



LAW (A) DEPARTMENT

**THE MEGHALAYA HOUSES STAFFF
(OFFICE OF THE ESTABLISHMENTS OF
TRADE ADVISER AND DIRECTOR OF
MOVEMENTS, CALCUTTA AND LIAISON
OFFICER NEW DELHI)
SERVICE RULES, 1977.**

The 8th November 1977

No.GA.77/75/48.- 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 posts in the Establishment of the Meghalaya Houses at Calcutta and New Delhi, namely:-

THE MEGHALAYA HOUSES STAFF (OFFICE ESTABLISHMENTS OF TRADE ADVISER AND DIRECTOR OF, MOVEMENTS, CALCUTTA AND LIAISON OFFICER NEW DELHI) SERVICE RULES, 1977.

PRELIMINARY

1. **Short title and Commencement.-** (1) These rules may be called "The Meghalaya Houses Staff (Office Establishments of Trade Adviser and Director of Movements, Calcutta and of Liaison Officer, New Delhi) Service Rules, 1977.

(2) They shall apply to the staff employed in the Meghalaya Houses (Office Establishments of Trade Adviser and Director of Movements, Calcutta and of Liaison Officer, New Delhi.

Exception.- These rules shall not apply to persons already in Government service under the Government of Meghalaya and who are purely on temporary transfer to any post borne in the Establishment of either the Meghalaya House, Calcutta, or the Meghalaya House, New Delhi, unless they are appointed to such posts in accordance with the provisions of these rules.

(3) They shall come into force at once.

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

- (a) "Appointing of Authority" means the Authority specified in Col.11 of Schedule I to these rules.
- (b) "Commission" means the Meghalaya Public Service Commission.
- (c) "Committee" means the Selection Committees constituted under Rule 8 of these rules.
- (d) "Competent Authority" means the Government in the General Administration Department.

- (e) "Government" means the Government of Meghalaya.
- (f) "Member of the Service" means a member of the staff in the Office establishments mentioned in clause (g) of this Rule.
- (g) "Office Establishment" means the office establishment of the Trade Adviser and Director of Movements, Government of Meghalaya at Calcutta or as the case may be of the Liaison Officer, Government of Meghalaya in New Delhi.
- (h) "Service" means the Meghalaya House Staff (Office Establishment of Trade Adviser and Director of Movements, Calcutta and of Liaison Officer, New Delhi) Service.
- (i) "Scheduled Castes/Scheduled Tribes" means Scheduled Castes and Scheduled Tribes listed in Part XVI of the Second Schedule and in Part XV of the Fourth Schedule respectively of the North-Eastern Areas (Re-organisation) Act, 1971.
- (j) "Year" means Calendar year.

COMPOSITION AND STRENGTH OF THE SERVICE

3. **Composition.-** (1) The Service shall comprise of two categories, namely, Category I and Category II. Each Category shall consist of the post or posts as may be so specified from time to time.

(2) Each of the Categories in sub-rule (1) shall form an independent cadre. Members of a Lower Cadre shall have no claim for appointment to a higher cadre and no member of the Service appointed to any post in a cadre shall have any claim as of right for appointment to any higher post within that cadre except in accordance with the provision of these rules.

4. **Strength of the Service. -** (1) The number of posts, permanent as well as temporary in each category as mentioned in sub-rule (1) of Rule 3 shall be such as may be determined by Government from time to time.

(2) At the commencement of these Rules, the strength of the service shall be as shown in Schedule I.

5. **Status and Scales of pay.-** Unless ordered otherwise to the contrary by Government the status of the post or posts under each category and the scale of pay of each such posts shall be as prescribed in Schedule II to these Rules and in the Meghalaya Services (Revision of Pay) Rules, 1975 respectively.

6. **Transfer.** - A member of the Service appointed to a post borne in one of the office establishments specified in clause (g) of Rule 2 shall not be transferred to the other office establishment except in the interest of public service and on the order of the competent authority.

[Explanatory Note. - The transfer under this Rule shall also include transfer by way of promotion made under the provisions of the Rules].

METHOD OF RECRUITMENT

7. **RECRUITMENT.** - (1) Appointment to the post or posts specified under Categories I and II of Scheduled I shall be in accordance with one or other of the methods as specified under Column 5 of Schedule II to these Rules.

(2) Where appointment is to be made otherwise than by direct recruitment in consultation with the Meghalaya Public Service Commission to posts specified under Category I such appointments shall be made on the recommendation of the Committee constituted under clause (a) of sub-rule (1) of Rule 8 and in accordance with the procedure laid down in sub-rule (3) thereunder.

(3) Appointment to posts specified under Category II of Schedule I shall be made on the recommendation of the Committee constituted under clauses (b) and (c) of sub-rule (1) of Rule 8 and in accordance with the procedure laid down under sub-rule (2) thereof.

(4) Wherever appointment is to be made by direct recruitment in consultation with the Meghalaya Public Service Commission as specified in Column 5 of Schedule II, the normal procedure as followed in similar recruitments in accordance with the Meghalaya Public Service Commission (Limitation of Functions) Regulation, 1972 shall apply.

[Explanatory Note. - Consultation with the Commission shall not be necessary in respect of recruitment under sub-rule (2) and sub-rule (3) of this Rule].

PROCEDURE OF SELECTION

8. **Selection Committees.** - (1) For the purpose of recruitment under sub-rule (2) and sub-rule (3) of Rule 7, there shall be constituted the following Selection Committees consisting of the members shown against each -

(a) **For posts under Category I**

Chairman –

Secretary to the Government, General Administration Department.

Member –

An Officer of the Government not below the rank of Deputy Secretary as may be nominated by Government.

Convenor and Secretary –

Under –Secretary to the Government, General Administration Department.

**(b) For posts under Category II borne in the
Meghalaya House, Calcutta**

Chairman –

Secretary to the Government, General Administration Department.

Member –

An Officer to be nominated by the Government.

Convener and Secretary –

Appointing Authority concerned.

**(c) For posts under Category II borne in the Meghalaya
House, New Delhi.**

Chairman:-

Secretary to the Government, General Administration Department.

Member –

An Officer to be nominated by the Government.

Convener and Secretary :-

Appointing Authority concerned.

[Explanation.- The term Secretary to the Government in General Administration Department shall include the Special Secretary in the same Department].

(2) The following procedure shall be followed in the matter of recruitment under sub-rule (3) of Rule 7, namely:-

- (a) Applications shall be invited in the manner as the competent authority may prescribe.
- (b) The Committee shall conduct competitive examinations of the eligible applicants which may consist of both written and viva-voce Tests or only a viva-voce Test.
- (c) The Committee may also examine the Service Records including Character Roll of each candidate.
- (d) The Committee shall then prepare a list of successful candidates in order of merit and shall forward the list to the Appointing Authority concerned, who shall make the appointment unless there is reasonable ground to withhold such appointment.

(3) For recruitment under sub-rule (2) of Rule 7, the Appointing Authority shall refer to the Committee the approximate number of vacancies likely to occur in each of the categories and furnish the Committee with the Character Rolls and Services Records of all eligible persons belonging to the respective categories. The Committee shall examine the Character Rolls and Service Records of such persons belonging to the respective categories. The Committee shall examine the Character Rolls and Service Records of such persons and prepare a separate list of names for each category of posts, in order of preference. These lists shall be forwarded by the Committee to the Appointing Authority. The Appointing Authority shall consider the lists prepared by the Committees along with the Character Rolls and Service Records of such persons and approve the list unless any change is considered necessary. If the Appointing Authority considers any change necessary in the list received it shall inform the Committee of the changes proposed and after taking into account the comments, if any, of the Committee may approve the lists finally with such modifications as may in his opinion be just and proper. The lists as finally approved by the Appointing Authority shall form the Select Lists for the purpose of appointment under the aforesaid Rule.

9. **Conditions of eligibility for appointment.-** No candidate shall be eligible for appointment under these rules unless he satisfies the following conditions:-

- (i) **Nationality.** - He must be a citizen of India.
- (ii) **Age.-** The candidate must not be less than 18 years and not more than 27 years of age on the first day of the year of advertisement:

Provided that in the case of candidates belonging to Scheduled Castes/Scheduled Tribes the upper age limit will be subject to any relaxation made by Government from time to time: Provided further that in the case of appointments other than by direct recruitment the lower and upper age limits of serving employees of Government shall be as the competent Authority may prescribe.

- (iii) **Educational Qualification.** - For direct recruitment to posts in Category I: -- (a) **Post of Inspectors.**

A Candidate must be a Degree holder in Arts, Science or Commerce from a recognised University.

(b) **Posts of Typist, Steno-Typist, Receptionist and Lower Division Assistant.** - A candidate must have passed the H.S.L.C. Higher Secondary Examination, as the case may be, from a recognised University/Board or any Examination declared equivalent thereof by the Government.

(c) For direct recruitment to a post in Category II a candidate must have passed the Lower Primary Examination.

- (iv) A candidate must not have more than one wife/husband living provided that Government may, for good and sufficient reasons, exempt any candidate from the operation of this condition.

10. **Physical fitness.**- No candidate shall be eligible for appointment who, after such medical examination as Government may prescribe, is not found to be in good mental condition or sound health or free from any mental or physical defect likely to interfere in the efficient discharge of his/her duties.

11. **Training.**- All members of the Service may be required to undergo such training and pass such examination as may be prescribed by the competent authority from time to time.

12. **Confirmation.**- (1) Subject to availability of a permanent vacancy, every member of the Service shall be confirmed in the cadre to which he is appointed provided:-

- (a) he has completed at least three years of service to the satisfaction of the Appointing Authority.
- (b) he is required to undergo any prescribed training and to pass prescribe departmental examination, and has successfully compiled with such requirements.
- (c) he is otherwise considered fit for confirmation by the Appointing Authority.

(2) Subject to the aforesaid conditions, confirmation shall be made on the basis of seniority.

13. **Discharge or reversion before confirmation.**- At any time before confirmation a member of the Service is liable to be reverted to his next lower rank or to a lower grade or to a lower post on which he holds lien or discharged from service in case he is direct recruit or if his performance is not satisfactory and/or if the Appointing Authority finds him otherwise unfit to hold the post.

SENIORITY

14. **Seniority.**- The seniority of members of the Service under Category I, in respect of each of the post specified therein, shall be as follows:-

- (a) Members appointed on the basis of selection by the Committee under Rule 8 shall be in the order in which Rule 8 shall be in the order in which their names are arranged by the Government for the purpose of appointment.
- (b) Members appointed by direct recruitment shall be in the order in which their names appear on the result of the competitive examination conducted by the Committee under Clause (b) of sub-rule (2) of Rule 8.
- (c) **Interse-Seniority.**- Members specified at (a) shall be senior to members specified at (b) above.
- (d) The seniority of Members of the Service under Category II in respect of each post specified therein shall be according to the order of preference prepared by the Committee concerned.

15. If confirmation of a member of the Service in a cadre is delayed on account of his failure to qualify for such confirmation he shall lose his position in the order of seniority in that cadre vis-à-vis that of his juniors as may be confirmed earlier than him. His original position in that particular cadre shall, however, be restored on his being confirmed.

MISCELLANEOUS

16. **Leave, Pension, etc.-** (1) Except as provided in these rules, all matters relating to pay, allowances, leaves, pension, discipline and other conditions or service shall be regulated by general rules framed by Government from time to time.

(2) For the purpose of reservation of posts for Scheduled Castes/Scheduled Tribes candidates, all appointments under these Rules as specified under Column 5 of the Second Schedule except appointment by promotion or by transfer shall be deemed to be by direct recruitment and necessary reservation in accordance with Government orders issued from time to time shall apply.

17. **Power of Government to dispense with or relax any rule.-** The Government may dispense with or relax the requirement of any of the Rules to such extent and subject to such conditions as it may consider necessary.

18. **Interpretation.-** If any question arises relating to the interpretation of these rules, it shall be referred to the competent authority whose decision thereon shall be final.

19. **Validation** – Any order made or action taken before the commencement of these rules shall be deemed to have been validly made or taken under the corresponding provision of these rules.

H.A.D. SAWIAN,

Secretary to the Government of Meghalaya,
General Administration Department, Shillong.

(PART - A)

SCHEDULE I – [Vide RULES 2 (a), 3 and 4]

PART- B

Different categories and posts under each category	Establishment of the Meghalaya House, Calcutta			Establishment of the Meghalaya House, New Delhi			Total strength under each category			Appointing authority
	Per man ent	Temp orary	Total	Perma nent	Tempor ary	Total	Total of Cols. 2 & 5	Total of Cols. 3 & 6	Total of Cols. 4 & 7	
1	2	3	4	5	6	7	8	9	10	11
CATEGORY – I										
1. Inspectors of Trade and movements.	...	2 Nos.	2 Nos.	2 Nos.	2 Nos.	The Secretary to the Government of Meghalaya in the General Administration Department or any other Officer of the General Administration Department not below the rank of a Deputy Secretary to the Government.
2. Upper Division Assistants	...	2 Nos.	2 Nos.	...	1 No	1 No.	...	3 Nos.	3 Nos.	
3. Receptionists	1 No.	1 No.	...	1 No	1 No.	...	2 Nos.	2 Nos.	
4. Lower Division Assistants	...	5 Nos.	5 Nos.	...	1 No.	1 No.	...	6 Nos.	6 Nos.	
5. Steno Grade III cum-Typist.	...	1 No.	1 No.	1 No.	1 No.	
6. Typist	...	1 No.	1 No.	...	1 No.	1 No.	...	2 Nos.	2 Nos.	
CATEGORY – II										
Drivers	...	1 No.	1 No.	...	2 Nos.	2 Nos.	...	3 Nos.	3 Nos.	1. Trade Adviser and Ex-Officio Director of Movement, Calcutta in respect of posts borne in the Office Establishment of the Meghalaya House, Calcutta.
Peons	...	3 Nos.	3 Nos.	...	1 No.	1 No.	...	4 Nos.	4 Nos.	
GROUP – A										
Chowkidar/Night Watchman	...	2 Nos.	2 Nos.	...	2 Nos.	2 Nos.	...	4 Nos.	4 Nos.	
Darwan	...	3 Nos.	3 Nos.	3 Nos.	3 Nos.	
GROUP – B										
Bearer	...	8 Nos.	8 Nos.	...	4 Nos.	4 Nos.	...	12 Nos.	12 Nos.	2. The Liaison Officer, Meghalaya House, New Delhi in respect of the posts borne in the Office Establishment of the Meghalaya House, New Delhi.
Cook	...	2 Nos.	2 Nos.	...	2 Nos.	2 Nos.	...	4 Nos.	4 Nos.	
GROUP – C										
Mali	...	2 Nos.	2 Nos.	...	2 Nos.	2 Nos.	...	4 Nos.	4 Nos.	
Cleaners	...	2 Nos.	2 Nos.	2 Nos.	2 Nos.	
Sweepers	...	3 Nos.	3 Nos.	...	2 Nos.	2 Nos.	...	5 Nos.	5 Nos.	

SCHEDULE I – (Vide RULES 5, 7)

Serial No. (1)	Name of Post (2)	Scale of Pay (3)	Statures (4)	Method of Recruitment (5)
	POSTS UNDER CATETORY –I			
1	1. Inspector of Trade and Movement.	Rs.350-15-425-E.B.-20-625-E.N.-25-750.	Class III (Executive Subordinate) Non-Gazetted.	<p>1. Inspector of Trade and Movements-</p> <p>(i) By direct recruitment in consultation with the M.P.S.C. in accordance with the rules and orders laid down by Government from time to time.</p> <p>(ii) By transfer for serving employees of the Government of Meghalaya on the basis of selection.</p> <p>(iii) (a) By promotion on the basis of selection from among the members of the service holding other posts under Category – I of Schedule I appended to these rules in accordance with the procedure laid down in sub-rule 3 of rule 8. The list so prepared shall be forwarded to the Commission along with the C.Rs. and Service Records of all eligible persons and the observations of the Appointing Authority on the recommendation of the Committee. The Commission shall consider the list along with other documents received and approve the list unless the Commission consider any change necessary. If the Commission consider any change necessary. If the Commission consider</p>

Serial No. (1)	Name of Post (2)	Scale of Pay (3)	Statutes (4)	Method of Recruitment (5)
				any change necessary, it shall inform the Appointing Authority of the changes proposed and after taking into consideration the comments, if any, of the Appointing Authority shall approve the list finally with such modification, if any, as the Commission may think to be just and proper. The list as finally approved by the Commission shall form the select list for the purpose of appointment by promotion.
				(b) The select list shall ordinarily remain valid for one year from the date of approval by the Commission, provided that in the event of any great lapse in the conduct or 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 any such persons from the select list in consultation with the Commission.
2	Receptionist	Rs.260-7-295-E.B.-8-375-E.B.- 10-425 per mensem.	Class III (Ministerial) Non-Gazetted.	2. Receptionist (i) By direct recruitment through the Selection Committee constructed under rule 8, or (ii) as in (ii) above. (iii) as in (iii) above.
3	Stenographer Grade III- cum-Typist.	Rs.350-10.400-E.B.-15-550 per mensem.	Class III (Ministerial) Non-Gazetted.	3. Stenographer Grade III- (i) By direct recruitment through the Selection Committee constituted under rule 8 and in accordance with the procedure laid down in sub-rule (3) thereof;

Serial No. (1)	Name of Post (2)	Scale of Pay (3)	Statutes (4)	Method of Recruitment (5)
				(ii) By transfer of a serving Stenographer Grade III;
				(iii) By promotion of a member of the service under Category-I holding the post of Typist and declared to have passed the requisite speed test in Stenography by the speed test conducting agency as may be recognised by the competent authority.
4	Upper Division Assistants.	Rs.400-15-475-E.B.-17.50-650 per mensem.	Class II (Ministerial) Non-Gazetted.	<p>4. Upper Division Assistants –</p> <p>(i) by promotion on the basis of merit cum-seniority from amongst members of the Service under category-I holding the posts of Lower Division Assistants. For the purpose of eligibility for consideration for such promotion, it shall be necessary that such member should fulfill the following conditions, viz:</p> <p>(a) he must have rendered atleast three years of service as Lower Division Assistant on the first day of the year the recruitment is made;</p> <p>(b) he must possess a thorough working knowledge of accounts;</p> <p>(c) any other conditions as may be prescribed by the competent authority.</p>

Serial No.	Name of Post	Scale of Pay	Statutes	Method of Recruitment
(1)	(2)	(3)	(4)	(5)
5	Lower Division Assistants.	Rs.260-7-295-E.B.-8-375- E.B.-10-425 per mensem.	Grade III (Ministerial) Non Gazetted.	<p>5. Lower Division Assistant –</p> <p>(i) by direct recruitment through Selection Committee constituted under rule 8, or</p> <p>(ii) by promotion on the basis of Selection by merit only from amongst (a) the members of the Service under category – I holding the post of Typist who have rendered at least four years of service in such post on the first day of the year in which recruitment is made;</p> <p>(a) the members of the Service under category-II holding any of the post specified in Group A,B and C of Schedule I who have rendered at least seven years of service in such posts and possessing the necessary qualification prescribed by Government for the post of Lower Division Assistant in corresponding scale of pay.</p>

Serial No.	Name of Post	Scale of Pay	Statutes	Method of Recruitment
(1)	(2)	(3)	(4)	(5)
6	Typist	Rs.240-5-265-E.B.-7-335-E.B.9-380 per mensem. Two and four advance increments for those passing speed test of 30 and 45 words per minute respectively	Grade III (Ministerial) Non-Gazetted.	6. Typist – (i) by direct recruitment through the Selection Committee constituted under rule 8. (ii) by transfer of serving employees of the Government holding the post of Typist; (iii) by promotion on the basis of selection by merit only from amongst the members of the service under category – II holding any post specified in Group A, B and C of Schedule I who have rendered at least seven years of service in such post and possessing the necessary qualification prescribed by Government for the post of Typist in corresponding scale of pay.
POST UNDER CATEGORY II –				
Establishment of Meghalaya House, Calcutta.				
7	(i) Driver	Rs.220-5-270-E.B.-6-300-E.B.-8-340 per mensem. A special pay of Rs. 30 in lieu of overtime allowance.	Class III (Para Technical) Non-Gazetted.	7. Posts under category – II in both Meghalaya Houses – By direct recruitment through the Selection Committee constituted under rule 8.
	(ii) Peon, Bearer, Cook, Chowkidar, Darwan, Sweeper, Cleaner.	Rs.190-2-200-3-242-4-250 p.m.	Class IV Non-Gazetted.	7. Posts under category – II in both Meghalaya Houses – By direct recruitment through the Selection Committee constituted under rule 8.

Serial No. (1)	Name of Post (2)	Scale of Pay (3)	Statutes (4)	Method of Recruitment (5)
	Establishment of Meghalaya House, New Delhi			
(i) Driver	...	Rs.260-6-326-E.B.-8-350 p.m. Central scales of pay and allowances at Central rates.	Class III (Para Technical) Non- Gazetted Class IV Non Gazetted.	
(ii) Peon, Bearer, Cook, Chowkidar, Night Watchman, Mali, Sweeper.		Rs.196-3-220-E.B.-3- 232p.m. Central scales of pay and allowances at Central rates.		

H.A.D. SAWIAN,
Secretary to the Government of Meghalaya,
General Administration Department, Shillong.

GP (GAD)-1/78-500-31-1-78

**GOVERNMENT OF MEGHALAYA
GENERAL ADMINISTRATION (A) DEPARTMENT**

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**ORDERS BY THE GOVERNOR
NOTIFICATION**

Dated Shillong the 4th August, 2010

No.GAA.121/2003/29 - In exercise of the powers conferred by the proviso to Article 309 of the Constitution and in partial modification of this Department's No GAA. 77/75/48, dt. 8/11/1977, the Governor of Meghalaya is pleased to amend the following rules to amend the **MEGHALAYA HOUSES SERVICES RULES, 1977.**

1. Short title and commencement –

(1) These Rules may be called the Meghalaya House Staff (Office Establishments of trade Adviser and Director of Movements, and Liaison Officer, New Delhi) Service (Amendment) Rules, 2009

(2) They shall come into force from the date of this notification in the official Gazette.

2. Amendment of long title

The wordings appearing within brackets after the words **"THE MEGHALAYA HOUSES STAFF"** shall be substituted as under:

"OFFICE ESTABLISHMENT OF RESIDENT COMMISSIONER, NEW DELHI, TRADE ADVISER & DIRECTOR OF MOVEMENTS, KOLKATA, OFFICER ON SPECIAL DUTY, GUWAHATI AND MEGHALAYA HOUSE, VELLORE, MUMBAI, STATE GUEST HOUSE, SHILLONG."

3. Amendment of Rule 1(1)

The wording appearing within brackets after the words "These Rules may be called **"The Meghalaya House Staff"** and before the words **"Service Rules, 1977"** shall be substituted as under :

"Office Establishments of Resident Commissioner, New Delhi, Trade Adviser & Director of Movements, Kolkata, Officer on Special Duty, Guwahati, Meghalaya House, Vellore, Meghalaya House, Mumbai and State Guest House, Shillong.

4. Amendment of Rule 1(2)

The wordings appearing within brackets after the words "They shall apply to the staff employed in Meghalaya Houses' shall be substituted as under :

"Office Establishments of Resident Commissioner, New Delhi, Trade Adviser & Director of Movements, Kolkata, Officer on Special Duty, Guwahati and Meghalaya House, Vellore, Meghalaya House, Mumbai, State Guest House, Shillong"

5 - Amendment of Exception below sub-rule (2) of Rule 1.

The wordings "the Meghalaya House Calcutta or the Meghalaya House, New Delhi" appearing after the words 'These rules shall not apply to persons already in Government service under the Government of Meghalaya and who are purely on temporary transfer to any post borne in the Establishment of either' and before the word "unless they are appointed to such posts in accordance with the provisions of these rules' shall be substituted as under :

"Office Establishments of Resident Commissioner, New Delhi, Trade Adviser & Director of Movements, Kolkata, Officer on Special duty, Guwahati and Meghalaya House, Vellore, Meghalaya House, Mumbai, State Guest House, Shillong."

6. – Amendment of The entire content under this clause shall be substitute as
Clause (g) under under:
Rule 2.

“Office Establishment of Resident Commissioner, New Delhi, Trade Adviser & Director of Movements, Kolkata, Officer on Special Duty, Guwahati and Meghalaya House, Vellore, Meghalaya House, Mumbai, State Guest House, Shillong”

7. Amendment of
Clause (h) under
Rule 2

The entire content under this clause shall be substituted as under:

“Service” means the Meghalaya House Staff (Office Establishments of Resident Commissioner, New Delhi, Trade Adviser & Director of Movements, Kolkata, Officer on Special Duty, Guwahati and Meghalaya House, Vellore, Meghalaya House, Mumbai, State Guest House, Shillong) Service”.

8. Amendment of
Sub-rule 2 of
Rule 4.

The entire content under this clause shall be substituted as under

“At the commencement of these Rules and from the date of their amendment, the strength of the service shall be as shown in Schedule I of the Rule”.

9. Amendment of -
Sub- rule 2 of
Rule 7.

The provisions under Rule 7 shall be substituted as under :

- (1) Appointment by promotion to post specified under Category I carrying the scale of pay the maximum of which is Rs. 11,130/- and above shall be made in the manner prescribed under Schedule II of the Rule on the recommendation of the Committee constituted under Sub-rule (1) of Rule 8 and in consultation with the Meghalaya Public Service Commission.
- (2) Where Appointment by promotion to posts under Category I shall be made on the recommendation of the Meghalaya Public Service Commission in accordance with the Meghalaya Public Service Commission (Limitation of Functions) Regulation, 1972.
- (3) Where appointment by promotion to posts under Category I carrying the scale of pay the maximum of which is Rs. 11,130/- and above shall be made in the manner prescribed under Schedule II of the Rule on the recommendation of the Committee constituted under Sub-rule (1) of Rule 8 and in accordance with the procedure laid down in sub-rule (2) there-under.
- (4) Appointment to posts specified under Category II of Schedule I shall be made on the recommendation of the Committee constituted under Sub-rule (1) of Rule 8 and in accordance with the procedure laid down in column 5 of Schedule II

10. Amendment of
Sub-rule (1) of
Rule 8.

- The existing provision under this sub-clause shall be substituted as under

- (a) (1) For the purpose of appointment by promotion under sub-rule (1) of Rule 7 to posts carrying a scale of pay the maximum of which is Rs. 11,130/- and above, there shall be a **DEPARTMENTAL PROMOTION COMMITTEE**, consisting of the following members:-

Chief Secretary	- Chairman
Principal Secretary/ Commissioner & Secretary/ Secretary, General Administration Deptt .	- Member Secretary
Principal Secretary Commissioner & Secretary/Secretary, Personnel & A R . Department	- Member.
Principal Secretary Commissioner & Secretary/Secretary/Finance Deptt or his representative	- Member

- (2) The Committee(s) may invite any other persons to attend its meeting if and when considered necessary.
- (b) (1) For the purpose of appointment by promotion under Rule 7 to posts carrying a scale of pay the maximum of which is below Rs. 11,130/- there shall be a **DEPARTMENTAL PROMOTION COMMITTEE**, consisting of the following members :-

Principal Secretary Commissioner & Secretary/ Secretary General Administration Deptt.	- Chairman
Commissioner & Secretary Secretary, Personnel & A R Deptt or his Representative.	- Member.
Commissioner & Secretary/Secretary/ Finance Department or his representative.	- Member.
Joint Secretary/Deputy Secretary/ Under Secretary, General Administration Deptt	- Member Secretary.

**11. Amendment of
Sub-Clause (a)
under Clause
(iii) of Rule 9 -**

The name of the post "Inspector" shall be substituted by
"Liaison Officer and Movement Officer."

**12. Amendment of
Sub-Clause (c)
of Rule 9 -**

The wordings "Lower Primary Examination" appearing at the end of the sentence shall be substituted by "Class VIII" Examination.

Sd/-

P W Ingty

Commissioner & Secretary to the Government of Meghalaya,
General Administration Department

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Memo No. GAA.121/2003/29-A

Dated Shillong the 4th August, 2010

Copy to :-

1. The P S to the Chief Secretary for information of the Chief Secretary.
2. The P S to Additional Chief Secretary to the Government of Meghalaya for -information of the Additional Chief Secretary.
3. The Principal Secretary/Commissioner & Secretary/Secretary to the Government of Meghalaya, Finance Department
4. The Principal Secretary/Commissioner & Secretary/Secretary to the Government of Meghalaya, Personnel & A R (A) and (B) Department,
5. All Administrative Department
- ✓ 6. All Heads of Department
7. The Principal Resident Commissioner, Meghalaya House, Government of Meghalaya, 9-Aurangzeb Road, New Delhi -110011.
8. The Trade Adviser & Director of Movements, Government of Meghalaya, Meghalaya House, 120-Shanti Palli Kasba, Kolkata – 700107.
9. The Officer On Special Duty, Government of Meghalaya House, A K Azad Road, Rehabari, Guwahati -8.
10. The Officer on special Duty, Government of Meghalaya, Meghalaya House, Sathuvachari (PH-IV) Rangapuram, Vellore- 632009.
11. The Deputy Resident Commissioner, Meghalaya House, Government of Meghalaya, Plot No 25, Sector 30A, Vashi Navi, Mumbai- 400703.
12. The Director of Printing & Stationeries, Meghalaya Shillong to publish in the Meghalaya gazette in the next issue and he is requested to send 100 printed copies to the Deptt.



By orders etc.,

Under Secretary to the Government of Meghalaya,
General Administration (A) Department

SCHEDULE

The existing Schedule I shall be substitute as under

Sl No	Name of the Establishment	Meghalaya House New Delhi.			Meghalaya House, Kolkata.			Meghalaya House, Guwahati			Meghalaya House, Vellore.			Meghalaya House, Mumbai			Guest House, Shillong			Appointing Authority
	Different Categories under each category.	Permanent	Temporary	Total No.	Permanent	Temporary	Total No.	Permanent	Temporary	Total No.	Permanent	Temporary	Total No.	Permanent	Temporary	Total No.	Permanent	Temporary	Total	
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Category - I																				
1.	Officer on Special duty	-	1	1	-	1	1	-	1	1	-	1	1	-	-	-	-	-	-	General Administration (A) Department = For Category I posts from serial 1 to 20
2.	Liaison Officer	-	-	-	-	1	1	-	1	1	-	1	1	-	-	-	-	-	-	
3.	Movement Officer	-	-	-	-	1	1	-	-	-	-	-	-	-	-	-	-	-	-	
4.	Superintendent	1	-	1	1	-	1	-	-	-	-	-	-	-	-	-	-	-	-	
5.	House Keeper	-	1	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
6.	Caretaker	-	1	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
7.	Senior Divisional Accountant													-	1	1				
8.	Junior Divisional Accountant		1	1																
9.	Stenographer Grade. I		1	1	-	-	-	-	-	-	-	-	-	-	-	-				
10.	Stenographer Grade. II	-	-	-	-	1	1	-	-	-	-	-	-	-	-	-				
11.	Stenographer Grade. III	-	1	1	-	-	-	-	-	-	-	-	-	-	-	-				
12.	UDAs	1	2	3	1	2	3	-	1	-	-	-	-	-	1	1				
13.	UDA-Cum-Acctt	-	-	-	-	-	-	1	-	1	-	-	-	-	-	-				
14.	LDAs	-	7	7	6	5	1	-	1	-	-	-	-	-	2	2				
15.	LDA-Cum-Typist	1	-	1																
16.	Typist	-	-	-	-	-	-	1	-	1	-	-	-	-	-	-				
17.	LDA-cum-Receptionist	6	-	6	2	2	4	-	-	-	-	-	-	-	-	-				
18.	Assistant Nazir,	-		-	-	-	-	-	-	-	-	-	-	-	-	-	1	-	1	
19.	A.P.O.	-	-	-	-	-	-	1	-	1	-	-	-	-	-	-				
20.	A.P.A.	-	-	-	-	-	-	-	1	1	-	-	-	-	-	-				
21.	Receptionist	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-	1	-	1	
22.	Telex Operator	-	-	-	1	-	1	-	-	-	-	-	-	-	-	-				
23.	Telephone Operator	-	-	-	-	-	-	1	1	-	-	-	-	-	-	-				
24.	Lift Operator-Cum-Generator	-	-	-	2	1	3	-	-	-	-	-	-	-	-	-				

[illegible]

SCHEDULE**The existing Schedule II shall be substitute as under:****POST UNDER CATEGORY – I**

Sl No.	Name of the Post	Scale of Pay	Status	Method of Recruitment	Education qualification
1.	T A & D M, Kolkata.	Borne on State Civil Service.	GROUP - A		
2.	J R C/ARC, New Delhi	Borne on State Civil Service.			
3.	Officer on Special Duty, Meghalaya House, Vellore/Guwahati.	Rs.16300-410—19170-EB-530-23940-720-31860/- p.m.		1) By promotion on the basis of selection under Rule 7 (1), in consultation with the Meghalaya Public Service Commission (MPSC), from the members of the Service holding the posts of Liaison Officer/Movement Officer and having completed minimum 5 years service in the same post on the first day of the year in which recruitment is made. 2) By transfer of serving employees of the Government of Meghalaya drawing identical scale of pay on the basis of selection of the Select Committee constituted under sub Rule 1 of Rule 8.	
4.	Officer on Special Duty, Meghalaya House, Kolkata.	Rs.17000-470-20290-EB-560-25330-720-31860/ p.m.		3) By promotion on the basis of selection under Rule 7 (1), in the consultation with the Meghalaya Public Service Commission (MPSC), from the members of the Service holding the posts of Liaison Officer/Movement Officer and having completed minimum 5 years service in the same post on the first day of the year in which recruitment is made. 4) By transfer of serving employees of the Government of Meghalaya drawing identical scale of pay on the basis of selection of the Select Committee constituted under sub Rule 1 of Rule 8.	

Sl No.	Name of the Post	Scale of Pay	Status	Method of Recruitment	Education qualification
5.	Officer of Special Duty/ Deputy Resident Commissioner Meghalaya, House Mumbai.	Rs.23300-700-27500-830- 32480-970-39270/- p.m.	GROUP - B	1) By the Deputation from amongst the services of MSS serving in the status of Under Secretary or drawing identical scale of pay which in this case, the Controlling authority is Personnel & A R (A) Deptt. OR 2) From the cadre service belonging to the MCS which in this case, the controlling authority is Personnel & A R (A) Deptt.	Degree holder in Arts/Science and Commerce.
6.	Liaison Officer, Meghalaya House, Kolkata/Guwahati/Vellore.	Rs.14700-370-17290-EB-480- 21610-650-28760/- p.m.		1) By direct recruitment through MPSC in accordance with the rules laid down from time to time by the Government in General Administration Department.	
7.	Movement Officer, Meghalaya House, Kolkata.	-do-		2) By transfer of serving employees of the Government of Meghalaya drawing identical scale of pay on the basis of selection of the Select Committee constituted Sub Rule 1 of Rule 8. 3) By promotion on the basis of selection under Rule 7 (2) from among the members of the Service holding the immediate lower post with minimum 5 years service in the same post on the first day of the year in which recruitment is made.	
8.	Superintendent, Meghalaya House, New Delhi/Kolkata.	Rs.14700-350-16550-EB-460- 20690-620-27510/- p.m.		By promotion on the basis of selection by Seniority – Cum- Merit made under Rule 7 (2) from among the members of the Service holding the post of Upper Divisional Assistant and completed a minimum of 5 years service in the same post on the first day of the year in which recruitment is made.	

Sl No.	Name of the Post	Scale of Pay	Status	Method of Recruitment	Education qualification
9.	Upper Divisional Assistant, Meghalaya House, New Delhi/Kolkata/Guwahati/Vellore/Mumbai.	Rs.12000-300-14100-EB-390-17610-530/23440/- p.m.	GROUP - C	By promotion on the basis of selection by Seniority – Cum – Merit made under Rule 7 (2) from among the members of the Service holding the post of Lower Divisional Assistants and completed at least 4 years of Service on the first day of the year in which recruitment is made.	
10.	Lower Divisional Assistant (LDA), Meghalaya House, New Delhi/Kolkata /Guwahati/Vellore/Mumbai	Rs.9900-250-11650-EB-32-14530-440-19370/- p.m.		1) By direct recruitment through the Selection Committee constituted sub-rule (1) of Rule 8; or 2) By promotion on the basis of the selection by Seniority – Cum- Merit made under Rule 7 (2) from among the members of the Service holding post of Lower Divisional Assistants and completed at least 4 years of service on the first day of the year in which recruitment is made. 3) By promotion of the members of the Service under category – II holding any of the post specified in Group A,B and C of Schedule I who have rendered at least 7 years of service in such post and possessing the necessary qualification prescribed by Government for the post of LDA in corresponding scale of pay.	P.U.C. in Arts, Science and Commerce.
11.	Receptionist, Meghalaya House, New Delhi/Kolkata/ Guwahati/Vellore/Mumbai	Rs. 9900-250-11650-EB-320-14530-440-19370/- p.m.		1) By direct recruitment through the Selection Committee constituted under sub-rule (1) of Rule 8; or 2) By promotion on the basis of selection by Seniority-Cum-merit made under Rule 7 (2) from among the members of the Services holding the post of Typist who have rendered at least 4 years of service on the first day of the year in which recruitment is made. 3) By transfer of serving employees of the Government of Meghalaya drawing identical scale of pay on the basis of selection of the State Committee constituted under Sub Rule 1 of Rule 8.	P.U.C. in Arts, Science and Commerce.

Sl No.	Name of the Post	Scale of Pay	Status	Method of Recruitment	Education qualification
12.	House Keeper, Meghalaya House, New Delhi.	Rs.14100-350-16550-EB-460-20690-620/27510/- p.m.	GROUP - C	1. By direct recruitment through the Selection Committee constituted under sub-rule (1) of Rule 8.	1. Degree holder in Arts, Science and Commerce. 2. Diploma in Hotel Management, House Keeping Activities.
13.	Caretaker Meghalaya House, New Delhi.	Rs.14100-350-16550-EB-460-20690-620-27510/- p.m.		1. By direct recruitment through the Selection Committee constituted under sub-rule (1) of Rule 8.	3. Minimum 3 years experience in Hotel management.
14.	Typist, Meghalaya House, New Delhi/Kolkata/ Guwahati/Vellore/ Mumbai.	Rs.8300-210-9770-EB-270-12200-370-16270/- p.m.		1. By direct recruitment through the Selection Committee constituted under sub-rule (1) of Rule 8; or 2. By promotion on the basis of the selection by Seniority-Cum-merit under the members of the Services under category-II holding any of the post specified in Group A,B and C of Schedule I who have rendered at least seven years of service in such post and possessing the necessary qualification prescribed for the post.	P.U.C. in Arts, Science & Commerce & Diploma Holder in Typing, and knowledge of operating of Computer.
15.	Telephone/Telex Operator, Meghalaya House, Kolkata/Guwahati.	Rs.8300-210-9770-EB-270-12200-370-16270/- p.m.		1) By direct recruitment through the Selection Committee constituted under sub-rule (1) of Rule 8; or 2) By transfer of serving employee of the Government of Meghalaya drawing identical scale of pay on the basis of selection of the Select Committee constituted under Sub Rule 1 of Rule 8.	P.E.C in Arts, Science, Commerce.

Sl No.	Name of the Post	Scale of Pay	Status	Method of Recruitment	Education qualification
16.	Stenographer Grade I, Meghalaya House, New Delhi.	Rs.18300-500-21800-EB-650-27000-810-35100/- p.m.	GROUP A	<ol style="list-style-type: none"> 1. By direct recruitment through MPSC in accordance with the rules laid down from time to time by the Government in General Administration Department. 2. By transfer of serving Stenographer Grade I of the Government of Meghalaya on the basis of selection of the Select Committee constituted under Sub Rule I of Rule 8; or 3. By promotion on the basis of selection under Rule 7 (2) from among the Stenographer Grade II possessing the requisite qualification for the post and completed at least 5 years service in the same post on the first day of the year in which recruitment is made. 	P.U.C. in Arts, Science and Commerce.
17.	Stenographer Grade II, Meghalaya House New Delhi/Kolkata.	Rs.13100-330-15410-EB-420-19190-580-25570/- p.m.	GROUP B	<ol style="list-style-type: none"> 1) By direct recruitment through MPSC in accordance with the rules laid down from time to time by the Government in General Administration Department. 2) By transfer of serving Stenographer Grade II of the Government of Meghalaya on the basis of selection of the Select Committee constituted under Sub Rule I of Rule 8; or 3) By promotion on the basis of selection under Rule 7 (2) from among the Stenographer Grade III possessing the requisite qualification for the post and completed at least 5 years service in the same post on the first day of the year in which recruitment is made. 	P.U.C. in Arts, Science and Commerce. Diploma holder in Shorthand with minimum speed of 80 words per minute.

Sl No.	Name of the Post	Scale of Pay	Status	Method of Recruitment	Education qualification
18.	Stenographer Grade III, Meghalaya House, New Delhi.	Rs.10600-270-12490-EB-340-14440-470-230720/- p.m.	GROUP - C	1) By direct recruitment through MPSC in accordance with the rules laid down from time to time by the Government in General Administration Department. 2) By transfer of serving Stenographer Grade II of the Government of Meghalaya on the basis of selection of the Select Committee constituted under Sub Rule I of Rule 8; or 3) By promotion on the basis of selection under Rule 7 (2) from among the members of the Service holding the post of Typist and declared to have passed the requisite speed in Stenography by the Speed Conducting Agency as may be recognized by the competent authority.	P.U.C. in Arts, Science and Commerce. Diploma holder in Shorthand with minimum speed of 60 words per minute.
19.	Assistant Nazir, State Guest House, Shillong.	Rs.8300-210-9770-EB-270-12200-370-16270/- p.m.		1) By direct recruitment through the Selection Committee constituted under sub-rule (1) of Rule 8; or 2) By transfer of serving employee of the Government of Meghalaya drawing identical scale of pay on the basis of selection of the Select Committee constituted under Sub Rule 1 of Rule 8.	P.U.C. in Arts, Science & Commerce & Diploma Holder in Typing, and knowledge of operating of Computer.
20.	Receptionist, State Guest House, Shillong.	Rs. 8300-210-9770-EB-270-12200-370-16270/- p.m		1) By direct recruitment through the Selection Committee constituted under sub-rule (1) of Rule 8; 2) By transfer of serving employee of the Government of Meghalaya drawing identical scale of pay on the basis of selection of the Select Committee constituted under Sub Rule 1 of Rule 8.	P.U.C. in Arts, Science & Commerce.

POST UNDER CATEGORY - II

Sl No.	Meghalaya House, New Delhi	Scale of Pay	Status	Method of Recruitment	Education qualification
1.	Driver (Junior Grade)	Central scale of Pay	Group C	By direct recruitment through the Selection Committee constituted under Rule 8.	Passed Class VIII
2.	Peon, Room Bearer, Cooks, Chowkidars, Darwans, Cleaners, Sweepers.	Central Scale of Pay	Group D	By direct recruitment through the Selection Committee constituted	-do-
Others Meghalaya Houses and State Guest House, Shillong		State Scale of Pay			
1.	Driver (Junior Grade)	Rs.7700-190-9030-EB-250-11280-340-15020 /- P.m	Group C	By direct recruitment through the Selection Committee constituted under Rule 8.	Passed Class VIII
2.	Duftry	Rs.7100-180-8360-EB-230—10430-310-13840/- P.m	Group D	By promotion on the basis of selection under Rule 7 (2) from among the members of the service holding the post of Group D and having completed 5 years of service in the same post on the first day of the year in which recruitment is made.	
3.	Peon, Room Bearer, Cooks, Chowkidars, Darwans, Cleaners, Sweepers.	Rs.6500-160-7620-EB-210-9510-290-12700/- P.m.	Group D	By direct recruitment through the Selection Committee constituted under Rule 8.	Passed Class VIII

Schedule II [Vide Rules 5.7]
POSTS UNDER CATEGORY - I

Sl No.	Name of the Post	Scale of Pay	Status	Method of Recruitment
1.	Office on Special Duty, Meghalaya House, Kolkata.	Rs.17000-470-20290-EB-560-25330-720-31860/- P.m.	Group C	By promotion from Lower post of Liaison Officer, Consultation with MPSC in accordance with the rules and orders by the Govt. shall be made.
2.	Liaison Officer, Meghalaya House, Guwahati.	Rs.14700-370-17290-EB-480-21610-650-28670/- P.m.	Group C (Executive Sub-ordinate) Non-Gazetted.	L.O (i) By direct recruitment in accordance with rules laid down by the Govt. APO (ii) By promotion/transfer of serving Govt. employees of the Govt. of Meghalaya on the Steno Grade I basis of selection of suitable/eligible member of the service holding other posts under category I. Caretaker
3.	A.P.O. Guwahati Airport.	Rs.14100-350-16550-EB-460-20690-620-27510/- p.m		
4.	Stenographer Grade I, Meghalaya House, New Delhi.	Rs.18300-500-21800-EB-650-27000 - 810 -35100/- P.m		
5.	House Keeper, Meghalaya House, New Delhi.	Rs.14100-350-16550-EB-460-20690-620-27510/- P.m	Group C	By direct recruitment through Select Committee constituted under Rule 8.
6.	U.D.A.	Rs.12000-300-14100-EB-390-17610-530-23440/- P.m.	1. Class – II (Ministerial Non-Gazetted)	By promotion on the basis of Seniority-Cum-Merit from amongst the LDAs who have rendered at least 4 years service.
7.	L.D.A.	Rs.9900-250-11650-EB-320-14530-440-19730/- P.m.	2. Class – III (Ministerial Non-Gazetted)	1) By direct recruitment through the Selection Committee constituted under Rule 8. Or 2) Promotion in accordance with the rules laid down by the Government.
8.	Stenographer Grade II	Rs.13100-330-15410-EB-420-19190-580-25570/- P.m.		
9.	Stenographer Grade III	Rs.10600-270-12490-EB-340-14440-470-20720/- P.m		
10.	Receptionist	Rs.8300-210-9770-EB-270-12200 - 370-16270/- P.m.		
11.	Telephone Operator	-do-		
12.	Typist	-do-		
13.	Air Protocol Assistant	-do-		

POST UNDER GROUP “D”

Sl No.	Name of the Post	Scale of Pay	Status	Method of Recruitment
I.				
1.	Driver (Junior Grade)	Rs.7700-190-9030-EB-250-11280-340-15020/- P.m. [Megh. House, New Delhi, opted for Central scale of pay and central allowances]	(Para technical) Non-Gazetted	
2.	Peon, Room Bearer, Cooks, Chowkidars, Darwan, Cleaners, Sweepers.	Rs.7100-180-8260-EB-230-10430-310-13840/- P.m. (Megh. House, New Delhi, opted for Central scales of pay and allowances at Central rates)	Non-Gazetted	
3.	Protocol Assistant	Rs. 8300-210-9770-EB-270-12200-370-16270/- P.m	Non-Gazetted	
II. Other Meghalaya Houses				
1.	Driver (Junior Grade)	Rs.7700-190-9030-EB-250-11280 - 340- 15020/- P.m.	(i) (Para technical) Non Gazetted	By direct recruitment through the Selection Committee constituted under Rule – 8.
2.	Peon, Room Bearer, Cooks, Chowkidars, Darwan, Cleaners, Sweepers.	Rs.6500-160-7620-EB-210-9510-290- 12700/- P.m.	(ii) Non – Gazetted	

(P. W. Ingty)

Commissioner & Secretary to the Government of Meghalaya,
General Administration (A) Department

The 27th January, 2011.

No.GAA.121/2003/Pt-1/9.—In exercise of the powers conferred by the proviso to Article 309 of the Constitution the Governor of Meghalaya is pleased to make the 2nd Amendment to the **Meghalaya Houses Service Rules, 1977**; (hereinafter referred to as the principal rule) namely-

1. **Short title and commencement** :- (1) These rules may be called the Meghalaya Houses Service (Amendment) Rules, 2010.
(2) It shall come into force with immediate effect.
2. **Insertion of new sub-clause (c) after Clause 5(ii) in column 5 of Schedule II in post under category – I** – After Clause 5(ii) (b) in column 5 of Schedule II in posts under category – I of the principal rules, a new sub-clause (c) shall be inserted, namely.

“(c) The quota of appointment to the post of L D As shall be in the ratio **8:1:1**

respectively, i.e, **80%** by direct recruitment, 10% by promotion from amongst the Typist who have rendered not less than 4 years of continuous service and **10%** by promotion from amongst the Grade –IV who possesses the requisite educational qualifications and have rendered not less than 7 years of continuous service.”

P. W. INGTY,

Principal Secretary to the Government of Meghalaya,
General Administration Department.