

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

OFFICE MEMORANDUM

No. HPL. 231/2023/60,

Dated Shillong, the 1st December, 2023.

Subject : *Revised uniform guidelines for recruitment of Police Personnel in Meghalaya Police.*

Whereas under sub section (2) of Section 4 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 suppression of the Office Memorandum issued vide No. HPL.35/2011/164 Dated 7thSeptember, 2012, and all modifications issued thereto, have decided to constitute the **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

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|--------|---|---|------------------|
| (i) | Inspector General of Police | - | Chairman |
| (ii) | Deputy Inspector General of concerned Range | - | Member |
| (iii) | 2 Superintendents of Police of concerned District to be selected by Chairman | - | Member |
| (iv) | 2 Commanding Officers of concerned units to be selected by Chairman | - | Member |
| (v) | 2 Senior Medical and Health Officers detailed by Director of Health Services (MI) | - | Member |
| (vi) | Principal, Police Training School | - | Member Secretary |
| (vii) | A Nominee of Home (Police) Department | - | Member |
| (viii) | Non-Official Member (to be nominated by Government) | - | 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, after due approval of the Reservation Roster and category break-up of the vacancies from Personnel & AR Department.
- 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 test 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 and Reservation Roster System 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 seek approval of Reservation Roster and category break up of vacancies from Personnel & AR Department before issuing necessary advertisements and giving due publicity, carry out the recruitment examinations including physical test, written tests, and personal interviews etc, and complete the selection process before the end of January.

3.1 Provided that in case of requirement of filling vacancies, the Central Recruitment Board may conduct recruitment at any time of the year, as per the approved Reservation Roster.

3.2 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.

3.3 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 test 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 five centers: (1)Shillong(2) Tura (3) Jowai (4) Nongstoin (5)Williamnagar.

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 and Scheduled

Castes and also to the Deputy Commissioners and the Superintendents of Police all the Districts.

- 5.1. The advertisement will clearly state the category break up as per the Reservation Roster in line with Reservation Policy 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 and Armed branch Sub-Inspectors : 21 – 27 years
 - (ii) Un-Armed Branch/Armed Branch/Battalion : constable, firemen, driver firemen, Meghalaya Police Ration Organisation operators : 18 – 21 years
 - (iii) Followers : 18 – 27 years
7. There will be a relaxation of 5 years for candidates belong to Scheduled Tribes and 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 make the application forms available online. The aspiring candidates can apply online for the post advertised by the CRB on a payment of Rs.150/- (Rupees One Hundred and Fifty Only) by e-challan or e-GRAS or other payment gateway as indicated.

9.2. Candidates will be able to apply the online application from the Meghalaya Police Website and payment of Rs.150/- only will be charged for the application fees.

10. Collection of Filled Application Forms:

Collection/ Submission of filled application forms will be on On-Line platform as indicated.

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 date 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' Names, 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 POST OF UB AND AB 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	
21 – 27 Years	Bachelors Degree in any stream from a Recognized University.	<u>Height :</u>	
		Male	157 Cm (ST including other tribes of Meghalaya)
			162 Cm (Others)
		Female	157 Cm (ST including other tribes of Meghalaya)
			157 Cm (Others)
Note: There shall be no measurement of weight and chest.			

13.3. The scheme of recruitment tests to the post of Sub Inspector is 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.

13.3A - The scheme of recruitment tests to the post of Armed Branch Sub-Inspector (ABSI) shall be as follows :-

ABSI	(i)	Physical Efficiency Test	250
	(ii)	Written Test	150
	(iii)	Interview	50
		Total	450

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 Office Memorandum.
- (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.

14. 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 Office Memorandum 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/ her body. 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 timing of those who complete the race within the stipulated time will be printed out by the system which will also be generated on daily basis.

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 100 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 test will consist of **5 Km** race for male candidates and **3 Km** race for female candidates and shall carry marks as indicated in **Para 17.4** and **Para 17.5**, respectively.

17.4. The **Male** candidates for the post of **UBSI** will be required to qualify in a **5 (five) Km** race in **24 minutes** or less. Marks assigned shall be as follows:

UBSI (Male)	Time in Minutes	19.00 and below	19.01 to 20.00	20.01 to 21.00	21.01 to 22.00	22.01 to 23.00	23.01 to 24.00	24.01 and above
	Marks	100	90	80	70	60	50	Disqualified"

17.5. The **Female** candidates for the post of **UBSI** will be required to qualify in a **3 (three) Km** race to be completed in **19 minutes** or less. The marks assigned shall be as follows:

UBSI (Female)	Time in Minutes	14.00 and below	14.01 to 15.00	15.01 to 16.00	16.01 to 17.00	17.01 to 18.00	18.01 to 19.00	19.01 and above
	Marks	100	90	80	70	60	50	Disqualified"

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 any of the events in the PET for a particular post will be eliminated automatically.

17.8. The Physical Efficiency Test (PET) shall carry a maximum of **250** marks for the post of directly recruited ABSI.

17.9. The **male** candidates for the post of **ABSI** shall be required to qualify in a **5(five)Km** run in **24** minutes or less. Marks assigned shall be as follows:

ABSI (Male)	Time in Minutes	19.00 and below	19.01 to 20.00	20.01 to 21.00	21.01 to 22.00	22.01 to 23.00	23.01 to 24.00	24.01 and above
	Marks	250	225	200	175	150	125	Disqualified"

17.10. The **female** candidates for the post of **ABSI** shall be required to qualify in a **3(three) Km** run in **19** minutes or less. Marks assigned shall be as follows:

ABSI (Female)	Time in Minutes	14.00 and below	14.01 to 15.00	15.01 to 16.00	16.01 to 17.00	17.01 to 18.00	18.01 to 19.00	19.01 and above
	Marks	250	225	200	175	150	125	Disqualified"

18. Conduct of Written Examination

18.1. The total number of candidates to be called for the Written Examination shall be 20(twenty) times the total number of vacancies belonging to each category of candidates, based on the Reservation Policy of the State Government.

The score of the PET shall be declared in order of merit.

In case the score/time of the last qualified candidate is tied all candidates with the same score/time will qualify for the written examination to 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 précis 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 (Multiple choice /OMR based).	100	60 minutes

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.iii.** 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.iv.** 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.v.** 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.vi.** 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.
- 18.5.** The following shall be the scheme and subjects of written examination for recruitment to the post of ABSI.

	Subject	Marks	Duration of Examination
ABSI	Paper I – General English including précis writing, essay writing, drafting and English grammar, (matriculation standard).	55	90 minutes
	Paper II – Elementary Mathematics reasoning and basic science of matriculation standard (multiple choice /OMR based).	40	45 minutes
	Paper III – General knowledge based mainly on Meghalaya.	55	60 minutes

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 test 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:

Provided that after compilation of the marks obtained in the PET, including the bonus marks, and the marks obtained in the Written Test, the number of short listed Candidates to be declared eligible for appearing in the interview should not exceed twice the number of vacancies advertised and this should be published as the result of candidates who are eligible to appear for the Personal Test Cum Interview. This information should invariably be placed in the public domain.

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	Eminent sports persons who have represented the State at the national level	5

Provided, however, that the total of the marks secured by a candidate after adding the bonus marks as admissible shall not exceed the total of 450.

- 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 component 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, which will be known as General Medical Examination, will be conducted in respect of those candidates who have appeared the interview.

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.

Annexure I – Regulation for General Medical Examination of Candidates for appointment to the post of Sub-Inspector and Other Ranks including Follower Staff by Direct Recruitment.

22.4 Fees will be paid by the candidates for medical examination as per prescribed charges.

22.5 Representation for appeal in connection with the General Medical Examination may be filed within 20 days. The decision of the Medical Board in review of such error will be final and binding.

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 merit list of names of candidates 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.
- 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.
- 23.9 The unfilled posts in the respective category that has been determined on the basis of the State Reservation Policy, accruing from Non-joining of successful candidates in the merit list as per Rule 23.4, will be filled up as per the norms followed by UPSC.

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 (Schedule Tribe candidates, including other scheduled tribes of Meghalaya) - 157 Cm
2	Armed Branch Constable / Driver Constables, Handymen, Battalion Constables including IRBN Constables	18 to 21 Years	Class IX(Passed)	Male (Others) – 162 Cm Female (ST including Other tribes of Meghalaya) – 152 Cm Female (Others) – 157 Cm
3	Followers	18 to 27 Years	Class V (Passed)	Note : There shall be no measurement of weight and chest.

- 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 Test	-	100 marks
2.	Written Examination	-	300 marks
3.	Interview	-	50 marks
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 Grammar and usage (multiple choice / OMR based)	100	30 minutes
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 POST - posts of Armed Branch Constables, Battalion Constables, Handymen and Driver Constables shall be as follows :-

1. PET	250
2. Written Exam	150
3. Interview	50
4. Total	450

Note :- There shall be no written test 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)	150	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 Office Memorandum. 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 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 Office Memorandum.
 - iii. Candidates will be permitted inside the test premises only after completion of the preliminary verification of these documents by a representative of the Recruitment 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 Office Memorandum 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 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 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/ her body. The automated timing equipment based on RFID technology will be geared to record start times, finish time and net time of all runners individually and generate a database.

30.2 The timing of those who complete the race within the stipulated time will be printed out by the system which will also be generated on daily basis.

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.

31.2 The events in the Physical Efficiency Tests will have the following components and will carry marks as indicates below :

31.3 Male candidates for the post of UB Constable will be required to qualify in a 5(five) km. race in 24 minutes or less. Marks assigned shall be as follows:-

UB Constable (Male)	Time in Minutes	19.00 and below	19.01 to 20.00	20.01 to 21.00	21.01 to 22.00	22.01 to 23.00	23.01 to 24.00	24.01 and above
	Marks	100	90	80	70	60	50	Disqualified"

31.4 Female candidates for the post of UB Constable will be required to qualify in a 3(three) km. race in 19 minutes or less. Marks assigned shall be as follows:-

UB Constable (Female)	Time in Minutes	14.00 and below	14.01 to 15.00	15.01 to 16.00	16.01 to 17.00	17.01 to 18.00	18.01 to 19.00	19.01 and above
	Marks	100	90	80	70	60	50	Disqualified"

31.5 Male candidates for the post of AB Constable will be required to qualify in a 5(five) km. race in 24 minutes or less. Marks assigned shall be as follows:-

AB Constable(Male)	Time in Minutes	19.00 and below	19.01 to 20.00	20.01 to 21.00	21.01 to 22.00	22.01 to 23.00	23.01 to 24.00	24.01 and above
	Marks	250	225	200	175	150	125	Disqualified"

31.6 Female candidates for the post of AB Constable will be required to qualify in a 3(three) km. race in 19 minutes or less. Marks assigned shall be as follows:-

AB Constable(Female)	Time in Minutes	14.00 and below	14.01 to 15.00	15.01 to 16.00	16.01 to 17.00	17.01 to 18.00	18.01 to 19.00	19.01 and above
	Marks	250	225	200	175	150	125	Disqualified"

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

31.8 Those candidates who do not complete any of the events in the PET will be eliminated automatically.

32 Conduct of Written Examination

32.1 The total number of candidates to be called for the Written Examination shall be **20(twenty) times** the total number of vacancies belonging to each category of candidates, based on the Reservation Policy of the State Government.

The score of the PET shall be declared in order of merit.

In case the score/ time of the last qualified candidate **is tied**, all candidates with the same score / time will qualify for the written examination to be conducted at the time, venue and date to be notified by the Central Recruitment Board.

- 32.2 The written examination for the UB posts shall comprise of three papers comprising of English Grammar and usage, Arithmetic / Elementary Science and General Knowledge. Each paper shall carry 100 marks and the maximum marks for 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 consists 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 CRB 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) for the UB posts and AB posts.
- 34.1 The maximum marks allotted for screening is 50(out of 350) for the Follower post.

- 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.
 - iii. Presence of mind, alertness, leadership qualities.
 - iv. Computer knowledge and related qualifications, if any.
 - v. 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' or 'C' certificate of National Cadet Corps	5
3	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 Physical Efficiency Test and the written examination prior to conduct of the interview.

36 Medical Test :

36.1 Medical test, which will be known as General Medical Examination, will be conducted in respect of those candidates who have appeared for the interview.

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 shall be obtained before appointment.

Annexure I – Regulation for General Medical Examination of Candidates for appointment to the post of Sub-Inspector and Other Ranks including Follower Staff by Direct Recruitment.

36.4 Fees will be paid by the candidates for medical examination as per prescribed charges.

36.5 Representation for appeal in connection with the General Medical Examination may be filed within 20 days. The decision of the Medical Board in review of such error will be final and binding.

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 35 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 (iv) Bonus marks entitled, if any.

38.2 In case of 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.

38.3 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 Reservation Roster System and the rules framed there under by the State Government.

38.4 The **merit list** of names of candidates 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.

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

38.6 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.

38.7 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.

38.8 Copies of all databases prepared by the Board shall also be furnished to the Government in the Home (Police) Department immediately.

39 Separate merit list shall be prepared in respect of both UB and AB categories and Followers.

39.1 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.

39.2 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.

39.3 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.

39.4 The unfilled posts in the respective category that has been determined on the basis of the State Reservation Policy accruing from Non- joining of successful candidates in the merit list as per Rule 39.4 will be filled up as per the norms followed by UPSC.

40 **Reservation Policy :-**

40.1 The appointing authority shall issue appointments from the list recommended by the Central Recruitment Board based on the Reservation Roster and the category wise break up of vacancies as per O.M. No.PER(AR)25/2022/Pt/23, dtd.14th June, 2023 and 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.

41 **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

42 **Verification of character and antecedents:**

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

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

42.3 He must be a citizen of India.

42.4 Ability to speak, read and write in one of the major languages of the State (Khasi and Garo). A few questions for the written examination in all the posts will be set in the regional languages i.e; Khasi & Garo, such questions should not exceed 5% of the total marks allotted for written examination.

43 **Non-official members :**

Non-Official members to be included in the Board shall be anon-political 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.

44 **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.

45 Fees for examine 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.

46 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.

Sd/-

**Shri. C.V.D. Diengdoh, IAS
Secretary to the Govt. of Meghalaya
Home (Police) Department**

Memo No. HPL. 231/2023/60-A,
Copy forwarded to:-

Dated Shillong, the 1st December, 2023.

1. The Commissioner & Secretary to the Governor of Meghalaya.
2. The P.S. to the Chief Minister, Meghalaya, Shillong for kind information of the Chief Minister.
3. The P.S. to the Deputy Chief Minister i/c Home (Police) Department for kind information of the Deputy Chief Minister.
4. The P.S. to the Chief Secretary, Meghalaya, Shillong for kind information of the Chief Secretary.
5. The Director General of Police, Meghalaya, Shillong.
6. The Inspector General of Police (R/PR) -cum-Chairman, Central Recruitment Board (CRB), Meghalaya, Shillong.
7. The Principal, Police Training School –cum- Member Secretary, Central Recruitment Board (CRB), Meghalaya, Shillong.
8. All Superintendents of Police / Commandants of Battalion.
9. The Cabinet Affairs Department / Finance (Estt.) Department / Personnel & AR(B) Department / Law Department.
10. The Director, Printing & Stationery, Meghalaya, Shillong for publication in the Official Gazette. He is also requested to print the guidelines in a Booklet of 100 copies.
11. Guard File.

By order etc.,

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

REGULATION FOR MEDICAL EXAMINATION OF CANDIDATES FOR APPOINTMENT TO THE POST OF SUB-INSPECTOR, OTHER RANKS AND FOLLOWER STAFF BY DIRECT RECRUITMENT**AIM**

The purpose of medical standards is to ensure that the candidates appointed in Police Department are in good mental, bodily health, physically fit and free from any physical deformities and are:

- (a) Free of contagious diseases which are likely to endanger the health of other personnel.
- (b) Free of medical conditions or physical defects/ infirmity that would lead to loss of man-hours on the ground of medical unfitness, necessary treatment or hospitalization, etc.
- (c) Medically and physically capable of satisfactorily completing required training. Besides he may be asked to undergo strenuous courses like commando, jungle warfare etc.
- (d) Adaptable to the combatised environment without the necessity of geographical area limitations as he may be required to serve in difficult conditions, terrains etc.
- (e) Capable of performing duties without aggravation of existing physical defects or medical conditions.
- (f) Free from physical defects/ infirmity causing any hindrance in proper wearing of uniform, combatised footwear or protective gears etc.
- (g) Able to render continuous effective service, so that the department does not have to pay early pension or payments in case of premature death.

DECLARATION FORM

The candidate must make the statement required below prior to his/her medical examination and must sign the declaration appended thereto. His/her attention is special drawn to the warning contained in the note below:

Roll number-

Name-

Have you suffered from any of the following? (Kindly tick whichever is applicable/ whichever you are aware of)

SL. NO	CONDITIONS	YES	NO
1.	Asthma, wheezing or inhaler use		
2.	Epilepsy, fits, seizures or convulsions		
3.	Recurrent neck or back pain or ruptured or bulging disc in your back or surgery for a ruptured or bulging disc.		
4.	Unhealthy Lifestyle :- <input type="checkbox"/> Chain Smoker <input type="checkbox"/> Alcohol dependence		
5.	Chronic pain and deformities of hand and foot.		
6.	A swollen, painful, or dislocated joint or fluid in a joint or any problem or surgery of any joint		
7.	Surgery on a bone or joint (knee, shoulder, elbow, wrist etc including arthroscopy)		
8.	Locking or giving way of knee or other joint		
9.	Episode of unconsciousness or Fainting spells		
10.	Wear contact lenses or undergone LASIK or any kind of other eye surgery		
11.	Night blindness		
12.	Head injury, including skull fracture, resulting in concussion, loss of consciousness, headache etc.		
13.	Seen a psychiatrist, psychologist, social worker, counsellor or other professional for any reason (inpatient or outpatient) including counselling or treatment for any problem including depression or treatment for alcohol, drug or substance abuse.		
14.	Irregular heartbeat, including abnormally rapid or slow heart rates.		
15.	Hepatitis (liver infection or inflammation)		
16.	Jaundice		
17.	Leprosy in you or your family.		
18.	Intestinal obstruction (locked bowels), or any other chronic or recurrent intestinal problem, including small intestine or colon problems, such as crohn's disease or colitis.		
19.	Surgery to remove a portion of the intestine		
20.	Gall bladder trouble or gall stones		
21.	Missing a kidney or any problem of Kidney, urinary tract or bladder or any Surgery or any stone or other urinary tract problems.		
22.	Broken bone (Fracture(s))- united without any surgery or required surgery to repair		
23.	Thyroid condition or taking medication for your thyroid		

24.	History of :-	<input type="checkbox"/> Diabetes Mellitus <input type="checkbox"/> Hypertension <input type="checkbox"/> Tuberculosis <input type="checkbox"/> Peptic Ulcer Syndrome		
25.	Vaccination Status			
26.	Perforated ear drums or discharge from ears			
27.	Ear surgery to include mastoidectomy or repair of perforated ear drum, hearing loss or need/ use a hearing aid			
28.	Any illness, surgery or hospitalization not listed above			
For Female Candidates only				
29.	Whether pregnant or not?			
30.	History of irregular menstrual period?			
31.	History of any abnormal vaginal discharge			
32.	History of any abnormal gynaecological investigations			
33.	History of any gynaecological surgery			
34.	History of breast pain/lump or discharge from the nipple			

Signature of individual

Furnish the following particulars concerning your family:-

Father' age, if living, and state of health	Father's age at death, if dead, and cause of death	No. of brothers living, their ages and State of Health.	No. of brothers dead, if any, their ages at death and cause of death.

Mother's age, if living, and state of health	Mother's age at death, if dead, and cause of death	No. of sisters living, their ages and State of Health.	No. of sisters dead, if any, their ages at death and cause of death.

I declare that all the above answers to the best of my belief and knowledge, are true and correct. I also solemnly affirm that I have not received disability certificate/pension on account of any disease or other condition.

Place-----

Date-----

(Candidate's Signature)

**Signed in my presence
(Signature of Presiding Officer with stamp)**

Note: The candidate shall be held responsible for the accuracy of the above statement.

(GOI: MH O.M. No. F 5 (II)-55-M-II dated the 27th September 1957)

General Medical Examination

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/her appointment.
2. In the matter of the correlation of height and weight 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 heelscalves, buttocks and shoulders touching the standard, the chin will be depressed to bright 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:- Chest expansion between full inspiration and after expiration should be between 3-5 cms”.
5. Candidate to be weighed.
6. Detailed Medical Examination for the following:
 - i. Eye OPD
 - ii. ENT
 - iii. M. OPD / Gynea OPD
 - iv. Skin OPD
 - v. Dental OPD
 - vi. CXR (PAV)
 - vii. ECG
 - viii. Blood RE
 - ix. RBS
 - x. KFT
 - xi. LFT
 - xii. RH Grouping and Typing
 - xiii. Urine RE & Specify Gravity
 - xiv. Surgery OPD
 - xv. Orthopaedics OPD
 - xvi. Psychiatric OPD
 - a) The examination for determining the acuteness of vision includes two tests one for distance, the other for near vision. Snellen’s test will be used for the test for distant vision without glasses at a distance of 14 inches. 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

Better eye	Worse 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

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) The degree of acuteness of vision of all candidates for appointment will be entered in the proceedings in the following manner.

V.R.....with glasses.....Reads.

V.L.....With glasses.....Reads.

7. 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.

8. That the candidate speech is without impediment.

9. That the candidate teeth are complete in number and in healthy condition.

10. That the candidate chest is clear and that his heart and lungs are sound.

11. That there is no evidence of any abdominal disease.

12. That the candidate does not suffer from hydrocele a severe degree of varicocele, varicose veins and piles.

13. That the candidate limbs, hands and feet are well formed and developed and that there is free and perfect motion of all his joints.

14. That the candidate does not suffer from any invertebrate skin disease.

15. That there is no congenital malformation or defects.

16. That the candidate does not bear traces of acute or chronic disease pointing to an impaired constitution.

17. The urine should be examined and the result recorded.

MEGHALAYA POLICE (RANK/CADRE) EXAMINATION - (YEAR)
FORM NO..... MLP (RANK/CADRE)
MEMORANDUM
UNFIT

Subject: Medical examination of candidates for Rank/Cadre in Meghalaya Police - Review Medical Examination of unfit candidates.

1. Mr/Ms.....Roll No.....is hereby informed that he/she has been medically examined for recruitment of - _____(Rank/Cadre) in Meghalaya Police on.....at..... and found him / her UNFIT due to the reasons mentioned below:- (in brief)

.....

.....

.....

2. In case he/she prefers to file an appeal against the findings of medical examination, he/she is advised to apply for Review Medical Examination along with demand draft for Rs. 200/- in favour of (Central Recruitment Board)..... after obtaining necessary medical certificate from the Medical Practitioner, so as to reach to the addressee within a period of 20 days from the date of Medical Examination i.e. positively by..... failing which his/her candidature for recruitment of (Rank/Cadre) in Meghalaya Police for the year 20__ to 20__ shall be treated as cancelled without any further notice. If the appeal is not signed by the candidate and / or if the Medical Fitness Certificate in Annexure is not signed by the Doctor, appeal will be summarily rejected.

3. All documents as mentioned above must be attached along with the appeal failing which the appeal will not be considered.

4. Photograph, Thumb impression and candidate signature on the fitness certificate shall be attested by concerned Medical Practitioner. If fitness certificate received without attestation, the same will be rejected summarily.

Signature of Medical Officers

Name

Stamp

Date

Centre

Counter-signature of the Presiding Officer with Seal

Result of Medical Examination received

Name & Signature of the Candidate

MEGHALAYA POLICE (RANK/CADRE) EXAMINATION - (YEAR)
FORM NO..... MLP (RANK/CADRE)
FOR CANDIDATES
MEDICAL FITNESS CERTIFICATE

Medical practitioner to attest Photograph &
Thumb impression of candidate

Space for
Photograph of
Candidate

Thumb
Impression of
candidate

Certified that Mr/ Ms _____ S/o. Shri _____ age _____
years, a candidate of _____ examination – 20__ whose photo and thumb impression are
appended above duly attested by me was examined by me at Hospital _____ on
_____.

I, the undersigned, have the knowledge that Mr/Ms..... S/o Shri
.....has been declared medically unfit by the medical officer for the post of
_____ for Meghalaya Police Recruitment Examination 20..... due to
.....
.....

In my opinion this is an error of judgement due to following reasons:

After due examination I declare him/ her medically fit for the said post.

Date: _____
Signature and name with seal
Of specialist medical officer of concerned field
Registration No. _____
(MCI/ State Medical Council)
Designation
Name & Address of Govt. Hospital
(District Hospital and above)

Signature and name of the candidate
(in presence of Medical practitioner)

Attested by
Specialist medical officer of concerned field

Signature & Seal

Note: 1) The finding of the medical should be supported by Medical reports/ documents wherever applicable.

2). The Photograph, thumb impression and signature of the candidate should be attested by medical practitioner giving this Medical fitness Certificate. Un-attested forms shall be summarily rejected.

3). Meghalaya Police shall not be responsible for postal delay.

**GENERAL GROUNDS FOR REJECTION SO AS TO IMPEDE EFFICIENT DISCHARGE OF
/ TRAINING/DUTIES.**

1. Indication of any chronic diseases like syphilis, or other venereal disease, rheumatoid/ any type of arthritis, MDR TB, XDR TB, etc.
2. Indication of Valvular or other disease of heart.
3. Generally impaired constitution, so as to impede efficient discharge of training/duties.
4. Low standard vision, Colour Blindness, Night Blindness.
5. Any degree of squint.
6. Deafness, any degree of impaired hearing.
7. Stammering.
8. Loss of/ decay of teeth resulting in reduction of dental points below 14.
9. Wearing of Partial/half/complete artificial denture.
10. Contraction or deformity of chest and deformity of joints.
11. Abnormal curvature of spine (exact nature, e.g., kyphosis, scoliosis, lordosis etc. to be specified)
12. Abnormal Gait.
13. Mental or nervous instability- evidence of nervous instability
14. Defective intelligence
15. Chronic skin disease like vitiligo, Eczema.
16. Any congenital abnormality.
17. Anal fistula and other anorectal diseases.
18. Deformity of feet like Club foot, etc.
19. Epilepsy (history or evidence).
20. Large hydrocele with Large Post – Op scar.
21. Undescended testis, atrophic testis, marked varicocele, testicular swellings.
22. Polydactyl of hands/feet.
23. Any type of hernia.
24. Nystagmus, Progressive Pterygium.
25. Varicose Veins: The diagnosis of varicose veins should be made on the basis of dilation and tortuosity of veins and after confirmation of incompetency of Sapheno-femoral junction/ Sapheno-popliteal junction of perforators by relevant clinical tests. Only prominence of veins should not be criteria for rejection. Cases of Varicose veins, even if operated, are not to be accepted because basic defect remain unchanged.

NOTE: - In case of rejection recruitment medical officer will fully justify in writing below cause of rejection in recruitment form.

The decision of the Medical Board will be final and binding.

GENERAL GROUNDS FOR TEMPORARY REJECTION.

1. Pregnant Ladies – Temporary Rejection from any pregnancy stage upto 3 to 6 months after delivery.
2. Indication of any chronic disease like tuberculosis - Temporary Rejection upto 6 months.
3. Chronic skin disease like Leprosy, Chronic extensive fungal dermatitis.
4. Surgically correctible deformities of hand and feet.
5. Small hydrocele (if operated upon & no bad scar is left after operation, may be accepted).
6. Cubitusvarus/ Valgus.
7. Small tympanic membrane perforation to be reviewed after 8 weeks post-op.
8. Impacted Ear Wax – Review, following removal.
9. Any disease or infirmity that is treatable or correctable within 6 months time or a minor medical condition which may be in the conditions listed above which can be addressed to, with proper medical assistance such conditions which will not impede the efficiency of the person in terms of training or delivery of services.

NOTE: - In case of rejection recruitment medical officer will fully justify in writing below cause of rejection in recruitment form.

The decision of the Medical Board will be final and binding.

MEDICAL CERTIFICATE

This is to certify that I have examined Shri. / Smti. _____
a candidate for employment in the _____
Department and could not discover that he/ she has any disease constitutional weakness or
bodily infirmity except _____.

I do/ I do not consider this is a disqualification for appointment/ regularization/
opening of Service Book/ confirmation in the office of _____

His/ Her age according to his/ her statements is _____ years and by appearance about _____ years.

(Signature of the candidate signed in my presence)

Date: _____

Signature : _____

Designation: _____

Name :- _____

Age :- _____

Sex :- _____

Address :- _____

Advised for :-

- i. Eye OPD
- ii. ENT
- iii. M. OPD / Gynea OPD
- iv. Skin OPD
- v. Dental OPD
- vi. CXR (PAV)
- vii. ECG
- viii. Blood RE
- ix. RBS
- x. KFT
- xi. LFT
- xii. RH Grouping and Typing
- xiii. Urine RE & Specify Gravity
- xiv. Surgery OPD
- xv. Orthopaedics OPD
- xvi. Psychiatric OPD

- Ref :**
1. O.M A.VI -1/2014 – Rectt (SSB) Government of India, Ministry of Home Affairs dtd. 20th May 2015.
 2. Handbook on Personnel, Officers 1987.
 3. Appx to DGMS (Army)/DGMS-A SN No.76060/DGMS-5A dt.01 Aug 19.