

GOVERNMENT OF MEGHALAYA  
PERSONNEL & ADMINISTRATIVE REFORMS DEPARTMENT

CHAPTER –XII

**DISTRICT SELECTION COMMITTEES**

**Setting up of District Selection Committees**

*No.PER.307/  
71/72, dtd.,  
18<sup>th</sup> Dec,1973*

1.1. District Selection Committee for each District has been set up for the purpose of conducting competitive examination and / or interview, if any, and for any post in the District, Sub Divisional and Subordinate Offices under the Government of Meghalaya on pay scales the maximum of which do not exceed Rs. 500/- p.m. and which do not come under the purview of the Meghalaya Public Service Commission vide Clause 3(a)(I) of the Meghalaya Public Service Commission (Limitation of Functions) Regulations, 1972. Such direct recruitment is strictly to be made through the District Selection Committee. Instances, however, have come to the notice of the Government that direct recruitment of staff on adhoc basis has been made by District and Subordinate Officers without consulting the said Committee. This is highly irregular and the practice must be discontinued forthwith. Very serious notice will be taken if any such instance comes to notice in future.

1.2. All Heads of the District, Sub-Divisional and Subordinate Offices should take prompt action to advertise the posts so that the District Selection Committee can make their recommendation. And they should also avoid to take recourse to any adhoc appointments in future.

**Composition, functions, etc of the District Selection Committees for the District in the State of Meghalaya and the procedures for direct recruitment to various categories of posts which come under the purview thereof:**

*O.M.No.PER.  
(AR)167/82/23  
dt.3<sup>rd</sup> July,1982*

2. In supersession of Office Memorandum No.PER(AR)97/78/Part-I/24, dated the 30<sup>th</sup> March, 1981, the Government of Meghalaya have decided that the composition, functions, etc., of the District Selection Committee

and the procedures for direct recruitment to various categories of posts which come under the purview of the Committee shall be as follows :-

**2.1.1. 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.

**2.1.2. Chairman** :- By an official Chairman not below the rank of Additional Deputy Commissioner to be nominated by Government for a period of one year.

**2.1.3. Vice Chairman** :- By a non-official Vice-Chairman to be nominated by Government for a period of one year. He shall preside over any meeting of the District Selection Committee in case the Chairman is unable to attend.

**2.1.4. Members** :- Two non-official Members to be nominated by Government for a period of one year.

**2.1.5. Member-Secretary** :- The Sadar Sub-Divisional Officer of a District or any other officer not below the rank of Extra-Assistant Commissioner shall be the Member-Secretary.

\*2.1.6. The Non-Official members shall not be involved with the evaluation of Answer Scripts.

**2.2. Honorarium, Travelling Allowances and Daily Allowances:-** A non-official Vice-Chairman and non-official Members of the District Selection Committee will be entitled to monthly honorarium and will also get travelling allowances and daily allowances for attending meetings of the District Selection Committee at rates sanctioned by Government from time to time.

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\* Added vide Addendum No. PER(AR)209/80/137, dated, 1<sup>st</sup> June, 1993.

2.3.1. **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 office/establishments of the Heads of Departments, District or Sub-Divisional/Subordinate Offices, and which do not come under the purview of the Meghalaya Public Commission or Departmental Selection Committee.

2.3.2. 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, and by any other Government Circulars/Office Memoranda, etc., that may be issued by Government from time to time.

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

2.3.4. Selection of persons for appointment as casual and work-charged employees shall fall outside the purview of the District Selection Committee.

2.4.1. **Examination, interviews, etc.** :- For the purpose of recruitment to the categories of posts which fall under the purview of the District Selection Committee, it is required that written examinations, tests, and/or interviews shall be as follows :-

- (i) That all written examinations/interviews to be conducted by the District Selection Committee shall be as per the following syllabus prescribed :-

(a)	General English including Precis writing, and Drafting	100 Marks
(b)	Elementary Mathematics and Elementary Science	100 Marks
(c)	General Knowledge	50 Marks
(d)	Interview	50 Marks

	<p>(ii) For recruitment to any post for which the minimum qualifications is Matriculation/H.S.L.C. or above, there shall be a written examination as per the syllabus prescribed for the purpose, to be followed by an interview.</p> <p>(iii) For recruitment to the post of Lower Division Assistant, a speed test of type-writing is also necessary beside a written examination and interview.</p> <p>(iv) 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, beside the written examination as per the prescribed syllabus, to be followed by an interview.</p> <p>(v) For recruitment to any post for which the educational qualification required is below Matriculation/H.S.L.C., where some extra physical fitness, skill or technical qualification is necessary, tests shall be conducted for such extra physical fitness, skill or technical requirements, to be followed by an interview.</p> <p>(vi) For recruitment to Grade IV posts, i.e. posts of peon, duftry or any other equivalent post, for which the minimum qualification prescribed is below Matriculation/</p>
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H.S.L.C., and for which no extra physical fitness, skill or technical qualification is require, an interview only shall be conducted.

2.4.2. 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 Examination, as the case may be.

2.4.3. Speed test in type-writing as mentioned in Para 4.1(iii) shall be conducted and no one shall be eligible for appointment as Lower Division Assisnt if his/her speed in type-writing is less than 30 words per minute. This as necessary as there are no separate posts of typists in the Distict Office.

2.4.4. Tests for extra physical fitness, skill or technical requirements shall be conducted as may be prescribed by the appointing authorities at the time of their requisitions for suitable candidates from the District Selection Committee.

\*2.4.5. In respect of all interviews conducted by the District Selection Committee, marks allotted to the individual candidates by each Member of the District Selection Committee should be tabulated and compiled on the date of the meeting itself and in the same sitting and should not in any case be submitted to the Chairman/Secretary of the District Selection Committee at a later date.

2.5.1. Procedure- The District Selection Committee shall ascertain/assess the over all positions of the vacancies that may occur in every forthcoming year in the month of November or earlier, every year and shall, after issuing necessary advertisements for the posts, conductexaminations, tests and/or interviews before the end of December. The procedure of issuing advertisements by individual offices is hereby abolished.

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\* Vide : Addendum No.PER(AR).26/90/37, dated, 16<sup>th</sup> April, 1991

2.5.2. Notwithstanding orders contained in Para 2.5.1., 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.

2.5.3. While intimating the anticipated or available vacancies, the appointing / requisition authorities shall indicate where necessary, the technical qualifications required for such posts and also the extra physical fitness or technical requirement prescribed by them to the District Selection Committee.

2.5.4. In making recruitment to such posts where some extra physical fitness skill or technical qualification is required, the District Selection Committee shall invite the appointing authority to depute a technical expert to assist it.

2.5.5. In making recruitment to other posts, the District Selection Committee is authorised to invite expert from the appointing authority, if and when considered necessary. It shall be open to the appointing authority, if it feels the need for it, to intimate to the District Selection Committee that an Adviser should be appointed to assist the District Selection Committee and the reason for doing so.

2.5.6. In Para 2.5.4. above, the appointing authority shall have to nominate and depute a suitable expert, and in Para 2.5.1, above an Adviser may be appointed only if the District Selection Committee agrees to its need.

2.5.7. The District Selection Committee may hold written examinations and/or tests even at different Sub-Divisional Headquarters, if necessary. It will, however, be desirable to hold interviews only at District Headquarters so that proper parity in assessing relative merits can be maintained.

2.5.8. A panel of names in order of merit for the categories of posts shall be prepared and published by the District Selection Committee immediately after the examinations, tests and/or interviews to be valid for a period of one year with effect from the date of its publication. Each Head of Office/Appointing Authority desiring to appoint candidates to vacancies in various posts in his office, may write to the District Selection Committee for providing candidates from the merit list for appointment. It shall be incumbent upon the District Selection Committee to furnish suitable candidates to the Head of Office/Appointing Authority strictly from the merit list. The list forwarded to the District Selection Committee shall be strictly followed by the Head of Office/Appointing Authority while making appointment. The Head of Office/Appointing Authority shall have no choice in the matter of over-looking any person senior in the merit lists duly recommended by the District Selection Committee.

2.5.9. A copy of the list prepared and published by the District Selection Committee shall also be furnished to Government in Personnel and Administrative Reforms (B) Department immediately.

2.5.10. If, during the course of any year, the list for any category of posts earlier prepared by the District Selection Committee gets exhausted, a fresh list may be prepared, as often as necessary, after following the regular procedure.

2.5.11. For leave vacancies, exceeding a period of 21 days, appointments shall be made by obtaining suitable candidates from the District Selection Committee.

2.5.12. In furnishing recommendations to various offices under Para 2.5.8 above, the District Selection Committee shall keep in mind that for long - chain vacancies, the names of those holding leave vacancies in other offices should be furnished first, and suitable replacements should be provided from the merit list for consequential leave vacancies.

2.5.13. 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.

2.6. Fees for examinations and paper setters – Fees for examiners and paper setters shall be paid at rates as may be sanctioned by government from time to time.

2.7.1. Recruitment Policy- In drawing a list of candidates for appointment 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 Memorandum 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, 29<sup>th</sup> December, 1981 and also Office Memorandum No. PER. 272/72/5, dated, 18<sup>th</sup> December, 1972, (refer also Chapter-I) and such other instructions as may be issued from time to time.

2.7.2. 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.

2.8.1. Temporary/Ad hoc appointments – Direct recruitment to various posts falling within the purview of the District Selection Committee are to be made only with prior consultation with the respective District Selection Committee as soon as vacancies occur. If any District Selection Committee is not in a position to do so, it may be necessary, in the exigency of public interest, to resort to temporary appointments or appointments on ad hoc basis for which prior approval of the Cabinet with views of Personnel and Administrative Reforms (B) Department should be obtained before proceeding with such recruitment as per instruction contained in the Department's O.M. No. PER (AR) 238/87/ 2, dated, 3<sup>rd</sup> October, 1987.



\*2.8.2. The Offices/Appointing Authorities are, therefore, required to have all posts filled up in a regular manner through the District Selection Committee and not to allow the persons appointed temporarily or appointed on ad-hoc basis to continue beyond a period of two months.

2.8.3. Defiance of these orders will be adversely viewed by Government.

2.9.1. Seniority – Seniority of the persons appointed through or after the recommendation of the District Selection Committee shall prevail over any other persons appointed without the recommendation of the District Selection Committee.

2.9.2. It follows, therefore, that the persons appointed on temporary basis without the recommendation of the District Selection Committee or appointed on ad hoc basis, even if appointed earlier, shall rank junior to persons appointed through or after the recommendation of the District Selection Committee, even if the latter are so appointed at any later date, unless otherwise ordered by or in consultation with the Personnel and Administrative Reform (B) Department.

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

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

NOTE – The orders earlier issued by the Government vide Office Memorandum No. PER.307/71/102, dated, 8<sup>th</sup> October, 1974 Read with Corrigendum No. PER.307/71/112, dated, 31<sup>st</sup> October, 1974 and Office Memorandum No.PER.307/71/144 dated, 28<sup>th</sup> November, 1975 stand superceded.

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\* Substituted and inserted vide Addendum No. PER(AR)-209/80/137,dt.1<sup>st</sup> June,1993

*O.M.No.PER  
(AR)152/76/42,  
dt.21<sup>st</sup> April,  
1979*

**Guidelines to be followed by District Selection Committee in order to extend employment opportunities to the people in the rural areas**

3.1. It has been observed that the selection of candidates for appointment to posts and services which come within the purview of the District Selection Committee tend to be confined mostly to people hailing from the District Headquarters. This practice, besides curtailing employment opportunities of people in rural areas also leads to certain administrative problems as people hailing from District Headquarters find it difficult to get accommodations, etc.

3.2. In order to extend employment opportunities to the people in the rural areas and to avoid administrative and other problems, the following guidelines should be followed by the District Selection Committees :-

- (a) While making recruitment to different categories of posts, preference should be given, other things being equal, to people of the areas concerned where the office, in respect of which the recruitment is made, is located.
- (b) As far as practicable, competitive examinations and/or interviews may be conducted in Sub-Divisional headquarters also rather than confined to District headquarters only.
- (c) When recruitment is to be made in respect of an office located in a particular area, wide publicity should be given in the area concerned.
- (d) Ample time should be given for submission of applications by the candidates specially in respect of the vacancies in the offices situated in the rural areas/interior places and if necessary, the Sub-Divisional officers and Block Development Officers may be authorised to receive applications on behalf of the District Selection Committee concerned.

(NOTE :- Government decision to take effect from 21<sup>st</sup> April, 1977.)

<p><i>No.PER (AR) 152/76/66, dt., 30<sup>th</sup> Jan, 1978</i></p> <p><i>No.PER (AR) 126/78/140, dt.29<sup>th</sup> Sept, 1978</i></p>	<p style="text-align: center;"><b>Dissolution of the District Selection Committees and appointments to posts which come under the purview of the Committee</b></p> <p>4. Consequent to the dissolution of the District Selection Committees vide Government Notification No. PER(AR)152/76/65, dtd. 24<sup>th</sup> January, 1978, Government have decided that no direct recruitment should be made to posts which come under the purview of the District Selection Committees. If, however, recruitment is essentially necessary the candidates from the merit list already finalised by the dissolved District Selection Committees are to be appointed. In cases where such merit lists do not exist the appointing authorities may resort to a purely temporary appointment on ad-hoc basis for a period not exceeding 2(two) months with the prior approval of the Personnel &amp; A.R. (B) Department.</p> <p>5.1. Government have decided that appointment to the posts which come under the purview of the District Selection Committee and in cases where in terms of Government decision as contained under Para 4 above, the appointing authorities have allowed appointment on a purely temporary basis, such appointment may be terminated even before the expiry of the period of 2(two) months if the ad-hoc appointees fail to qualify in the test/interview conducted by the District Selection Committee and secure position in the merit list according to the number of vacancies available and subject to the reservation policy of the Government.</p> <p>5.2. A condition to the effect that the appointment is purely on ad-hoc basis for a period of 2(two) months or till a candidate recommended by the District Selection Committee in order of merit is available, whichever is earlier, is also to be inserted in the appointment orders. It has been observed that a wide variety of appointment orders have been designed by the appointing authorities while giving appointments on adhoc basis and, it is therefore, considered necessary that a uniform appointment order as in the “ <b>Model Form</b> ” below be adopted by all the appointing authorities in respect of appointment on ad-hoc basis to posts which falls under the purview of the District Selection Committee.</p>
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The appointing authorities are also to ensure that all such posts in which appointments are made on ad-hoc basis are advertised immediately as soon as the District Selection Committees are constituted and the ad-hoc appointees be advised to apply accordingly.

MODEL FORM  
( ORDER )

Subject to discharge without notice and without assigning any reason thereof Shri/Smti \_\_\_\_\_ is temporarily appointed as \_\_\_\_\_ in the scale of pay of Rs. \_\_\_\_\_ plus other allowances as admissible under the rules, with effect from the date of joining.

The appointment is purely on ad-hoc basis for a period of 2 months or till a candidate recommended by the District Selection Committee according to merit is available, whichever is earlier.

Sd/-

Signature of appointing  
Authority with designation

Memo.No.....

Dated,.....the.....

Copy forwarded to :-

1. The Per & A.R. (B) Deptt. With reference to .....
2. Person(s) concerned.
3. Secretary, District Selection Committee.
- 4.

Sd/-

Signature of Appointing  
Authority with designation

No.PER (AR)  
246/80/15,  
dt.26<sup>st</sup> Feb,  
1981

**Modifications of the functions of the District Selection Committee and the Departmental Selection Committee.**

6.1. With the upward revision of the scales 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 Reg. 3 of the Meghalaya Public Service Commission (Limitation of Functions) Regulations, 1972, have further been amended vide Government Notification No.PER(AR)246/80/6, dtd. 15<sup>th</sup> February, 1981 according to which recruitment to the following categories of posts have been excluded from the purview of the Commission :-

- (a) Posts borne in the establishment of a District, Sub-Divisional or other Subordinate Offices on pay scales the maximum of which do not exceed Rs. 1,026/- where the appointing authority is the District or Sub-Divisional Officer.
- (b) Posts on pay scales the maximum of which do not exceed Rs. 726/- in any office where the appointing authority is not the District or Sub-Divisional 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 6.1(b) above relate to the posts of Lower Division Assistants carrying the revised scale of pay of Rs.425-15-600-EB-16-660-EB-18-750/- in the Secretariat and Rs.400-14-470-EB-15-620-EB-16-700/- in the office of the Heads of Departments, and do not include post of Lower Division Assistants in the offices of the Heads of Departments carrying the District Scale of pay.

6.2 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 post of Lower Division Assistants in the offices of the Heads of Department carrying the District scale of pay whether they are borne in the Establishment of the District or Sub-Divisional Offices or in the

Establishment of the Heads of Departments should be through the District Selection Committee except in respect of recruitment to Grade-IV staffs and posts of Drivers, Mechanics, etc., in the Secretariat or offices of the Heads of Departments which shall continue to be made through the Departmental Selection Committee.

6.3. All existing orders pertaining to the recruitment to post 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.

6.4. The Office Memorandum No.PER.(AR)307/71/44, dt, 26<sup>th</sup> November 1975 stands superceeded as from 26<sup>th</sup> February, 1981.

**Ad hoc appointment to various categories of posts falling under the purview of the District Selection Committees**

*No.PER (AR)  
105/81/4, dt.  
26<sup>st</sup> June,,  
1978*

7. As the District Selection Committees have duly been reconstituted in all the District, ad hoc appointments in respect of all posts which fall within the purview of the District Selection Committee should be stopped and all appointing authorities should not resort to any ad hoc appointments any more but obtain suitable candidates only from the District Selection Committees concerned. There may, however, be special cases in which appointments are required to be made to such posts as those of Night Chowkidars, Drivers, etc., whose services are very immediately necessary, but even in these cases too, the appointing authority should be able to refer the matter to the Government in the Personnel and A.R.(B) Department should be consulted for necessary approval provided they propose to make any ad hoc appointments which should come only with justification showing the fact that they have already requested their respective District Selection Committees for providing them immediately with suitable candidates but for the undue delay and the urgency that is involved.

*O.M. No PER  
(AR)235/80/257,  
dt.24<sup>st</sup> Sept,  
1982*

**Regularisation of appointment made on adhoc basis to various posts falling within the purview of the District Selection Committee**

8. The matter regarding regularisation/termination of the appointment made on an ad hoc basic to various posts in different offices which fall within the purview of the District Selection Committees has been examined by the Government and have now decided that the following procedure should be followed for regularisation of the ad hoc appointments :-

- (i) That all the appointing authorities should take up with their respective District Selection Committees for regularisation of all the ad hoc appointments made by them on or before the 22<sup>nd</sup> January,1981, immediately .
- (ii) That all ad hoc appointees appointed on or before the 22<sup>nd</sup> January,1981 with or without the approval of the Personnel & A.R(B)Department may be given an opportunity to qualify themselves through special respective District Selection Committees. exclusive for such appointees.
- (i) That the District Selection Committees may allow all the ad hoc appointees appointed on or before 22<sup>nd</sup> January,1981 age relaxation upto 35 years as on 1<sup>st</sup> January, of the year of advertisement provided that the advertisement is issued within 30<sup>th</sup> June,, as on 1<sup>st</sup> July of the year of advertisement provided that the advertisement is issued within 31<sup>st</sup> December.
- (ii) That the appointing authorities may take steps for regularisation of all the ad hoc appointees appointed on dates after 22<sup>nd</sup> January,1981 also, where such an adhoc appointments were made with the approval of Personnel & A.R(B) Department, and that the same opportunities of special examination and age relaxation be also given to them as at (ii) and (iii) above

<p><i>No.PER (AR) 239/80/19, dt., 21<sup>st</sup> Jan, 1983</i></p> <p><i>No.PER (AR)75/83/2 dt., 26<sup>th</sup> April, 1983</i></p>	<p>(iii) That all ad hoc appointees appointed after 22<sup>nd</sup> January 1981 without obtaining the approval of the Personnel &amp; A.R(B)Department should qualify themselves through the usual examination conducted by the District Selection Committees, from time to time and that if they fail to qualify themselves through the usual examinations they should be substituted by recommended candidates of the District Selection Committees as and when such recommended candidates are available.</p> <p>(iv) That while considering the candidates already appointed on adhoc basis, the District Selection Committees should see that they do not regularise persons with educational deficiency.</p> <p>(vi) That the District Selection Committee be impressed upon to see that regularisation of the persons appointed on ad hoc basis should be made only in consistence with the existing employment policy of the Government.</p> <p>(vii) That seniority of ad hoc appointees should arise only with effect from the dates of their regularisation.</p> <p><b>Direct appointment of staff on adhoc basis even when the District Selection Committees exist highly irregular</b></p> <p>9. Direct appointment of staff on adhoc basis without consulting the District Selection Committee and continuance of adhoc appointments so made even after the District Selection Committee has furnished the list of candidates suitable for appointment is highly irregular and contrary to the procedure laid down by the Government.</p> <p><b>Regularisation of the staff in the District Offices appointed under Reg. 3(f) or on ad hoc basis</b></p> <p>10. Whenever a person appointed to a post under Reg. 3(f) of the Meghalaya Public Service Commission ( Limitation of Functions )</p>
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<p><i>No.PER (AR) 127/86/12, dt., 3<sup>rd</sup> Oct, , 1986</i></p>	<p>Regulations, 1972 or on ad hoc basis is subsequently recommended by the Meghalaya Public Service Commission or the District Selection Committee, as the case may be, such an incumbent, if according to merit is eligible to be appointed, should be given regular appointment from any date subsequent thereto, preferably the date of issue of orders of the Appointing Authority.</p> <p style="text-align: center;"><b>Recruitment to posts under the purview of the District Selection Committees</b></p> <p>11.1. Government have noticed that the posts of Soil Conservation Demonstrators and Soil Conservation Field Workers had been advertised by the Soil Conservation Department with a view to make recruitment of those categories of posts through a Departmental Selection Committee constituted on the strength of the minutes of the meeting on Routine of Administration held on the 12<sup>th</sup> April, 1985.</p> <p>11.2. The decisions taken in the meeting on Routine of Administration cannot over-ride the existing policy of the Government on recruitment. The Meghalaya Public Service Commission (Limitation of Functions) Regulations, 1972 and the District Selection Committee Rules are, in fact, to be strictly adhered to unless the same are consequentially amended. The Notification issued by the concerned Department constituting the Departmental Selection Committee without consulting the Personnel and A.R. (B) Department infringes upon the District Selection Committee Rules duly issued by the Personnel Department on the strength of a Cabinet decision.</p> <p>11.3. The whole gamut of circumstances have been taken into consideration and the following decisions taken :-</p> <p style="padding-left: 40px;">(i) That, the existing recruitment policy as contained in the Meghalaya Public Service Commission (Limitation of Functions) Regulations, 1972 and the District Selection Committee Rules, should be strictly adhered to and the</p>
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Notification constituting the Departmental Selection Committee should be treated as withdrawn. In addition, the relevant minutes of the meeting on Routine of Administration held on 18.04.1985 should also be treated as invalid.

- (ii) That, in case Soil Conservation Department faces any difficulty in the existing procedure of getting the posts advertised and candidates recommended by the District Selection Committee, the Department should whether recourse to Regulation 3(a) (2)(iv) of the Meghalaya Public Service Commission (Limitation of Functions) Regulations, 1972 should be made to get the posts advertised through the Commission, in future, after consultation with the Personnel & A.R. (B) Department.
- (iii) The Department is advised to send all the applications/question papers/answer scripts of the candidates whose applications were received by them in response to their advertisements, to the respective District Selection Committees for consideration at their end. In case application fees were paid by the candidates to the Soil Conservation Department, this fact may be brought to the notice of the respective District Selection Committees so that there will be no case of double payment of application fees by the candidates.
- (iv) Soil Conservation Department should intimate the respective District Selection Committees of the number of vacancies, category-wise, for which recommendation is to be made by the Committee. The District Selection Committee will also take steps to invite Officers of the Soil Conservation Department as “expert” advisers during the interviews to be conducted, as specified under Rule 5.5. of the District Selection Committee Rules.

<p><i>No.PER (AR) 127/86/12, dt., 3<sup>rd</sup> Oct, , 1986</i></p> <p><i>No.PER (AR) 255/87/3, dt., 25<sup>th</sup> Jan., 1988</i></p> <p><i>No.PER (AR) 255/87/31, dt., 3<sup>rd</sup> Sept, 1991</i></p> <p><i>No.PER(AR)169 /87/30 dt. 5<sup>th</sup> March, 1988</i></p>	<p style="text-align: center;"><b>Appointment to posts and services by candidates recommended by District Selection Committee</b></p> <p>12. Denial of appointment to candidates duly recommended by the Selection Committee tantamount to violation of the instructions contained in Para 2.5.8 above (O.M. No. PER(AR)367/82/23, dated. 03.07.1982).</p> <p>13. There are some Departments which do not notify the actual number of vacancies to the District Selection Committees and as a result appointments to candidates duly recommended by the Committees are deprived of. It is necessary that suitable candidates duly recommended by the District Selection Committees should be accepted for appointments against the vacancies duly notified by the appointing authorities and that the number of posts sanctioned every year under different Departments should be intimated to the District Selection Committees by the appointing authorities. Violation of these instructions will be taken serious notice by the Government.</p> <p>14. The instructions at Para 13 above should be strictly followed and the District Selection Committee may be furnished with the number of vacancies of Grade IV posts in the District and Sub-Divisional Offices which are to be recruited through the District Selection Committees so that vacancies may be filled up in a regular manner by candidates recommended by them.</p> <p style="text-align: center;"><b>Appointment to posts and services by candidates recommended by the District Selection Committees against posts held by person(s) who failed to qualify himself/themselves for regular appointment through the District Selection Committees.</b></p> <p>15. Government had regretted their inability to allow regularisation of ad hoc appointees appointed on or after 13<sup>th</sup> July, 1982 in case of their failure to qualify for regular appointment through the District Selection Committee. The Appointing Authority should ensure that the candidate(s)</p>
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duly recommended by the Committee is/are appointed immediately in place of post(s) held by person(s) who failed to qualify for the same. Reference may also be made Paras 12, 13 and 14 above wherein vacancies filled up by ad hoc appointments already made should now be filled up in a regular manner by candidates recommended by the District Selection Committees and that no more ad hoc appointments should be made except in special circumstances and that too, only with the prior approval of the Cabinet.

**Modifications of the functions of the District Committees and of the Departmental Selection Committees.**

*O.M.No.PER  
(AR)246/60/217,  
dt.9<sup>th</sup> Jan,1990*

16.1. With the upward revision of the scales of pay of the State Government employees with effect from 1<sup>st</sup> January, 1987, sub-clauses (1) and (2) of Reg.3(f) of the Meghalaya Public Service Commission (Limitation of Functions) Regulations, 1972 have further been amended (vide: Notification No. PER(AR)246/80/216, dt. 20<sup>th</sup> Nov., 1989) and according to which recruitment to the following categories of posts have been excluded from the purview of the Meghalaya Public Service Commission:

- (a) Posts borne in the establishment of a District, Sub-Divisional or other Subordinate Offices on pay scales the maximum of which do not exceed Rs. 2,911/- where the appointing authority is the District or Sub-Divisional Officer.
- (b) Posts on pay scales the maximum of which do not exceed Rs. 2,391/- in any office where the appointing authority is not the District or Sub -Divisional Officer, except posts of Lower Division Assistants, Typists and Stenographers Grade III in the Secretariat and Offices of the Heads of Departments excepting :-
  - (i) Posts of Lower Division Assistants, Typists and Stenographers Grade III in the Secretariat and Offices of the Heads of Departments.

(ii) Posts of Computers, Primary Investigators and Field Assistants in the Directorate of Economics, Statistics and Evaluation.

(iii) Posts of Overseer Grade II in the Public Works Department, and

(iv) Such other posts in the Heads of Departments which are transferable from one District or Sub-Division to another and having a combined seniority list maintained by the respective Heads of Departments, where district recruitment can be made.

**NOTE:-**The post of Lower Division Assistant mentioned in Clause (a)(2)(i) of Regulation 3 relates to the post of Lower Division Assistant carrying the revised scale of pay of Rs. 1300-35-1475-EB-40-1735-45-2205/- in the Secretariat and Rs. 1200-30-1350-EB-35-1595-40-1995/- in the Offices of the Heads of Departments and do not include the posts carrying the District scale of pay.

16.2. 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 scales of pay) whether they are borne in the establishment of the District or Sub-Divisional Officers or in the establishment of the Heads of Departments should be made through the District Selection Committee except in respect of recruitment to Grade IV staff and posts of Drivers, Mechanics, etc in the Secretariat or Offices of the Heads of Departments which shall continue to be made through the Departmental Selection Committee.

16.3. All existing orders pertaining to the recruitment to posts falling outside the purview of the Meghalaya Public Service Commission issued

<p><i>No.PER (AR) 8/97/25, dt.8<sup>th</sup> Aug, 1997</i></p>	<p>from time to time shall be deemed to have been amended to the extent indicated above.</p> <p><b>Proposals for appointment in various posts falling under the District Selection Committee while accepting land donation from the donors for Government purposes at the time of acquisition of land</b></p> <p>17.1. Government have noticed that some Departments/Offices while accepting land donation from the donors of land for any Government purposes have at the time of land acquisition entered into an agreement with such donors for providing them with employment/appointment in different categories of posts falling under the purview of the District Selection Committee. That has put the Government into an awkward position since recommendation of names for recruitment to various posts in the Districts is made by the District Selection Committee as per the functions and well laid down procedures and rules framed by the Government, and the appointment is also made according to the State Reservation Policy.</p> <p>17.2. Government desires that no Departments/Officials should give false hope to such land donors whenever land donation for Government purposes arises. Such commitments by any Departments/Offices shall be seriously viewed by the Government.</p>
<p><i>No.PER.95/78/ 18, dt.29<sup>th</sup> June 1981</i></p> <p><i>No.PER.95/78/ 97, dt.27<sup>th</sup> Oct, 1994.</i></p>	<p style="text-align: center;"><b>Special Pay in respect of the Member Secretary</b></p> <p>18. Meghalaya Civil Service Officers performing the duties of Member Secretary of the District Selection Committee in addition to their duties are granted the Special Pay of Rs. 75.00 (Rupees seventy five) only per month with effect from 1st March, 1981.</p> <p>19.1. The grant of the Special Pay of Rs. 75.00 per month sanctioned to the M.C.S. Officers for performing the duties of Member Secretary, District Selection Committee in addition to their duties has been enhanced to Rs. 150.00 (one hundred and fifty) only per month with</p>

	<p>effect from the 27<sup>th</sup> October, 1994. The drawal of the Special Pay shall be subject to the condition that it does not constitute a second Special Pay, i.e., an Officer who is already getting a Special Pay will not be eligible for the second Special Pay. The Officer concerned may, however, opt for one of the Special Pay.</p> <p>19.2. The expenditure on account of the above is debitable to the head “2053-District Administration-094-Other Estts. (e) District Selection Committee- Salaries-Sixth Scheduled (Part II Areas-Non-Plan)”.</p>
<p>No. PER(AR) 61/96/2, dt. 1<sup>st</sup> Oct, 1996</p>	<p><b>Enhancement of evaluation rate of Examination of scripts conducted by the District Selection Committee</b></p> <p>20.1. The following are the prescribed rates of remuneration for payment to Examiners, etc., in connection with examinations conducted by the District Selection Committee in the Speed Test in Stenography and for recruitment to post of Lower Division Assistant-cum-Typist :-</p>

**For conduct of speed test in Stenography**

(1) Question setter in dictation	Rs.25.00
(2) Question setter in English Composition	Rs.30.00
(3) Examiner in dictation script	Rs. 2.00 (per script)
(4) Examiner in English Composition Script	Rs. 2.00
(5) Dictation in Stenography	Rs.30.00 (per dictation subject to a maximum of Rs.80/- per day whichever is less if the dictation is given correctly.
(6) Conductor (for conducting Speed Test)	Rs.30.00
(7) Speed Recorder	Rs.20.00 (per test)
(8) Text Observer	Rs.20.00
(9) Bearer	Rs.10.00 (per day)

**For conduct of recruitment to post of lower Division Assistant-cum-Typist:**

(1) For setting Question papers	Rs.50.00 per question paper
(2) For evaluation of Answer Script	Rs. 2.00 per Answer Script subject to a minimum of Rs. 50.00
(3) Invigilators	Rs. 20.00 per session/sitting

	20.2. The expenditure is debitable to the head-“2053-District Administration-094-Other Establishment-(e) District Selection Committee-5-Payment of Professional & Special Services-Sixth Schedule (Part II) Areas Non-Plan” in the budget of the District Administration. (Effective from 1 <sup>st</sup> October, 1996).
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