



GOVERNMENT OF MEGHALAYA

MEGHALAYA LEGISLATIVE ASSEMBLY SECRETARIAT (RECRUITMENT AND CONDITIONS OF SERVICE) RULES

FOR THE YEAR 2011

The 15th September, 2011.

No. ES.3/MLA/2011/15.

MEGHALAYA LEGISLATIVE ASSEMBLY

THE MEGHALAYA LEGISLATIVE ASSEMBLY SECRETARIAT (RECRUITMENT AND CONDITIONS OF SERVICE) RULES, 2011.

In exercise of the powers conferred by clause (3) of Article 187 of the Constitution of India, the Governor of Meghalaya, after consultation with the Speaker, Meghalaya Legislative Assembly hereby makes the following Rules regulating the recruitment and conditions of service of person appointed as the Secretariat staff of the Meghalaya Legislative Assembly:

1. Short title, extent and commencement :

- (1) These Rules shall be called the Meghalaya Legislative Assembly Secretariat (Recruitment and Conditions of Service) Rules, 2011.
- (2) They shall apply to all persons appointed to the Meghalaya Legislative Assembly Secretariat.
- (3) They shall come into force at once.

2. Definitions:

In these Rules, the following shall have the meaning assigned to them herein:

- (1) "Governor" means the Governor of Meghalaya and includes any person performing the functions of the Governor of Meghalaya;
- (2) "Speaker" means the Speaker of the Meghalaya Legislative Assembly and includes any person acting as Speaker or performing the functions of the Speaker of the said Assembly;
- (3) "Deputy Speaker" means the Deputy Speaker of the Meghalaya Legislative Assembly and includes any person acting as Deputy Speaker or performing the functions of the Deputy Speaker of the said Assembly;
- (4) "Board" means the Speaker, Deputy Speaker, Leader of Opposition, Chairman of Public Accounts Committee, and the Secretary of Meghalaya Legislative Assembly;
- (5) "Secretariat" means the Secretariat of the Meghalaya Legislative Assembly; and
- (6) "Grade" means a designation with a pay scale.

3. Meghalaya Legislative Assembly Secretariat Service:

-The officers and staff appointed to the Secretariat of the Meghalaya Legislative Assembly before the advent of these Rules and thereafter, shall form a Service called the Meghalaya Legislative Assembly Secretariat Service.

4. Appointing & Removal Authority:

- (1) The Governor, on the recommendation of the Speaker, shall be the appointing authority in the case of appointing to the grade of Secretary.
- (2) The Speaker shall be the appointing authority in the case of appointment to all grades in gazetted category other than the grade of Secretary.
- (3) A Board comprising the Speaker Deputy Speaker, Leader of Opposition, Chairman of Public Accounts Committee, and the Secretary shall be the appointing authority in the case of appointment to all grades in non-gazetted category.
- (4) The appointing authority is the respective removal authority.

5. Gazetted and Non-Gazetted grades:

- (1) The grades of Committee Officer/Superintendent and above, and any other post commensurate with the pay scale, shall be in the Gazetted category.
- (2) All other grades below the grade of Committee Officer/Superintendent shall be in the Non-Gazetted category.

6. Creation/abolition of posts and cadre review:

- (1) The post of Secretary and above shall be created or abolished by the Speaker only with the approval of the Governor.
- (2) The Board shall have the power to create and abolish posts in all other grades.
- (3) Power to create or abolish a post includes the power to create or abolish a post in a new grade.
- (4) No post shall be created or abolished except after a Cadre study/review commissioned in this behalf.
- (5) Once the order of creation of posts has been issued by the Governor or the Speaker, as the case may be, the Government of Meghalaya shall find the necessary financial resources for adding the posts to the Secretariat.

7. Methods of appointment:

Vacancies in various grades will be filled by the following methods as prescribed against each grade in the schedule.

- (a) Promotion.
- (b) Departmental Competition limited to officers/staffs of the Secretariat.
- (c) Direct Recruitment open to all, inside and outside the Secretariat.

8. Departmental Promotion Committee:

There shall be a permanent Departmental Promotion Committee comprising the Secretary, an Additional Secretary and a Joint Secretary, nominated by the Speaker,

which shall meet from time to time to consider and recommend promotion to posts in various grades to the respective appointing authorities:

Provided that in the case of appointment to the post of Secretary, the Speaker himself shall make suitable recommendation to the Governor in that behalf.

9. Sitting of DPC & Publicity to vacancies:

- (1) The DPC shall sit three months before the occurrence of vacancy to consider officers for promotion;
- (2) In the case of vacancy to be filled by promotion caused by sudden and unforeseen events, the DPC shall sit within one month of the occurrence of vacancy;
- (3) All vacancies to be filled by Departmental Competition shall be given due publicity through office circulars;
- (4) All vacancies to be filled by Direct Recruitment shall be given due publicity in local newspapers; and
- (5) Circulars and open advertisements shall also be placed on the official website of the Secretariat.

10. Principles for promotion:

- (1) Merit-cum-seniority shall be the principle for promotion in the case of Gazetted posts.
- (2) Seniority-cum-merit shall be the principle for promotion in the case of Non-Gazetted posts.
- (3) Only those officers/staff in regular employment against permanent posts are eligible to be considered for promotion and Departmental Competition.

11. Cut off dates:

The cut off dates for:

- (a) Reckoning age limit and possession of other eligibility conditions in the case of Departmental Competition and Direct Recruitment will be the date of issue of the office circular or the date of issue of open advertisement, as the case may be;
- (b) Reckoning the period of eligibility in the case of promotion will be the date of sitting of the Departmental Promotion Committee.

12. Reckoning of recruitment quota:

- (1) The quota of posts to be filled by a particular method as prescribed in the schedule shall be computed on a financial year basis, i.e. vacancies arising in a calendar year commencing from 1st April to 31st March of a year; and
- (2) There will be no carry forward of quota to the subsequent financial year and vacancies as existing on the commencement of a financial year will be freshly apportioned between various quota.

13. Waiver of eligibility period:

The Governor, on the recommendation of the Speaker, in the case of post of Secretary, the Speaker, in the case of other Gazetted posts and the Board, in the case of non-Gazetted posts, have powers to waive, for reasons to be recorded in writing, the minimum qualifying service in the feeder grade for promotion to the next higher grade.

14. Age relaxation:

- (1) There is no maximum age limit for Officers/staff working in the Meghalaya Legislative Assembly Secretariat, for consideration for appointment to any grade through Departmental Competition or Direct Recruitment; and
- (2) Age relaxation shall be provided to the SCs, STs, OBCs and persons already in Government service as per orders in force in the Government of Meghalaya.

15. Superintendence and control of the Secretariat:

- (1) The Secretariat shall be under the direct superintendence and control of the Speaker.
- (2) The Secretary, however, may exercise the powers of superintendence and control over the Secretariat on behalf of the Speaker and for all his actions, the Secretary is strictly accountable to the Speaker.
- (3) Notwithstanding the fact that the appointing and removal authority in respect of Secretary is Governor, the Secretary shall be under the direct administrative control of the Speaker and any report of the Speaker to the Governor against the Secretary of any violation of this clause, shall be deemed to have automatically caused his removal forthwith.

16. Disciplinary authority:

The appointing authority is the disciplinary authority in the case of grades coming under its jurisdiction.

17. Conduct, discipline, seniority, probation, confirmation, assured career promotion scheme, suspension, dismissal, leave, retirement age, voluntary retirement, compulsory retirement, penalties, reservation and other conditions of service:

- (1) In so far as matters not being regulated specifically in these rules herein, the rules applicable to the officers and staff of the Government of Meghalaya shall apply *mutatis mutandis* to the officers and staff of the Meghalaya Legislative Assembly Secretariat with the Governor, the Speaker and the Board being appropriately substituted in those Rules, in respect of matters relating to conduct, discipline, seniority, probation, confirmation, assured career promotion scheme, suspension, dismissal, leave, retirement age, voluntary retirement, compulsory retirement, penalties, reservation and other conditions of service.

- (2) The Speaker shall have powers to modify or accept any of the Rules applicable to the officers and staff of the Government of Meghalaya, and thereafter, such Rules shall have only modified effect or of no effect, when applying to the officers and staff of the Meghalaya Legislative Assembly under sub-rule (1) above.

Explanation: Rules applicable to the officers and staff of the Government of Meghalaya mean and include Acts, Regulations, Policies, Circulars etc.,.

18. Appeal:

- (1) All appeals against the Orders of the Board and the Orders of the Secretary shall lie with the Speaker.
- (2) An appeal against the original order of the Speaker in relation to matters pertaining to appointment, removal and discipline of the Secretary shall lie with the Governor.

19. Financing the Secretariat:

- (1) There shall be a separate Assembly Secretariat independent of the financial and administrative control of the Government under the superintendence and control of the Speaker in pursuance of letter and spirit of the provision of Act. 187 (3) of the Constitution of India.
- (2) The Speaker shall be the final authority in regard to the determination of the size of the Budget of the Legislative Assembly and its Secretariat.
- (3) The Secretary shall bear the nodal administrative responsibility for handling all finances allocated to the Legislative Assembly and its Secretariat by the Appropriation Act including signing of financial orders, instruments, authorization of expenditure, sanction etc.
- (4) The Speaker and the Secretary, with prior approval of the Speaker, may delegate, by orders, the financial powers to any other officer in the Secretariat for expediency and speed.
- (5) The Budget of the Legislative Assembly and its Secretariat proposed by the Speaker shall not be altered by the Government, except in extreme contingencies and reasons thereof, shall have to be recorded by the Government and duly communicated for concurrence of the Speaker.
- (6) The Assembly Secretariat shall have absolute financial autonomy within the limits of its approved annual Budget.
- (7) All Financial Rules and Rules relating to delegation to financial powers prevailing in various Departments of Government of Meghalaya shall be deemed to have been adapted in relation to the Meghalaya Legislative Assembly Secretariat till such time as the Secretariat does not have its own Financial Rules, with appropriate modifications, and the Speaker and the Secretary shall be deemed to have been substituted for Ministers, Secretaries and other functionaries of the Government of Meghalaya in the appropriate places in such Rules.

20. Miscellaneous matters:

All other matters affecting the officers and staff of the Meghalaya Legislative Assembly Secretariat but not specifically covered by these Rules shall be governed by the Acts, Rules, Regulations, Policies, Circulars etc. that are applicable to the officers and staff of the Government of Meghalaya.

21. Residuary powers:

- (1) The Board has power to amend these Rules including the Schedules from time to time for more efficient administration of the Meghalaya Legislative Assembly Secretariat.
- (2) The Board however shall consult the Governor in respect of any amendment to the Rules, including the Schedules, if the amendment affects the provisions relating to the post of Secretary.

22. Interpretation:

The power to interpret the meaning of these Rules and to remove doubts is vested in the Speaker and his decisions are final.

23. Amendment of the Rules:

- (1) The provisions herein and in the Schedules, except as relates to the post of Secretary, may be varied by the Speaker from time to time.
- (2) The provisions herein and in the Schedules as relates to the post of Secretary may be varied by the Speaker with the approval of the Governor.

24. Savings and Repeal:

- (1) On and from the date of commencement of these Rules, all earlier Orders, Rules etc., governing the recruitment and conditions of service of the Officers and Staff of the Meghalaya Legislative Assembly Secretariat shall be deemed to have been repealed.
- (2) Notwithstanding such repeal, all actions done or omitted to have been done under the Rules so repealed, shall be deemed to have been validly done or validly omitted to have been done until the advent of these Rules.
- (3) In case of any difficulty to any Officer or Staff owing to the advent of these Rules, the Speaker shall resolve such difficulty in exercise of his inherent powers under these Rules, to the maximum advantage of the Officer or Staff concerned.

H. MYLLIEMNGAP,
Secretary,
Meghalaya Legislative Assembly

SCHEDULE – I

THE MEGHALAYA LEGISLATIVE ASSEMBLY SECRETARIAT
(RECRUITMENT AND CONDITIONS OF SERVICE) RULES, 2011

A. GENERAL POSTS

Sl. No.	Grade	Pay scale (in rupees)	No. of permanent posts	methods of appointment
1	Secretary	35300-1060-41660-1220-48980	1	<p>Promotion:</p> <p>From amongst Additional Secretaries in the Meghalaya Legislative Assembly Secretariat with 1 year experience in that grade, possessing a Degree and having sound knowledge and experience in legislation, Committees, Administration, Constitutional law and Parliamentary procedure and practices.</p> <p>Departmental Competitions:</p> <p>If vacancy is not filled by promotion, it will be filled by Departmental Competition limited to Gazetted Officers with at least 20 years total service in the Meghalaya Legislative Assembly Secretariat of which at least 10 years in the gazetted grades, possessing a degree in law and having sound knowledge and experience in legislation, Committees, Administration, Constitutional law and Parliamentary procedure and practices.</p>
2	Additional Secretary	31300-940-37880-1110-46760	2	<p>Promotion:</p> <p>From amongst Joint Secretaries in the Meghalaya Legislative Assembly Secretariat with 1 year experience in that grade, possessing a Degree and having sound knowledge and experience in legislation, Committees, Administration, Constitutional law and Parliamentary procedure and practices.</p>

				<p>Departmental Competitions:</p> <p>If vacancy is not filled by promotion, it will be filled by Departmental Competition limited to Gazetted Officers with at least 15 years total service in the Meghalaya Legislative Assembly Secretariat of which at least 7 years in the gazetted grades, possessing a degree in law and having sound knowledge and experience in legislation, Committees, Administration, Constitutional law and Parliamentary procedure and practices.</p>
3	Joint Secretary	28700-860-35580-1050-43980	1	<p>Promotion:</p> <p>From amongst Deputy Secretaries in the Meghalaya Legislative Assembly Secretariat with 1 year experience in that grade, possessing a Degree and having sound knowledge and experience in legislation, Committees, Administration, Constitutional law and Parliamentary procedure and practices.</p> <p>Departmental Competitions:</p> <p>If vacancy is not filled by promotion, it will be filled by Departmental Competition limited to Gazetted Officers with at least 10 years total service in the Meghalaya Legislative Assembly Secretariat of which at least 5 years in the gazetted grades, possessing a degree in law and having sound knowledge and experience in legislation, Committees, Administration, Constitutional law and Parliamentary procedure and practices.</p>
4	Deputy Secretary	26700-800-33100-1000-42100	2	<p>Promotion:</p> <p>From amongst Under Secretaries in the Meghalaya Legislative Assembly Secretariat with 2 years experiences in that grade, possessing a Degree and having sound knowledge and experience in legislation, Committees, Administration, Constitutional law and Parliamentary procedure and practices.</p>

				<p>Departmental Competitions:</p> <p>If vacancy is not filled by promotion, it will be filled by Departmental Competition limited to Gazetted Officers with at least 8 years total service in the Meghalaya Legislative Assembly Secretariat of which at least 4 years in the gazetted grades, possessing a degree in law and having sound knowledge and experience in legislation, Committees, Administration, Constitutional law and Parliamentary procedure and practices.</p>
5	Officer on Special Duty (Debates)	26700-800-33100-1000-42100	1	<p>Promotion:</p> <p>From amongst Chief Reporters in the Meghalaya Legislative Assembly Secretariat with 2 years experiences in that grade.</p> <p>Departmental Competitions:</p> <p>If vacancy is not filled by promotion, it will be filled by Departmental Competition limited to Gazetted Officers with at least 8 years total service in the Meghalaya Legislative Assembly Secretariat of which at least 4 years in the gazetted grades, possessing a degree in law and having sound knowledge and experience in legislation, Committees, Administration, Constitutional law and Parliamentary procedure and practices.</p>
6	Special officer	23300-700-27500-830-32480-970-39270	1	<p>Designation:</p> <p>One amongst the senior Under Secretaries will be designated as Special Officer, keeping in view the special requirements of the post.</p>
7	Under Secretary	23300-700-27500-830-32480-970-39270	2	<p>Promotion:</p> <p>From amongst Committee Officers, Superintendents and Private Secretary to Speaker with 2 years experiences in any of the said grades and possessing a Degree</p>

				<p>Departmental Competitions:</p> <p>If vacancy is not filled by promotion, it will be filled by Departmental Competition limited to Gazetted Officers with at least 8 years total service in the Meghalaya Legislative Assembly Secretariat and having sound administrative experience.</p>
8	Chief Reporter	23300-700-27500-830-32480-970-39270	1	<p>Promotion:</p> <p>From amongst Senior Grade Reporters with 2 years experiences in that grade and possessing a Degree</p> <p>Departmental Competitions:</p> <p>If vacancy is not filled by promotion, it will be filled by Departmental Competition limited to Gazetted Officers with at least 8 years total service in the Meghalaya Legislative Assembly Secretariat and possessing sound experience and knowledge in Parliamentary and Reporting matters.</p>
9	Senior Grade Reporter	23300-700-27500-830-32480-970-39270 (For the present incumbents only) 20700-32020 (For future promotees)	4	<p>Promotion:</p> <p>From amongst Grade I Reporters with 2 years experiences in that grade and possessing a Degree</p> <p>Departmental Competitions:</p> <p>If vacancy is not filled by promotion, it will be filled by Departmental Competition limited to Gazetted Officers with at least 8 years total service in the Meghalaya Legislative Assembly Secretariat and possessing sound experience and knowledge in Parliamentary and Reporting matters.</p>
10	Grade I Reporter	18300-500-21800-EB-650-27000-810-35100	4	<p>Departmental Competition:</p> <p>By Departmental Competition, by skill test in Stenography, good command of English, Computer Knowledge and experience in office administrative works and with more than 5 years services and experience in that grade.</p>

				<p>Direct Recruitment:</p> <p>If vacancy is not filled by Departmental Competition, it will be filled by open advertisement, through skill test in Stenography in English, from persons with a Degree and possessing knowledge of computer.</p>
11	Librarian	16300-410-19170-EB-530-23940-720-31860	2	<p>Promotion:</p> <p>From amongst Assistant Librarians with 2 years experiences in that grade.</p> <p>Departmental Competitions:</p> <p>If vacancy is not filled by promotion, it will be filled by Departmental Competition through written test and interview, limited to employees with 3 years experiences in any post in the Meghalaya Legislative Assembly Secretariat and possessing Bachelor Degree in Library Science.</p> <p>Direct Recruitment:</p> <p>If vacancy is not filled by promotion, and Departmental Competition, it will be filled by open advertisement, through written test and interview from persons with Bachelor Degree in Library Science with 2 years experiences in any Library of repute.</p>
12	Assistant Research Officer	16300-410-19170-EB-530-23940-720-31860	1	<p>Promotion:</p> <p>From amongst the Research Assistants possessing a Degree, with 2 years experiences in that grade.</p> <p>Departmental Competitions:</p> <p>If vacancy is not filled by promotion, it will be filled by Departmental Competition limited to employees of the Meghalaya Legislative Assembly Secretariat, possessing Degree with Diploma in Computer.</p> <p>Direct Recruitment:</p> <p>If vacancy is not filled by promotion,</p>

				and Departmental Competition, it will be filled by open advertisement from candidates possessing Degree with Diploma in Computer.
13	Marshal	16300-410-19170-EB-530-23940-720-31860	1	<p>Promotion: From amongst Watch & Ward Officers with 2 years experiences in that grade and also with service background in Police/Navy/Army.</p> <p>Departmental Competitions: From amongst Senior Watch & Wards who have served in the Police/Navy/Army.</p> <p>Direct Recruitment: From candidates possessing a Degree and having Service background in Police/Navy/Army.</p>
14	Private Secretary to Honourable Speaker	18300-500-21800-EB-650-27000-810-35100	1	<p>Designation: Hon. Speaker will designate any officer in the Meghalaya Legislative Assembly Secretariat holding a post in the Pay Scale of PS to HS as his Private Secretary.</p>
15	Committee	18300-500-21800-EB-650-27000-810-35100	3	<p>Promotion: 50% of posts From amongst Assistant Superintendents with 2 years experiences in that grade.</p> <p>Departmental Competitions: All posts not filled by promotion & 50% of posts Vacancies not filled by promotion and the remaining 50% of posts, will be filled by Departmental Competition through written test and interview limited to employees with 3 years of experience in any post in the Meghalaya Legislative Assembly Secretariat with Degree in law.</p> <p>Direct Recruitment: All posts not filled by promotion & Departmental Competition</p>

				Vacancies not filled by promotion and Departmental Competition, will be filled by open advertisement, through written test and interview from persons with Degree in law, and experience of 3 years in legal practice, legal institutions etc.
16	Superintendent	18300-500-21800-EB-650-27000-810-35100	2	<p>Promotion: 50% of posts</p> <p>From amongst Assistant Superintendents with 2 years experiences in that grade.</p> <p>Departmental Competitions: All posts not filled by promotion & 50% of posts</p> <p>Vacancies not filled by promotion and the remaining 50% of posts, will be filled by Departmental Competition through written test and interview limited to employees with 3 years of experience in any post in the Meghalaya Legislative Assembly Secretariat with Degree in law.</p> <p>Direct Recruitment: All posts not filled by promotion & Departmental Competition</p> <p>Vacancies not filled by promotion and Departmental Competition, will be filled by open advertisement, through written test and interview from persons with Degree in law, and experience of 3 years in legal practice, legal institutions etc.</p>
17	Assistant Superintendent	15700-390-18430-EB-510-23020-690-30610	1	<p>Promotion: From amongst cashiers and Upper Division Assistants with 2 years experiences in those grades.</p> <p>Departmental Competition: If vacancy is not filled by promotion it will be filled by Departmental Competition limited to staffs of Meghalaya Legislative Assembly Secretariat.</p>

18	Subordinate Engineer	14100-350-16550-EB-460-20690-620-27510	1	<p>Promotion: From amongst Electrical Supervisors with 2 years experiences in that grade.</p> <p>Departmental Competition: If vacancy is not filled by promotion, it will be filled by Departmental Competition limited to staffs of Meghalaya Legislative Assembly Secretariat holding a Degree in Electrical Engineering.</p> <p>Direct Recruitment: If vacancy is not filled by promotion/Departmental Competition, it will be filled by open advertisement, through field and other skill tests from persons with degree Electrical Engineering.</p>
19	Upper Division Assistant	14100-350-16550-EB-460-20690-620-27510	16 (Including one post for the Press Wing)	<p>Promotion: From amongst Lower Division Assistants/Time Keepers of the Meghalaya Legislative Assembly Secretariat with 3 years experiences in that grade.</p> <p>Departmental Competition: If vacancy is not filled by promotion, it will be filled by Departmental Competition limited to staffs of Meghalaya Legislative Assembly Secretariat having Higher Secondary School Leaving Certificate qualification and work experience.</p>
20	Cashier	14100-350-16550-EB-460-20690-620-27510	1	<p>Designation: One amongst the senior Upper Division Clerks will be designated as Cashier, keeping in view the special job requirements.</p> <p>Departmental Competition: If vacancy is not filled by promotion, it will be filled by Departmental Competition limited to staffs of Meghalaya Legislative Assembly Secretariat holding a Degree in Commerce and work experience.</p>

21	Watch & Ward Officer	13100-330-15410-EB-420-19190-580-25570	1	<p>Promotion: From amongst Senior Watch & Ward of the Meghalaya Legislative Assembly Secretariat with 2 years experiences in that grade.</p> <p>Departmental Competition: If vacancy is not filled by promotion, it will be filled by Departmental Competition limited to staffs of Meghalaya Legislative Assembly Secretariat with minimum Higher Secondary School Leaving Certificate qualification and work experience.</p>
22	Steno Grade II	13100-330-15410-EB-420-19190-580-25570	3	<p>Promotion: From amongst Steno Grade III of the Meghalaya Legislative Assembly Secretariat with 2 years experiences in that grade.</p> <p>Departmental Competition: If vacancy is not filled by promotion, it will be filled by Departmental Competition limited to staffs of Meghalaya Legislative Assembly Secretariat with stenography qualification, Computer knowledge and work experience.</p>
23	Senior Watch & Ward	12000-300-14100-EB-390-17610-530-23440	4	<p>Promotion: From amongst Junior Watch & Ward of the Meghalaya Legislative Assembly Secretariat with 2 years experiences in that grade.</p> <p>Departmental Competition: If vacancy is not filled by promotion, it will be filled by Departmental Competition limited to staffs of Meghalaya Legislative Assembly Secretariat with Higher Secondary School Leaving Certificate qualification and work experience.</p>
24	Assistant Librarian	11300-280-13260-EB-360-16500-500-22000	1	<p>Promotion: From amongst Library Assistants of the Meghalaya Legislative Assembly Secretariat with 2 years experiences in that grade.</p>

				<p>Departmental Competition:</p> <p>If vacancy is not filled by promotion, it will be filled by Departmental Competition limited to staffs of Meghalaya Legislative Assembly Secretariat with Degree or Diploma Library Science.</p>
25	Senior Grade Typist	10600-270-12490-EB-340-15550-470-20720	1	<p>Promotion:</p> <p>From amongst Typists of the Meghalaya Legislative Assembly Secretariat with 2 years experiences in that grade.</p> <p>Departmental Competition:</p> <p>If vacancy is not filled by promotion, it will be filled by Departmental Competition limited to staffs of Meghalaya Legislative Assembly Secretariat possessing minimum typing speed of 30 wpm or knowledge of computer and typing with work experience.</p>
26	Electrical Supervisor	10600-270-12490-EB-340-15550-470-20720	1	<p>Promotion:</p> <p>From amongst Electricians of the Meghalaya Legislative Assembly Secretariat with 2 years experiences in that grade.</p> <p>Departmental Competition:</p> <p>If vacancy is not filled by promotion, it will be filled by Departmental Competition limited to staffs of Meghalaya Legislative Assembly Secretariat with a Diploma/Degree or in Electrical Engineering.</p>
27	Data Entry Operator – A (For Degree holders in any discipline with one and half year Diploma in Computer	10600-270-12490-EB-340-15550-470-20720	6	<p>Departmental Competition:</p> <p>Vacancies will be filled by Departmental Competition through written test, skill test and interview limited to employees with 1 year experience in any post in the Meghalaya Legislative Assembly Secretariat with a typing speed of 40 wpm in English.</p> <p>Direct Recruitment:</p> <p>If vacancy is not filled by Departmental</p>

	Application s/Science) Data Entry Operator – B (for others)			Competition, it will be filled by open advertisement, through written test, skill test and interview from persons with a degree and 40 wpm typing in English.
28	Steno Grade III	10600-270- 12490-EB- 340-15550- 470-20720	2	<p>Departmental Competition: Vacancies will be filled by Departmental Competition through written test, skill test and interview limited to employees with 1 year experience in any post in the Meghalaya Legislative Assembly Secretariat with a speed of 80 wpm in English stenography.</p> <p>Direct Recruitment: If vacancy is not filled by Departmental Competition, it will be filled by open advertisement, through written test, skill test and interview from persons with a degree and a speed of 80 wpm in English stenography.</p>
29	Lower Division Assistant	11300-280- 13260-EB- 360-16500- 500-22000	24 (Including one post for the Press Wing)	<p>Promotion: 20% of posts From amongst Receptionists / Intercom Operators/Typists and other eligible employees of the Meghalaya Legislative Assembly Secretariat with 3 years experiences in any of those grades and possessing Higher Secondary School Leaving Certificate qualification.</p> <p>Departmental Competition: If vacancy is not filled by promotion it will be filled by Departmental Competition limited to staffs of Meghalaya Legislative Assembly Secretariat possessing Higher Secondary School Leaving Certificate qualification and experience.</p> <p>Direct Recruitment: 80% of the posts shall be filled up by open advertisement possessing minimum Higher Secondary School Leaving Certificate qualification with</p>

				computer knowledge.
30	Receptionist	9900-250-11650-EB-320-14530-440-19370	8 (Including two posts for the Press Wing)	<p>Promotion: From amongst the Typists of the Meghalaya Legislative Assembly Secretariat with 2 years experiences in that grade with Higher Secondary qualification.</p> <p>Departmental Competition: If vacancy is not filled by promotion it will be filled by Departmental Competition limited to staffs of Meghalaya Legislative Assembly Secretariat possessing minimum Higher Secondary School Leaving Certificate qualification and work experience.</p>
31	Intercom Operator	9900-250-11650-EB-320-14530-440-19370	5	<p>Promotion I: 50% of posts From amongst the Typists of the Meghalaya Legislative Assembly Secretariat with 2 years experiences in that grade with Higher Secondary qualification.</p> <p>Promotion II: 50% of posts From amongst the Telephone Operators of the Meghalaya Legislative Assembly Secretariat with 2 years experiences in that grade with Higher Secondary qualification.</p> <p>Departmental Competition: If vacancy is not filled by promotion it will be filled by Departmental Competition limited to staffs of Meghalaya Legislative Assembly Secretariat minimum Higher Secondary School Leaving Certificate qualification with computer knowledge and work experience.</p>
32	Caretaker	9900-250-11650-EB-320-14530-440-19370	1	<p>Promotion: From amongst the Jamadar and Daftry of the Meghalaya Legislative Assembly Secretariat with 2 years experiences in that grade.</p> <p>Departmental Competition: If vacancy is not filled by promotion, it</p>

				will be filled by Departmental Competition limited to staffs of Meghalaya Legislative Assembly Secretariat minimum Higher Secondary School Leaving Certificate qualification and work experience.
33	Library Assistant	9200-230-10810-EB-300-13510-410-18020	1	<p>Promotion: From amongst the Library Attendants with 2 years of experience in that grade with Degree in any subject and Diploma in Library Science.</p> <p>Departmental Competition: If vacancy is not filled by promotion, it will be filled by Departmental Competition limited to employees of Meghalaya Legislative Assembly Secretariat with 3 years experiences in any post and having a Diploma in Library Science.</p> <p>Direct Recruitment: Vacancies not filled by Promotion and Departmental Competition, will be filled by open advertisement through written test and interview from persons with a Degree in any subject and a Diploma in Library Science.</p>
34	Mechanic	9200-230-10810-EB-300-13510-410-18020	1	<p>Direct Recruitment: By open advertisement through skill test and interview from persons with a Diploma in Mechanical Engineering.</p> <p>Departmental Competition: If vacancy is not filled by promotion, it will be filled by Departmental Competition limited to staffs of Meghalaya Legislative Assembly Secretariat possessing a Degree/Diploma in Mechanical Engineering and work experience on automobiles.</p>
35	Typist	8300-210-9770-EB-270-12200-370-16270	15	<p>Departmental Competition: Vacancies will be filled by Department Competition through written test, skill test and interview limited to employees with 1 year experience in any post in</p>

				<p>the Meghalaya Legislative Assembly Secretariat with Higher Secondary qualification and speed of 30 wpm in English typing.</p> <p>Direct Recruitment:</p> <p>Vacancies not filled by Departmental Competition, will be filled by open advertisement through written test, skill test and interview from persons with Higher Secondary and a speed of 30 wpm in English typing.</p>
36	Junior Watch and Ward	8300-210-9770-EB-270-12200-370-16270	29	<p>Departmental Competition:</p> <p>Vacancies will be filled by Department Competition through physical fitness tests and interview limited to employees with a minimum qualifying service of 3 years in any post in the Meghalaya Legislative Assembly Secretariat with Higher Secondary qualification.</p>
37	Electrician	8300-210-9770-EB-270-12200-370-16270	4	<p>Direct Recruitment:</p> <p>By open advertisement, through skill test and interview from persons with a Diploma in Electrical Engineering.</p> <p>Departmental Competition:</p> <p>If vacancy is not filled by promotion, it will be filled by Department Competition limited to staffs of Meghalaya Legislative Assembly Secretariat possessing a Degree/Diploma in Electrical Engineering and work experience.</p>
38	Electrician cum Sound Operator	8300-210-9770-EB-270-12200-370-16270	1	<p>Designation:</p> <p>A senior Electrician will be designated as Electrician cum Sound Operator, keeping in view the special job requirements, and will be posted after imparting necessary training in sound operating techniques.</p>
39	Driver	7700-190-9030-EB-250-11280-340-15020	13 (Including one post for the Press Wing)	<p>Departmental Competition:</p> <p>Vacancies will be filled by Department Competition through skill test and interview limited to employees with 3 years experiences in the Meghalaya</p>

				<p>Legislative Assembly Secretariat with appropriate driving licence and 3 years experiences of driving appropriate vehicles.</p> <p>Direct Recruitment: If vacancy is not filled by Department Competition, it will be filled by open advertisement through skill test and interview from persons with Higher Secondary qualification, experience of 3 years in driving appropriate vehicles and possessing appropriate driving licence.</p> <p>[One Junior Driver in the Press Wing to be re-designated as Driver and merged with Drivers]</p>
40	Jamadar Orderly	7100-180-8360-EB-230-10430-310-13840	4	<p>Promotion: From amongst Senior Grade IV employees of the Assembly Secretariat holding the pay scale of Rs. 6500-12700 with more than 10 years of service in that grade.</p>
41	Daftry	7100-180-8360-EB-230-10430-310-13840	2	<p>Promotion: From amongst Senior Grade IV employees holding the pay scale of Rs. 6500-12700 with more than 10 years of service in that grade.</p>
42	Lift Operator	7100-180-8360-EB-230-10430-310-13840	1	<p>Promotion: From amongst Senior Grade IV employees holding the pay scale of Rs. 6500-12700 with more than 3 years of service in that grade and to be posted after giving necessary training.</p> <p>Departmental Competition: If vacancy is not filled by promotion, it will be filled by Department Competition limited to Grade IV staffs of Meghalaya Legislative Assembly Secretariat possessing minimum Class X qualification.</p> <p>Direct Recruitment: If vacancy is not filled by Department Competition, it will be filled by open advertisement through skill test and interview from persons with minimum</p>

				Class X qualification.
43	Head Mali	7100-180-8360-EB-230-10430-310-13840	1	Promotion: From amongst employees holding the pay scale of Rs. 6500-1270 with 3 years of service in that grade and to be posted after imparting basic training in gardening.
44	Telephone Operator	6500-160-7620-EB-210-9510-290-12700	2	Direct Recruitment: By open advertisement through skill test and interview from persons having 10 th standard qualification, with experience as a Telephone Operator in an organization of repute for 3 years. Departmental Competition: If vacancy is not filled by promotion, it will be filled by Department Competition limited to staffs of Meghalaya Legislative Assembly Secretariat possessing Higher Secondary School Leaving Certificate qualification and work experience.
45	Water Attendant	6500-160-7620-EB-210-9510-290-12700	2	Direct Recruitment: By open advertisement through interview from persons having 10 th standard qualification, with experience as Attendant in an organization of repute for 3 years.
46	Library Attendant	6500-160-7620-EB-210-9510-290-12700	2	Direct Recruitment: By open advertisement through skill test and interview from persons having 10 th standard qualification, with experience as library or Documentation Assistant in an organization of repute for 3 years.
47	Peon	6500-160-7620-EB-210-9510-290-12700	51 (Including seven posts for Press Wing)	Direct Recruitment: By open advertisement through interview from persons with 10 th standard qualification, with experience as Peon or Attendant in an organization of repute for 3 years.
48	Mali	6500-160-7620-EB-210-9510-290-12700	18	Direct Recruitment: By open advertisement through skill test and interview from persons with 10 th standard qualification, with necessary experience in gardening for 3

				years.
49	Chowkidar	6500-160-7620-EB-210-9510-290-12700	11 (Including two posts for Press Wing)	Direct Recruitment: By open advertisement through skill test and interview from persons with 10 th standard qualification, with experience of having performed security duties in an organization of repute for 3 years.
50	Member Attendant	6500-160-7620-EB-210-9510-290-12700	17	Direct Recruitment: By open advertisement through interview from persons with 10 th standard qualification, with experience as Peon or Attendant in an organization of repute for 3 years.
51	Hot Water Attendant	6500-160-7620-EB-210-9510-290-12700	3	Direct Recruitment: By open advertisement through interview from persons with 10 th standard qualification, with experience as Peon or Attendant in an organization of repute for 3 years.
52	Sweeper	6500-160-7620-EB-210-9510-290-12700	11 (Including one post for Press Wing)	Direct Recruitment: By open advertisement through interview from persons with 10 th standard qualification, with experience as sweeper in an organization of repute for 3 years.
53	Bus Helper	6500-160-7620-EB-210-9510-290-12700	1	Direct Recruitment: By open advertisement through interview from persons with 10 th standard qualification, with experience as Bus Helper in an organization of repute for 3 years.
54	Stocker/Supplier	6500-160-7620-EB-210-9510-290-12700	1 [Add the number of supplier posts in Press wing here]	Direct Recruitment: By open advertisement through interview from persons with 10 th standard qualification, with experience of having worked as Stocks Assistant in an organization of repute for 3 years. [Stocker when posted to Press Wing will be designated as Supplier]
55	Electrical Helper	6500-160-7620-EB-210-9510-290-	2	Direct Recruitment: By open advertisement through

		12700		interview from persons with 10 th standard qualification, with experience of having worked as Electrical Helper in an organization of repute for 3 years.
56	Cleaner	6500-160-7620-EB-210-9510-290-12700	40 (Including seven posts for Press Wing)	Direct Recruitment: By open advertisement through interview from persons with 10 th standard qualification, with experience as Cleaner in an organization of repute for 3 years.

B. POSTS IN ASSEMBLY PRESS WING (PRINTING)

57	Manager Press	17000-470-20290-EB-560-25330-760-33690	1	<p>Promotion: From amongst Foreman in the Meghalaya Legislative Assembly Secretariat with 3 years experiences in that grade.</p> <p>Departmental Competition: If vacancy is not filled by promotion, it will be filled by Department Competition limited to staffs of Meghalaya Legislative Assembly Secretariat holding a Diploma in Printing Technology from a recognised University, and a minimum experience of 15 years in Assembly Press.</p> <p>Direct Recruitment: If vacancy is not filled by promotion, it will be filled by open advertisement, through skill test and interview, from amongst persons holding a Diploma in Printing Technology from a recognised University, and a minimum experience of 15 years in printing technology in a press of repute.</p>
58	Foreman	14100-350-16550-EB-460-20690-620-27510	1	<p>Promotion: From amongst Junior DTP Operators, Revisors and Plate Developer cum Metal Plate Printers with 3 years experiences in any of those grades.</p> <p>Departmental Competition: If vacancy is not filled by promotion, it</p>

				will be filled by Department Competition limited to staffs of Meghalaya Legislative Assembly Secretariat having Diploma in Printing Technology and work experience.
59	Senior Reader	14100-350-16550-EB-460-20690-620-27510	2	<p>Promotion: From amongst Junior DTP Operators, Revisors and Plate Developer cum Metal Plate Printers with 3 years experiences in any of those grades.</p> <p>Departmental Competition: If vacancy is not filled by promotion, it will be filled by Department Competition limited to staffs of Meghalaya Legislative Assembly Secretariat possessing a Degree qualification and technical knowledge in printing.</p>
60	Section Holder	14100-350-16550-EB-460-20690-620-27510	3	<p>Promotion: From amongst Junior DTP Operators, Revisors and Plate Developer cum Metal Plate Printers with 3 years experiences in any of those grades.</p> <p>Departmental Competition: If vacancy is not filled by promotion, it will be filled by Department Competition limited to staffs of Meghalaya Legislative Assembly Secretariat possessing a Degree qualification and technical knowledge in printing.</p>
61	Junior Reader	14100-350-16550-EB-460-20690-620-27510	1	[Post to be re-designated as Senior Reader and merged with Senior Reader, since pay scale is one and the same]
62	Electrician cum Mechanic	14100-350-16550-EB-460-20690-620-27510	3	<p>Departmental Competition: Vacancy to be filled through skill test and interview limited to Electrical Supervisors and Mechanics in the Meghalaya Legislative Assembly Secretariat with 3 years experiences in the grade.</p> <p>Direct Recruitment: If vacancy is not filled by Departmental Competition, it will be filled by open advertisement, through</p>

				skill test and interview, from amongst persons having Diploma in Electrical Engineering or in Mechanical Engineering and having 5 years experiences in a printing press of repute in attending to faults in printing machinery and electrical faults.
63	DTP Operator	14100-350-16550-EB-460-20690-620-27510	5	<p>Promotion: From Junior DTP Operators, of the Meghalaya Legislative Assembly Secretariat with 3 years experiences in that grade.</p> <p>Departmental Competition: If vacancy is not filled by promotion, it will be filled by Department Competition limited to staffs of Meghalaya Legislative Assembly Secretariat possessing a Degree with knowledge in computer.</p>
64	Junior DTP Operator	12000-300-14100-EB-390-17610-530-23440	8	<p>Departmental Competition: If vacancy is not filled promotion, it will be filled by Departmental Competition limited to staffs of Meghalaya Legislative Assembly Secretariat possessing Higher Secondary School Leaving Certificate qualification with knowledge in computer.</p> <p>Direct Recruitment: By open and advertisement, through written test, skill test and interview, from amongst persons having Higher Secondary, Diploma in DTP, 3 years experiences as DTP operator in a printing Press of repute.</p>
65	Revisor	12000-300-14100-EB-390-17610-530-23440	2	<p>Promotion: From Copy Holders of the Meghalaya Legislative Assembly Secretariat with 3 years experiences in that grade.</p> <p>Departmental Competition: If vacancy is not filled promotion, it will be filled by Departmental Competition limited to staffs of Meghalaya Legislative Assembly Secretariat possessing Higher</p>

				Secondary School Leaving Certificate qualification with computer knowledge.
66	Plate Developer cum Metal Plate Printer	12000-300-14100-EB-390-17610-530-23440	2	<p>Promotion: From amongst the Offset Printers of the Meghalaya Legislative Assembly Secretariat with 3 years experiences in that grade, and to be posted after short term training in plate developing and metal plate printing.</p> <p>Departmental Competition: If vacancy is not filled by promotion, it will be filled by Departmental Competition limited to staffs of Meghalaya Legislative Assembly Secretariat with requisite qualification and experience, as prescribed for Direct Recruitment candidates.</p> <p>Direct Recruitment: If vacancy is not filled by promotion, it will be filled by Open advertisement, through skill test and interview, from amongst persons having Higher Secondary, Diploma in printing and 3 years experiences in Plate developing and metal plate printing in a printing press of repute.</p>
67	Copy Holder	10600-270-12490-EB-340-15550-470-20720	5	<p>Departmental Competition: If vacancy is not filled by promotion, it will be filled by Departmental Competition limited to staffs of Meghalaya Legislative Assembly Secretariat with requisite qualification and experience, as prescribed for Direct Recruitment candidates.</p> <p>Direct Recruitment: By open advertisement, through written test, skill test and interview, from amongst persons possessing Higher Secondary School Leaving Certificate qualification and 3 years copy holder's experience in a printing press of repute.</p>
68	Offset Printer	10600-270-12490-EB-	2	<p>Promotion: From amongst the Junior Offset</p>

		340-15550-470-20720		<p>Printers with 3 years experiences in that grade.</p> <p>Departmental Competition: If vacancy is not filled by promotion, it will be filled by Departmental Competition limited to staffs of Meghalaya Legislative Assembly Secretariat possessing Higher Secondary Leaving Certificate and technical knowledge in building.</p>
69	Junior Offset Printer	9900-250-11650-EB-320-14530-440-19370	3	<p>Departmental Competition: If vacancy is not filled by promotion, it will be filled by Departmental Competition limited to staffs of Meghalaya Legislative Assembly Secretariat possessing Higher Secondary Leaving Certificate and technical knowledge in printing.</p> <p>Direct Recruitment: By open advertisement, by skill test and interview, from amongst persons having a diploma in printing with 3 years experiences as offset printer in a printing press of repute.</p>
71	Binder Grade II	8300-210-9770-EB-270-12200-370-16270	5	<p>Departmental Competition: If vacancy is not filled by promotion, it will be filled by Departmental Competition limited to staffs of Meghalaya Legislative Assembly Secretariat possessing Higher Secondary Leaving Certificate and technical knowledge in binding.</p> <p>Direct Recruitment: By open advertisement, by skill test and interview, from amongst persons having 10th standard qualification and 3 years experiences in binding work in a printing press of repute.</p>
72	Counter	7100-180-8360-EB-230-10430-310-13840	3	<p>Departmental Competition: If vacancy is not filled by promotion, it will be filled by Departmental Competition limited to staffs of Meghalaya Legislative Assembly Secretariat possessing Higher Secondary Leaving Certificate and technical knowledge in binding.</p>

				<p>Direct Recruitment:</p> <p>By open advertisement, by skill test and interview, from amongst persons having 10th standard qualification and 3 years experiences as counter in a printing press of repute.</p>
73	Upper Division Assistant	14100-350-16550-EB-460-20690-620-27510	1	<p>Promotion:</p> <p>From amongst Lower Division Assistants with 3 years experiences in that grade.</p> <p>Departmental Competition:</p> <p>If vacancy is not filled by promotion, it will be filled by Departmental Competition limited to staffs of Meghalaya Legislative Assembly Secretariat possessing Degree qualification with work experience.</p>
74	Lower Division Assistant	11300-280-13260-EB-360-16500-500-22000	1	<p>Promotion:</p> <p>20% of posts</p> <p>From amongst the Receptionists / Intercom Operators/Typists and other eligible employees of the Meghalaya Legislative Assembly Secretariat with 3 years experiences in any of those grades and possessing Higher Secondary School Leaving Certificate qualification.</p> <p>Departmental Competition:</p> <p>If vacancy is not filled by promotion, it will be filled by Departmental Competition limited to staffs of Meghalaya Legislative Assembly Secretariat possessing Higher Secondary School Leaving Certificate qualification and experience.</p> <p>Direct Recruitment:</p> <p>80% of the posts shall be filled up by open advertisement possessing minimum Higher Secondary School Leaving Certificate qualification with computer knowledge.</p>
75	Driver	7700-190-9030-EB-250-11280-340-15020	1	<p>Departmental Competition:</p> <p>If vacancy is not filled by promotion, it will be filled by Departmental Competition limited to staffs of Meghalaya Legislative Assembly</p>

				<p>Secretariat with requisite qualification and experience as prescribed for Direct Recruitment candidates.</p> <p>Direct Recruitment:</p> <p>By open advertisement and examination through skill test and interview with three years experiences in driving vehicles and possessing Driving Licence.</p>
76	Sweeper	6500-160-7620-EB-210-9510-290-12700	1	<p>Direct Recruitment:</p> <p>By open advertisement through interview from persons with 10th Standard qualification, with experience as sweeper in an organisation of repute for 3 years.</p>
77	Chowkidar	6500-160-7620-EB-210-9510-290-12700	2	<p>Departmental Competition:</p> <p>If vacancy is not filled by promotion, it will be filled by Departmental Competition limited to staffs of Meghalaya Legislative Assembly Secretariat with requisite qualification and experience as prescribed for Direct Recruitment candidates.</p> <p>Direct Recruitment:</p> <p>By open advertisement through interview from persons with 10th Standard qualification, with experience of having performed security duties in an organisation of repute for 3 years.</p>
78	Peon	6500-160-7620-EB-210-9510-290-12700	2	<p>Departmental Competition:</p> <p>If vacancy is not filled by promotion, it will be filled by Departmental Competition limited to staffs of Meghalaya Legislative Assembly Secretariat with requisite qualification and experience as prescribed for Direct Recruitment candidates.</p> <p>Direct Recruitment:</p> <p>By open advertisement through interview from persons with 10th Standard qualification, with experience as Peon or Attendant in an organisation of repute for 3 years.</p>

SCHEDULE – II
OF
THE MEGHALAYA LEGISLATIVE ASSEMBLY SECRETARIAT
(RECRUITMENT AND CONDITIONS OF SERVICE) RULES,
2011

Secretary	- Overall in-charge.
Addl. Secretary I	- In-charge of Legislation Branch, Legal matters, Establishment Branch, Conference, Transport, Committees.
Addl. Secretary II	- In-charge of Nazarat Branch, Assembly Hostel, Committees.
Joint Secretary	- In-charge of Legislation Branch, Establishment Branch, Committees, Conference.
Deputy Secretary	- In-charge of Accounts Branch, Drawing & Disbursing Officer (DDO).
Librarian	- In-charge of Library, Library Committee & Computer Branch.
Superintendent Hostel	- In-charge of Assembly Hostel, House Committee.
Superintending Engineer (Electrical)	- In-charge Electrical Branch.
Marshal	- In-charge of Security and Watch & Ward Branch.
Chief Reporter	- In-charge of Reporters & Reporting Branch.