

**GOVERNMENT OF MEGHALAYA
PERSONNEL & A.R.(A) DEPARTMENT**

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NOTIFICATION

Dated Shillong the 15th February, 2011

No PER 52/97/148 - In exercise of the powers conferred by the Proviso to Article 309 of the Constitution of India, the Governor of Meghalaya is pleased to make the following Rules regulating the recruitment and conditions of Service of Persons appointed to the non Gazetted posts of Stenographers of Meghalaya.

**THE MEGHALAYA STENOGRAPHERS SUBORDINATE SERVICE
RULES, 2011.**

1. Short Title and Commencement - (1) These rules may be called "The Meghalaya Stenographer Subordinate Service Rules 2011.

(2) they shall come into force from the date of this Notification.

2. Definitions : In these rules unless there is anything repugnant in the subject or context.

- (i) "Appointing Authority" means the Chief Secretary to the Govt. of Meghalaya.
- (ii) "Commission" means the Meghalaya Public Service Commission.
- (iii) "Committee" means the Selection Committee constituted under rule 7 of these rules.
- (iv) "Government" means the Government of Meghalaya.
- (v) "Member of the Service" means A member of the Meghalaya stenographers Subordinate Service.
- (vi) "Service" means the Meghalaya Stenographers Subordinate service.
- (vii) "Year" means the Calendar Year.
- (viii) "Select List" means the list of names prepared by the Selection Committee in order of preference for the purpose of making promotions under rule 8 (5) of these Rules after taking into account, the number of vacancies to be filled up..

CONSTITUTION OF THE SERVICE.

3. Constitution : There shall be constituted a Service to be known as the Meghalaya Stenographers Subordinate Service consisting of the following persons, namely :-

- (a) Members of the Assam Secretariat Stenographers Service who were allocated to the State of Meghalaya in accordance with the provisions of Section 64 (1) of the North Eastern Area (Re-organisation) Act. 1971.
- (b) Persons recruited to the different posts in the service before the commencement of these Rules.
- (c) Persons recruited to different posts in the service in accordance with the provision of these Rules.

COMPOSITION AND STRENGTH OF SERVICE

4. **Composition:** (1) The Service shall comprise of the following grades of posts:-

- (i) Grade II
- (ii) Grade III

(2) Each of the Grades of posts in clauses (i) & (ii) of the Sub-rule (1) shall form an independent cadre Members of the lower cadre shall have no claim for appointment to the higher and except in accordance with the provision (s) made in these rules.

5. **Strength of the Service and Status:-** (1) The number of posts permanent as well as temporary under each of the grades mentioned in sub-Rule (1) of Rule 4 shall be such as may be determined by the Government from time to time both in the Secretariat and in the respective Heads of Departments.

(2) At the commencement of these Rules, the strength of the Service and the posts, permanent as well as temporary shall be as shown in Schedule 1.

(3) The status of the members of the Service holding posts in the Grade II and Grade III shall be Group "C" non-Gazetted.

METHOD OF RECRUITMENT

6. (1) **Stenographers Grade II** - Appointment to the post of Stenographer Grade II shall be made by promotion on the basis of seniority cum merit from amongst the members of the service who have rendered not less than 5 years of satisfactory service in the post of Stenographer Grade III *and who have passed the specified Departmental examination on speed test and drafting* whose names have been recommended and included in the select List on the first day of the year in which the selection is made under Rule 8(5).

Provided that only those Stenographers Grade III borne in the Secretariat Establishment of S.A.D.(E) will be eligible for promotion to the higher post of Stenographers Grade II in the Secretariat). In the Directorates (Heads of Departments) promotion to Grade II cadre depends on the availability of posts in the Directorate concerned or after having completed 5 years of service in the Grade III cadre *and who have passed the Departmental Examination on speed test and drafting*.

(2) **Stenographer Grade III-** Appointment to the post of Stenographer Gr. III being the entry post into the service shall be made by direct recruitment on the result of the speed test in Stenography in English at 80 words per minute conducted by the Commission.

PROCEDURE FOR SELECTION

7. Departmental Selection Committee:- (1) For the purpose of preparing the Select list for promotion to the posts under Rule 6 (1). There shall be a Selection Committee consisting of the following members:-

- (i) Principal Secretary/Commissioner & Secretary to the Govt, of Meghalaya
SAD(E) Deptt. to the Govt. to the Govt. of Meghalaya - **Chairman**
- (ii) Commissioner & Secretary/Secretary to the Govt. of Meghalaya
Personnel & A.R.(A) Department or his representative
Not below the rank of Under Secretary. - **Member**
- (iii) Commissioner & Secretary/Secretary to the
Govt. of Meghalaya Finance Department or his,
Representative not below the rank of Under
Secretary. - **Member**
- (iv) Deputy Secretary/Under Secretary to the
Govt. of Meghalaya, SAD(E) Deptt. - **Member Secretary**

(2) The Chairman may invite any other persons to attend its meeting as and when considered necessary.

8. (1) The Appointing Authority shall refer to the Committee the approximate number of vacancies likely to occur in the Grade II category of posts to which promotions are to be made during the year and shall furnish the Committee in the following documents, namely:-

- (i) A list of the eligible members of the service drawn up in order of seniority and consisting of three times the number of vacancies referred to in sub rule 8(1).
Provided this restriction shall not apply in case the number of eligible candidates is less than three times the number of vacancies
- (ii) The character Rolls and Service Records of such members.
- (iii) Any other documents and information as may be considered necessary by the Appointing Authority or required by the Committee.

(2) The Committee after examining the character rolls, service records and other documents in respect of all such persons, shall prepare a separate list of names based on seniority as an important factor with due regard to merit and suitability for appointment by promotion under Rule 6(1). The number of persons to be included in the post shall be according to the actual number of vacancies available/anticipated at the particular grade. The List shall be forwarded by the Committee to the Appointing Authority.

- (3) The names of persons in the List shall be placed in order of preference for promotion under Rule 6(1) in every case where a junior member is selected in preference to his seniors, the Committee shall record in writing the reasons for doing so.
- (4) The Appointing Authority shall consider the List prepared by the committee and unless it considers that any change if necessary, approve the List, if the Appointing Authority considers it necessary to make any change in the List received from the Committee, it shall inform the Committee of the changes proposed and after taking into account the comments, if any, of the Committee approve the said List finally with or without modification as may in its opinion to be just and proper.
- (5) The List as approved under sub rule (4) shall form the Select List for the purpose of appointment by promotion, under Rule 6 (1).

VALIDITY OF THE SELECT LIST

9. (1) The Select list shall remain in force for a period of one year unless its validity is extended with the approval of the committee.

Provided that such an extension shall not be for a total period exceeding six months.

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

(2) The Committee shall meet once a year, preferably in the first month of the Calendar Year, to review, revise and recommend a fresh Select List.

10. **Direct recruitment-**(1) Competitive Examination for direct recruitment under Rule 6 (2) shall be held at such intervals as the Appointing Authority may, in consultation with the Commission from time to time determine. The date and place for holding the examination which shall be fixed by the commission.

(3) The examination shall be conducted by the Commission in accordance with such syllabus if any, as the Appointing Authority may from time to time prescribe in consultation with the Commission.

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

Provided that such reservation shall not apply where appointment is made under Rules 6(1).

(5). On the basis of the result of the Competitive Examination, the Commission shall prepare separate lists for appointment under Rule 6(2) of all successful candidates in order of merit which shall be determined in accordance with the aggregate marks obtained by each candidate and if two or more candidates obtain equal marks, the Commission shall arrange them in order of their relative merit which shall be determined in accordance with the general suitability of the candidates for appointment to the post.

The number of persons to be included in the list shall be as according to the actual vacancies likely to occur during the recruitment year plus 10 percent of the actual vacancies or 2(two) names whichever is more. The list shall be forwarded to the Appointing Authority.

(6). The inclusion of a candidate's name in the list confer no right to appointment by direct recruitment unless the Appointing Authority is satisfied, after such scrutiny or inquiry as may be considered necessary that the candidate is suitable in all respect for appointment to the post and subject to availability of vacancy.

11. Conditions of eligibility for appearing at the Competitive Examination:- In order to be eligible to compete at the competitive Examination a candidate for direct recruitment must satisfy the following conditions:-

(1) **Nationality** - He must be a citizen of India.

(2) **Age** - He must have attained the age of 18 years and must not have exceeded the age of 27 years on the first day of the year in which the advertisement for the post is made.

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

(3) **Educational qualification-** As laid down in Schedule II.

12. Disqualification for appointment to post (s) in the service - (1) No person shall be appointed who, after such medical examination as the Government may prescribe, is not found to be in good mental bodily health and free from any physical defect which may render him unfit in the discharge of his duties.

(2) No person shall be appointed to a post in the service who has been convicted for any offence involving moral turpitude.

(3) No person who has more than one spouse living should be eligible for appointment to a post in the service.

Provided that the Governor may, if he is satisfied that there are special grounds for doing so, exempt any person from the operation of this sub-rule.

(4) No person who attempts to enlist support for his candidature either directly or indirectly by any recommendation either written or oral or by any other means, shall be appointed to the post in the service.

13. Appointment to a post in the service. -- (1) Appointment under Rule 6 (1) shall be made in the order in which the names of candidates appear in the Select List approved under sub-rule (5) of Rule 8. And shall be published in the Meghalaya Gazette.

(2) (i) appointment to any post in the service under Rule 6 (2) shall be made by the Appointing Authority in the order in which the name of candidates appear in the Merit List prepared under sub-rule (4) of Rule 10, and shall be published in the Meghalaya Gazette.

(ii) A person appointed under rule 6 (2) above, shall join within fifteen days from the date of receipt of the order of appointment failing which and unless the Appointing Authority extend the period of joining which shall not in any case exceed three months the appointment shall be cancelled.

14. Probation :- Every person appointed to a post in the service under Rule 6 (2) shall be on probation for a period of one year

Provided that the period of probation may for good and sufficient reasons be extended by the Appointing Authority in any individual case by a period not exceeding one year.

Provided further that where a person appointed to a post in the service could not be placed under probation for want of permanent vacancy, any period which he has rendered in a temporary capacity may, having regard to his performance, be counted towards the period of probation.

15. Discharge or Reversion - A probationer shall be liable to be discharged if -

- (1) he fails to give satisfactory performance during the period of probation, or
- (2) Any information received relating to his nationality, age, health, character and antecedents the Appointing authority is satisfied that the probationer is ineligible or otherwise unfit for being a member of the service.

16. Seniority - The inter-se seniority of the members of the service who originally belonged to and appointed by the Government of Assam before 21st January, 1972 and who are allocated to the State of Meghalaya in accordance with the provisions of section 64 (1) of the Northeastern areas (Reorganisations) Act, 1971 in the respective cadre (s) shall be as it was in the corresponding cadre (s) under the Government of Assam prior to their allocation to the State of Meghalaya.

(2) Notwithstanding anything contained in sub-rule (1) the inter-se seniority of the members of the service appointed by the Government of Meghalaya on the recommendation of the Assam Public Service Commission during the period between 2nd April, 1970 and 20th January, 1972 (both days inclusive) vis-a-vis those appointed by the Government of Assam under the same recommendation and allocated to the State of Meghalaya shall be determined in the order in which their names appeared in the List prepared by the Assam Public Service Commission in the respective cadres, such members shall be junior to all members mentioned in sub-rule (1) above, in the respective cadres.

(3) the inter-se seniority of members of the service in any cadre appointed on or after 21st January, 1972, but before the commencement of these Rules, shall be in the order in which their names appeared in the respective Merit Lists prepared by the Commission or the Select Lists approved by the Commission such members shall be junior to all the members mentioned in sub-rule (1) and (2) above in the respective cadres.

(4) The inter-se seniority of the members of the service appointed to different cadre after the commencement of these rules shall be in the order in which their names appear in the Merit List prepared under sub-rule (4) of Rule 10 or in the Select List approved under sub rule (5) of Rule 8 or the Select List as the case may be.

17. Confirmation – (1) Confirmation of a member of the service in the cadre appointed by promotion shall be made according to his seniority in that cadre subject to the following conditions :-

- (a) that he has served not less than one year in the post where he is to be confirmed.
- (b) That the performance of the employee is satisfactory (to be judged on the basis of annual Confidential Reports and other relevant records).
- (c) That there is no departmental proceeding/vigilance enquiry against him, and
- (d) Subject to availability of vacancy, and that no Officers holds a lien on it.

(2). Confirmation of a probationer shall be made according to his seniority in that cadre subject to the following conditions :-

- (a) That he has completed the period of probation to the Satisfaction of the Appointing Authority.
- (b) That he has passed the Departmental Examination if any, completely and successfully undergone the training courses as may be prescribed by the Appointing Authority from time to time.
- (c) That he is considered otherwise fit by the appointing Authority and
- (d) Subject to availability of vacancy.

18. Gradation List - There shall be prepared and published annually and upto-date Gradation List on 1st Janaury cadre-wise and drawn up in order of seniority and other particulars relating to the date of birth and appointment to the Service and such other details/relevant to the Service Career shall also be indicated against each name.

19. Increment- The first increment admissible to a member of the service shall accrue on completion of one year from the date of his joining the post.

20. Power of the Government to dispense with or relax any Rules - Where the Government is satisfied that the operation of any of the provisions of these rules causes undue hardship in any particular case or cases or results in any particular post or posts being left unfilled for want of person(s) possessing the minimum experience as specified by these Rules for promotion to such post(s) may dispense with or relax the requirement of any of these rules to such extent and subject to such condition as it may consider necessary for dealing with the case in a just and equitable manner, or, for meting the exigencies of pubulic interest.

21. Interpretation - If any question arises relating to the interpretation of these rules, the decision of the government in the Personnel and A.R.(A) Department shall be final.

22. Repeal and saving - All Rules, Orders or Notifications corresponding to and in force immediately before the commencement of these rules are hereby repealed.

Provided that all orders made or action taken under the rules, orders or Notification so repealed or any action taken in pursuant thereto shall be deemed to have been validly made or taken under the corresponding provisions of these Rules.

Sd/- L. Diengdoh

Secretary to the Government of Meghalaya.
Personnel & Administrative Reforms (A) Department.

SCHEDULE - IRule 5 (2)

<u>Sl. No</u>	<u>Name of the post</u>	<u>Time Scale Pay</u>	<u>Number of post Permanent/ Temporary</u>	<u>Total</u>
1.	Stenographer Gr-II	₹.13100-25570	42	42
2.	Stenographer Gr-III	₹.10600-20720	23	23

SCHEDULE - II**(Rule 6 and Rule 11)**

Sl. No	Post	Methods of recruitment with percentage of vacancies to be filled up in any recruitment year by direct recruitment or promotion/selection	Direct recruitment			Promotion Selection		Remarks
			Educational Qualification etc. required	Lower age limit	Upper age limit	Person eligible for appointment by promotion/selection	Educational Qualification/exp. experience etc.	
1	2	3	4	5	6	7	8	9
1.	Stenographer Gr-II	100% of the vacancies in a year by selection as provided under rule 6 (1)	HSSLC Arts/Science /Commerce from any recognized University	18 yrs	27 yrs	Stenographer Gr-III	Must have rendered not less than 5 years of service as Stenographer Grade III & who have passed the specified Examination on Speed test & Drafting.	
2.	Stenographer Gr-III	By direct recruitment as provided under rule 6 (2)	HSSLC Arts/Science /Commerce from any recognized University	18 yrs	27 yrs as provided under rule 11(2) and proviso made thereunder		On the recommendation of Meghalaya Public Service Commission.	

Memo No. 52/97/148-A

Dated Shillong, the 15th February, 2011

Copy to:-

1. The Secretary, Meghalaya Public Service Commission, Shillong for favour of information and necessary action.
2. The Director Printing & Stationery Govt. of Meghalaya, Shillong for publication in the Meghalaya Gazette and to supply 10 copies to this Deptt.
3. Finance (E) Deptt./ Law (B) Deptt./ Cabinet Affairs Deptt./ Personnel & A.R.(A)(SRC) Deptt. consulted I/D
4. SAD(E) for information and necessary action.

By Order etc.

*Sd/- J. M. Blah*Deputy Secretary to the Government of Meghalaya,
Personnel & Administrative Reforms (A) Department.

D.P.S. Shillong.

Secretary to the Govt. of Meghalaya