



## **GOVERNMENT OF MEGHALAYA**

# **PERSONNEL AND ADMINISTRATIVE REFORMS (B) DEPARTMENT**

**Composition, functions, etc. of the District Selection Committee for the Districts in the State of Meghalaya and the procedure for direct recruitment to various categories of posts which come under the purview of the Committee.**

**GOVERNMENT OF MEGHALAYA  
PERSONNEL AND ADMINISTRATIVE REFORMS (B)  
DEPARTMENT**

**No. PER (AR) 49/2012/5      Dated Shillong, the 17<sup>th</sup> November, 2014**

**OFFICE MEMORANDUM**

**Subject - Composition, functions, etc. of the District Selection Committee for the Districts in the State of Meghalaya and the procedure for direct recruitment to various categories of posts which come under the purview of the Committee.**

In supersession of this Department's Office Memorandum No.PER (AR) 167/82/23, dated Shillong, the 3<sup>rd</sup> July, 1982 the Government of Meghalaya have decided that the composition, functions, etc. of the District Selection Committee and the procedure for direct recruitment to various categories of posts which come under the purview of the Committee shall be as follows :-

- 1.1. **Composition** – There shall be a District Selection Committee for each District, consisting of a Chairman, a Vice-Chairman, a Member-Secretary and two other Members.
- 1.2. **Chairman** - The Deputy Commissioner of the District concerned shall be the official Chairman of the District Selection Committee.
- 1.3. **Vice-Chairman** – A non-official Vice-Chairman to be nominated by Government for a period of two years. He shall preside over any meeting of the District Selection Committee in case the Chairman is unable to attend.
- 1.4. **Members** – Two non-official Members to be nominated by Government for a period of two years.
- 1.5. **Member-Secretary** – An MCS Officer not below the rank of Extra Assistant Commissioner shall be the Member-Secretary.

1.6. The non-official Vice-Chairman/ Members should be selected/ nominated from amongst graduates in any stream and those possessing higher qualifications only. Further, no selection should be made from amongst those holding office under the Government (both State and Central) and District Councils or any other Government Organisation.

2. **Honorarium, Travelling Allowance and Daily Allowance** – The non-official Vice-Chairman and non-official Members of the District Selection Committee will be entitled to monthly honorarium and will also get travelling allowance and daily allowance for attending meetings of the District Selections Committee at the rate sanctioned by Government from time to time.

3.1 **Functions** – The District Selection Committee shall undertake to conduct written examinations, tests and/or interviews for the purpose of recommending candidates suitable for appointments by direct recruitment to different categories of posts, which are borne in the offices/establishments of the District or Sub-divisional/Subordinate Offices, and which do not come under the purview of the Meghalaya Public Service Commission or Departmental Selection Committee.

3.2. The posts which do not come under the purview of the Meghalaya Public Service Commission or the Departmental Selection Committee are those covered, for the time being, by Office Memorandum No. PER (AR) 246/80/15, dated 26<sup>th</sup> February, 1981, as per Annexure – I attached, and by any other Government Circulars/Office Memoranda, etc. that may be issued by Government from time to time.

3.3. As mentioned in the Office Memorandum No. PER (AR) 246/80/15, dated 26<sup>th</sup> February, 1981, recruitment to Grade IV posts and posts of driver, mechanic, etc., in the Secretariat or offices of the Heads of Departments, shall continue to be made through Departmental Selection Committee.

3.4. Selection of persons for appointment as casual employees shall fall outside the purview of the District Selection Committee.

3.5. Selection of persons for appointment as Police Constables and Home Guards shall also fall outside the purview of District Selection Committee.

4.1. **Procedure** - The District Selection Committee shall ascertain/ assess the overall positions of vacancies that may occur in every forthcoming year in the month of November, or earlier, every year.

4.2 Notwithstanding orders contained in Para 4.1, it shall also be incumbent upon the different offices/appointing authorities to intimate vacancies that are anticipated or available in their offices/establishments from time to time.

4.3 **Advertisement** - The advertisement shall be issued by the District Selection Committee in the local newspapers as follows:

- (a) Name of post and Pay Scale
- (b) Number of vacancies
- (c) Age limit
- (d) Educational qualification
- (e) Last date for receipt of application

4.4 **Examination** – Written Examination shall be as per the following syllabus.

1.	Grade IV Post.	
	(a) General knowledge (qualifying)	- 50
	(b) Interview	- 50
		<hr/> Total 100
2.	Other Posts	
	(a) General English including Precis writing, Essay writing and Drafting	- 100 Marks
	(b) Elementary Mathematics, Elementary Science & aptitude (30marks for aptitude)	- 100 Marks
	(c) General Knowledge	- 70 Marks
	(d) Interview	- 30 Marks
		<hr/> <hr/> Total = 300 Marks

(e) For recruitment to the post of Lower Division Assistant a speed test in type-writing is necessary besides a written examination and interview. No one shall be eligible for appointment as Lower Division Assistant if his/her speed in typewriting is less than 30 words per minute. This is necessary as there are no separate posts for typists in the District Offices. Candidates with certificate in Computer application will be preferred.

(f) For recruitment to any post for which the minimum qualification is Matriculation/H.S.L.C. or above, and for which some extra physical fitness, skill or technical qualification is necessary, tests shall be conducted for such extra physical fitness, skill or technical requirements, besides the written examination as per the prescribed syllabus, to be followed by an interview.

(g) For recruitment to any post for which the educational qualification required is below Matriculation/H.S.L.C., and for which some extra physical fitness, skill or technical qualification if necessary, tests shall be conducted for such extra physical fitness, skill or technical requirements, to be followed by an interview.

(h) For recruitment to all category of Grade IV posts of peon, cleaner, chowkidars or any other equivalent post, the minimum educational qualification should be Class VI (six) passed.

Provided that when the number of candidates applying for the post(s) is more than 40, a Written Test shall be conducted for screening applicants who would be selected for interview.

(i) Tests for extra physical fitness, skill or technical requirements shall be conducted and may be prescribed by the appointing authorities at the time of their requisition for suitable candidates from the District Selection Committee. In making recruitment to such posts the District Selection Committee shall invite the appointing authority to depute a technical expert to assist the District Selection Committee.

(j) The examination, for which a minimum qualification has been prescribed, should be of the same standard as that of the North-Eastern Hill University or the Meghalaya Board of School Education, as the case may be.

**4.5 Declaration of Results of Written Examination** – Cut off marks shall be fixed as per the bench mark/standard depending on the number of vacancies to be filled. After declaration of results of written examination, individual marks secured by the candidates shall be kept in sealed covers and opened only after Personal Interview at the time of tabulation.

The results of written examination shall be displayed on the Notice Board in order of the serial No/Roll No. immediately after declaration of results of the written examination. The total number of persons whose result as such to be declared should, in no case, exceed 2 times the number of vacancies.

**4.6 Interview** - Declaration of written examination results and the date for personal interview shall be fixed and displayed on the Notice Board of the office of the District Selection Committee concerned.

To minimise subjective elements at the time of interview, the District Selection Committees shall follow the norms given below.

- a. 10% of the total marks are earmarked for interview.
- b. Total marks earmarked for interview shall to be equally divided among all the members on the Board of interview.
- c. Members shall give marks to candidates on their performance and shall not consult with one another for this purpose.
- d. The sum of both written examination marks and interview marks shall constitute the total marks obtained by the candidates and shall be used for preparation of merit list.

4.7 **Declaration of Final Result** –The number of selected and recommended candidates shall be restricted to the number of vacancies advertised. The list of recommended candidates shall be displayed on the Notice Board of the District Selection Committees office(s) immediately after the interview and communicated to all concerned authorities. In no case shall the number of recommended candidates be larger than the number of vacancies as advertised. It would be incumbent upon both the Chairman of the District Selection Committee and the Member – Secretary to ensure that the above provisions are strictly adhered to, and failure to do so may entail Departmental Proceedings being drawn up.

The list forwarded by the District Selection Committee shall be strictly followed by the Appointing Authority while making appointments. The Appointing Authority shall have no choice in the matter of over-looking any person senior in the merit list duly recommended by the District Selection Committee.

The system of secrecy by using roll numbers and codes should be followed by the District Selection Committee in the matter of recruitment of candidates so as to ensure fair and impartial treatment to all candidates.

4.8 **Validity Period** – The validity period of the recommended list is for a period of one year from the date of recommendation and there should be no need for the validity of the recommendation to be extended.

5.1. **Recruitment Policy** – In drawing up a list of candidates for appointments in various offices, the District Selection Committee shall take into consideration the number of posts reserved for Scheduled Tribes, etc, in the light of Government Resolution No. PER. 222/71/138, dated 12<sup>th</sup> January, 1972 as amended *vide* Office Memoranda No. PER. 222/71/141, dated 23<sup>rd</sup> April, 1972, No. PER.. 222/71/Pt.III/22, dated 25<sup>th</sup> November, 1976, No. PER (AR) 64/79/15, dated 12<sup>th</sup> September, 1979 and No. PER (AR) 257/81/8, dated 19<sup>th</sup> December, 1981 and also Office Memorandum No. PER. 272/72/5, dated 18<sup>th</sup> December, 1972,

appended as Annexure II (a), (b), (c), (d), (e) & (f) and such other instructions as may be issued from time to time.

5.2. For some category of Grade IV posts, such as Malis, Sweepers, etc., it is necessary that relaxation be made in regard to reservation for tribal candidates, whenever suitable local candidates are not available.


6. **Seniority** – Seniority of the persons appointed through or after the recommendation of the District Selection Committee shall be in the order of seniority as per District Selection Committee recommended list.

7. **Appointment to one family member of Land owner donating land for Government purpose**- In case where private land owners have donated land free of cost for Government purpose, the land proposed to be donated should be legally handed over through a registered gift deed to enable the Government to provide appointment to an eligible member of the family/families of the land owner(s) in a Grade IV/Grade III posts. The Deputy Commissioner of the concerned district will identify the post in consultation with the District Head of the concerned Department to which the land is being donated. Appointment under this provision will be outside the purview of the DSC.

8. **Fees for examiners and paper setters** - Fees for Examiner and Paper Setters shall be paid at rates as may be sanctioned by Government from time to time.

9. **Staff** – The District Selection Committee shall be provided with necessary staff as may be required from time to time.

10. **Effect** – These orders shall take effect from the date of issue of this Office Memorandum.

  
Under Secretary to the Govt. of Meghalaya,  
Personnel & A.R.(B) Department

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ANNEXURE – I

No. PER (AR) 246/80/15  
GOVERNMENT OF MEGHALAYA  
PERSONNEL AND ADMINISTRATIVE REFORMSA (B)  
DEPARTMENT

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OFFICE MEMORANDUM

The 26<sup>th</sup> February, 1981.

Subject:- Modifications of the function of the District Selection Committees and of Departmental Selection Committees.

The undersigned is directed to say that with the upward vision of the scale of pay of the State Government employees with effect from 1<sup>st</sup> January, 1979, sub-clause (i) and (ii) of clause (a) of Regulation 3 of the Meghalaya Public Service Commission (Limitation's of Functions), 1972 have further been amended *vide* this Government's Notification No. PER (AR).246/80/6, dated 15<sup>th</sup> January, 1981 according to which recruitment to the following categories of posts have been included from the purview of Meghalaya Public Service Commission :-

- (a) Posts born in the establishment of a District, Subdivisional or other Subordinate Officers on pay scales the maxima of which do not exceed Rs.1,026 where the appointing authority is the District or Subdivisional Officer.
- (b) Post on pay scales the maxima of which do not exceed Rs. 826 in any office where the appointing authority is not District or Subdivisional Officer, except posts of Lower Division Assistants, Typists and Stenographers Grade III in the Secretariat and Offices of the Heads of Departments.

Note:- The posts of Lower Division Assistants mentioned in para 1(b) above relate to the posts of Lower Division Assistants carrying the revised scale of pay of Rs. 425-15-500-E.B.-16-660-E.B.-18-750 in the Secretariat and

Rs.400-14-470-E.B.-15-620-E.B.-700 in the office of the Heads of Departments and do not include posts of Lower Division Assistants in the office of the Heads of Department carrying the District scale of pay.

2. In order to ensure a uniform standard of recruitment it has now been decided that direct recruitment to all the posts which are outside the purview of the Meghalaya Public Service Commission (including the posts of Lower Division Assistants in the offices of the Heads of Departments carrying the District scale of pay) whether they are borne in the establishment of the District or Sub-Divisional Officers or in the establishment of the Heads of Department should be made through the District Selection Committee except in respect of recruitment to Grade IV staff and posts of Driver, Mechanics, etc., in the Secretariat or offices of the Heads of Departments which shall continue to be made through the Departmental Selection Committee.

3. All existing orders pertaining to the recruitment to posts falling outside the purview of the Meghalaya Public Service Commission issued from time to time shall be deemed to have been amended to the extent indicated above.

4. This Supercedes this Department's Office Memorandum No. PER. 307/71/44, dated 26<sup>th</sup> November, 1975.

5. These orders will take immediate effect.

H.A.D. SAWIAN,  
Special Secretary to the Govt. of Meghalaya,  
Personnel & Administrative Reforms (B) Department.