

(44)

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

No. PER (B/S) 453/17/1

Dated Shillong the 14th September 2018.

OFFICE MEMORANDUM

In continuation to this Department's Notification No. PER 52/97/147 dated 15th February 2011 and No. PER 52/97/148 dated 15th February 2011 and on fulfilling the criteria as mentioned in the above notifications, the procedure for appointment to the post of Stenographers in the Heads of Department is as follows:-

1. **STENOGRAPHER GRADE III** – By direct recruitment through M.P.S.C.
2. **STENOGRAPHER GRADE II**- For Heads of Department having a sanctioned post of Stenographer Grade II, the appointment will be through promotion on the basis of Seniority-cum-Merit from amongst the Stenographer Grade III of the Directorate concerned, who have completed 5 years of service and having passed the specified Departmental Examination on Speed Test and Drafting at 120 words per minute in shorthand to be conducted by M.A.T.I. If there is/are no qualified Stenographer Grade III for promotion then the post will be filled up by direct recruitment through M.P.S.C.
3. **STENOGRAPHER GRADE I** – For filling up the post of Stenographer Grade I in the Heads of Department on availability of sanctioned post, appointment will be through promotion from amongst the Stenographer Grade II of the Directorate concerned and on completion of 7 years of service and having passed the Departmental Examination on Speed Test and Drafting at 150 words per minute in shorthand to be conducted by M.A.T.I..

This should take effect immediately.

Sd/- A. Kharpor
Joint Secretary to the Government of Meghalaya,
Personnel & A. R. (A) Department.

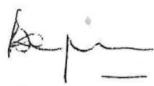
No. PER (B/S) 453/17/1-A

Dated Shillong the 14th September 2018.

Copy to:-

1. All Administrative Departments
2. All Heads of Department.

By order etc.,


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