented class of Scheduled Tribes and Scheduled Castes in a cadre (as may be determined from time to time by the appointing authority concerned, to the extent indicated below –

(1) a fraction up to 0.4 of the vacancy to which the protected category is entitled on the basis of the reservation against the projected in take in any recruitment year shall be rounded to one in favour of candidate belonging to an unrepresented community protected category.

(2) for the benefit of candidates belonging to such under represented class, the reservation on account of the deficiency shall be carried forward up to two subsequent recruitment years before the reservation in respect of the protected category is finally treated as lapse.

4. The reservations mentioned above will not apply to –

(1) vacancies filled by transfer of deputation or by promotion.

(2) temporary appointment of less than 45 days duration.

(3) purely temporary establishments such as work-charged staff including the daily rate and monthly rated staff.

5. There shall be no reservation of vacancies for Scheduled Tribes and Scheduled Castes in scientific services and posts and in appointments for conducting research or organizing guiding and directing research.

6. There shall be no relaxed of the educational and other qualifications in respect of posts and services in connection with affairs of Meghalaya.

7. These orders shall take effect from the date of issue of this Resolution and shall be applicable to all appointments made on or after this date. All advertisement for posts and services under the Governments of Meghalaya issued before this date shall be deemed to have been modified to the extent of the order contained in this Resolution.

V.RAMKRISHNA
Secretary (Special) to the Government
of Meghalaya.

ORDER

ORDERED that a copy of the Resolution be communicated to the Secretary to the Governor, the Private Secretary to the Chief Minister, Private Secretary to all Ministers, all Secretaries to the Government of Meghalaya. All Heads of Departments, All Deputy Commissioners and Sub-Divisional Officers, Secretary, Assam Public Service Commission and all Departments and offices under the Government of Meghalaya for information.

ORDERED also that the Resolution be published in the Meghalaya Gazette for general information.

V.RAMAKRISHNA
Secretary (Special) to the Government
of Meghalaya.