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**GOVERNMENT OF MEGHALAYA  
HOUSING DEPARTMENT.**

**NOTIFICATION**

Dated Shillong the \_\_\_\_\_ 2017

No. Housing 4/2015/10 In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Government of Meghalaya is pleased to make the following Rules regulating the recruitment and the conditions of service of persons appointed to the posts in the Meghalaya Housing Engineering and Technical Service, namely, -

**1. Short Title and Commencement:-**

(1) These Rules may be called the Meghalaya Housing Engineering and Technical Service Rules, 2017.

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

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

- (a) "Appointing Authority" means (1) the Governor of Meghalaya in respect of the Gazetted posts and (2) the Director of Housing in respect of the Non-Gazetted posts;
- (b) "Commission" means the Meghalaya Public Service Commission;
- (c) "Committee" means the Committee constituted under Rule 8 and 9;
- (d) "Government" means the Government of Meghalaya;
- (e) "Governor" means the Governor of Meghalaya;
- (f) "Member of the Service" means a member of the Meghalaya Housing Engineering and Technical Service;
- (g) "Rules" means the Meghalaya Housing Engineering and Technical Service Rules 2017;
- (h) "Schedule" means schedule appended to this rules;
- (i) "Service" means the Meghalaya Housing Engineering and Technical Service;
- (j) "State" means the State of Meghalaya; and
- (k) "Year" means the Calendar Year;

**3. Constitution of the Service -** There shall be constituted a service to be known as the Meghalaya Housing Engineering and Technical Service consisting of the following persons, namely, -

- (a) persons appointed to different posts in the Service on or after 21-01-1972 but before the commencement of these Rules;
- (b) persons appointed to different posts in the Service in accordance with the provisions of these Rules;

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

- (i) Assistant Engineer.
- (ii) Junior Engineer.
- (iii) Draftsman Grade - I
- (iv) Surveyor Grade - I
- (v) Surveyor Grade - II
- (vi) Trained Section Assistant.
- (vii) Untrained Section Assistant.

(2) Each of the categories of posts in clauses (i), (ii), (iii), (iv), (v), (vi), (vii) of sub-rule (1) of Rule 4 shall form an independent cadre. Members of the lower cadre shall have no right to claim for appointment to any of the higher cadre except in accordance with the provisions made in these Rules.

**5. Status** - The Status of members of the service holding posts in clause (i) of sub-rule (1) of Rule 4 shall be Grade-II Group -A Gazetted and those holding post in (ii) of sub-rule (1) of Rule 4 shall be Grade - III Group - B Gazetted after completion of 8(eight) years and Non-Gazetted prior to completion of 8(eight) years and those holding posts in (iii), (iv) of sub-rule (1) of Rule 4 shall be Grade - III Group 'B' Non-Gazetted and those holding posts in (v), (vi), (vii) of sub-rule (1) of Rule 4 shall be Grade - III Group 'C' Non-Gazetted.

**6. Strength of the Service** - (1) The strength and composition of the Service shall be such as may be determined by the Governor from time to time.

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

**7. Method of Recruitment** - (1) Assistant Engineer : Appointment to the post of Assistant Engineer shall be made by promotion from amongst the Junior Engineers who have rendered not less than 8(eight) years of continuous service on seniority basis in those posts on the first day of the year in which the selection is made as specified in Schedule - II and whose names are included in the select list approved under Rule 10.

Provided that no persons shall be eligible for consideration for promotion unless he holds a 3 years Diploma in Civil Engineering from a recognized Institution.

(2) Junior Engineer - Appointment to the post of Junior Engineer of Housing shall be made either by direct recruitment on the result of the competitive examination conducted by the Commission from candidates holding a 3 years

Diploma in Civil Engineering from a recognized institution or by promotion from amongst members of the service holding posts of Trained Section Assistant possessing the requisite experience as specified in Schedule II and included in the select list approved under Rule 10.

The proportion of vacancies to be filled up in any year shall be 15% by promotion and 85% by direct recruitment.

(3) Draftsman Grade - I: Appointment to the post of Draftsman Grade-I shall be made by direct recruitment on the result of the examination conducted by the Commission from candidates possessing the requisite qualification as specified in Schedule II.

(4) Surveyor Grade - I: Appointment to the post of Surveyor Grade - I shall be made either by direct recruitment through the Commission from candidates possessing qualification as specified in Schedule II, or by promotion from amongst members of the service holding posts of Surveyor Grade-II possessing the requisite qualification / and experience as specified in Schedule II and included in the select list approved under Rule 10.

The proportion of vacancies to be filled up in any year shall be 15% by promotion and 85% by direct recruitment.

(5) Surveyor Grade - II: Appointment to the post of Surveyor Grade - II shall be made by promotion from amongst members of the Service holding posts of Trained or Untrained Section Assistant and possessing the requisite qualification and experience as specified in Schedule II and included in the select list approved under Rule 10.

(6) Trained Section Assistant : Appointment to the post of Trained Section Assistant shall be made by promotion from amongst the member of the service holding post of Untrained Section Assistant and possessing the requisite qualification and experience as specified in Schedule - II and included in the select list approved under Rule 10.

(7) Untrained Section Assistant : Appointment to the post of Untrained Section Assistant shall be made either by direct recruitment on the result of the examination conducted by the District Selection Committee from candidate possessing qualification as specified in Schedule II.

8. Departmental Promotion Committee for Gazetted- (1) For the purpose of appointment by promotion under Rule 7 to posts carrying scales of pay the maximum of which is 33,690.00 and above there shall be a Departmental Promotion Committee consisting of the following members:-

- |  |                        |
|--|------------------------|
| 1. Chief Secretary   | - Chairman.            |
| 2. Principal Secretary/Commissioner & Secretary/<br>Secretary Housing Department | - Member<br>Secretary. |

3. Principal Secretary/Commissioner & Secretary/Secretary/  
Additional Secretary, Personnel A.R. Department - Member.
4. Principal Secretary/Commissioner & Secretary/Secretary  
Finance Department - Member.

(2) The Committee may invite any other person to attend its meeting if and when considered necessary.

**9. Departmental Promotion Committee for Non-Gazetted-** (1) For the purpose of appointment by promotion under Rule 7 to posts carrying scales of pay the maximum of which is less than Rs.33,690/-, there shall be a Departmental Promotion Committee consisting of the following members:-

1. Principal Secretary/Commissioner & Secretary/  
Secretary, Housing Department. - Chairman
2. Director / Registrar / Commissioner & Secretary,  
(Housing Department) - Member  
Secretary
3. Principal Secretary / Commissioner & Secretary /  
Secretary / Addl. Secretary Personnel & A. R.  
Department or his representative. - Member
4. Principal Secretary / Commissioner &  
Secretary / Secretary Finance Department or his  
representative. - Member

(2) The Committee may invite any other person to attend its meeting if and when considered necessary.

**10. Procedure for preparing the Select Lists** - (1) At the beginning of each year, the Appointing Authority shall refer to the Committee, the approximate number of vacancies likely to occur in each cadre of the service during the year. To enable the Committee to prepare the list for promotion to those grades, the Appointing Authority shall furnish the Committee with the following documents, namely,-

- (i) a list of the members of the service drawn up in order of seniority and consisting three times the number of vacancies referred to in sub-rule (1).

Provided that such restriction shall not apply in respect of post where the total number of eligible person is less than three times the number of vacancies and in such a case the Committee shall consider all the eligible persons;

- (ii) the character rolls and service records of such persons; and

(iii) any other documents and information as may be considered necessary by the Appointing Authority or required by the Committee.

(2) The Committee after examining the character rolls, service records and other documents in respect of all such persons, shall prepare a list based on seniority with due regard to merit and suitability. The number of persons to be included in the list shall be according to the actual number of vacancies available at the particular grade. The list shall be forwarded by the Committee to the Appointing Authority.

(3) The names of persons in the list shall be placed in order of preferences for promotion. In every case where a junior member is selected in preference to his seniors the Committee shall record in writing the reasons for doing so.

(4) For the purpose of appointment by promotion under sub-rules (1), (2), (4), (5) and (6) of Rule 7, the Appointing Authority shall consider the list prepared by the Committee along with the character rolls and service records and other documents in respect of each person in the list and unless he considers that any change is necessary approve the list. If the Appointing Authority consider it necessary to make change in the list received from the Committee he shall inform the Committee of the changes proposed and after taking into account the comments if any, of the Committee approve the said list finally with or without modification as may in his opinion to be just and proper.

(5) The list as approved under sub-rule (4) above shall form the select list for the purpose of appointment by promotion under sub-rules (1), (2), (4), (5) and (6) of Rule 7.

11. **Validity of the Select List** - The Select List shall remain in force for a period of one year unless its validity is extended with the approval of the Commission:

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

Provided further 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 he thinks fit, remove the name of such person from the Select List. The reasons for doing so shall be recorded in writing.

The Committee shall meet once a year to review the Select List.

12. **Direct Recruitment** - (1) Appointment by Direct Recruitment shall be made on the result of the Examination conducted by the Commission or Committee. The Examination for direct recruitment under Rule 7 shall be held at such

intervals as the Appointing Authority may, in consultation with the Commission or Committee from time to time determined. The date on which and the place at which the Examination shall be held, shall be fixed by the Commission or Committee.

(2) The Examination shall be conducted by the Commission or Committee in consultation with the Appointing Authority from time to time.

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

(4) On the basis of the results of the Competitive Examination, the Commission or Committee shall prepare a list of all successful candidates in order of merit, which shall be determined in accordance with the aggregate marks obtained by each candidates and if two or more candidates obtain equal marks, the Commission or Committee shall arrange the names in order of their relative merit which shall be determined in accordance with the general suitability of the candidates for appointment to the post. The number of persons to be included in the list shall be as according to the actual vacancies likely to occur during the recruitment year. The list shall be forwarded to the Appointing Authority.

(5) The inclusion of a candidate's name in the list shall confer no right for appointment unless the Appointing Authority is satisfied, after such enquiry as may be considered necessary that the candidate is suitable in all respect for appointment to the post and that appointment to any post in the service is subject to availability of vacancy.

13. **Condition of Eligibility for appearing at the Competitive Examination -**  
In order to be eligible to compete at the examination for direct recruitment, a candidate must satisfy the following conditions namely:-

(a) Nationality – he must be a citizen of India.

(b) Age – he must have attained the age of 18 years and must not have exceeded the age of 27 years on the first day of the year in which the advertisement for the post is made:

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

(c) Educational Qualification - as laid down in the Schedule-II.

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

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

(3) No person who has more than one spouse living shall be eligible for appointment to the service:

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

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

**15. Appointment to the Service** - (1) Appointment to any post in the Service under Rule 7 shall be made by the Appointing Authority and in respect of Gazetted post shall also be published in the Meghalaya Gazette.

(2) Subject to the provisions of sub-rule(3) and (5) of Rule 12, appointment shall be made from time to time in the order in which the names of candidates appear in the Merit List prepared under sub-rule (4) of Rule 12.

(3) A person appointed by direct recruitment shall join within 15 (fifteen) days from the date of receipt of the order of appointment, failing which, and unless the Appointing Authority extent the period of joining, which shall not in any case exceed three months, the appointment shall be cancelled.

(4) Appointment under sub-rules (1),(2),(4),(5) and (6) of Rule 7 shall be made in the order in which the names of candidates appear in the Select List approved under sub-rule (4) of Rule 10.

**16. Probation** - (1) Every person appointed to the Service under of sub-rule (2) and sub-rule (3) of Rule 7 shall be on probation for a period of 2(two) years:

Provided that the period of probation may for good and sufficient reasons be extended by the Appointing Authority in any individual case by a period not exceeding 2(two) years:

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

**17. Departmental Examination and Training** - (1) All officers who joined the Service prior to the commencement of these Rules and who have not passed all the papers of the Departmental Examination conducted by the Commission and /or have not undergone the training prescribed from time to time shall, appear at and pass all the papers of Departmental Examination and undergo successfully such prescribed training(s).

(2) Every person appointed to the Service after the commencement of these rules shall, during the period of probation, pass the Departmental Examination conducted by the Commission and complete successfully such training as may be prescribed by the Appointing Authority.

**18. Discharge or Reversion** - (1) Where the Appointing Authority finds that the performance of duty by any member of the Service, appointed by promotion, is unsatisfactory or where he is found unfit to hold the post at any time during the period of probation, such member shall be liable to be reverted to his next lower post or grade.

(2) A member of the Service appointed by direct recruitment shall be liable to be discharge if -

(a) he fails to make sufficient use of the opportunities given during the training or otherwise fails to give satisfactory performance during the period of probation; or

(b) he fails to pass the Departmental Examination unless the Appointing Authority permits him to sit for re-examination in the subject or subjects in which he failed; or

(c) on any information received relating to his nationality, age, health, character and antecedents, the Appointing Authority is satisfied that the probationer is ineligible or otherwise unfit for being a member of the service.

**19. Seniority:** (1) The inter-se seniority of the members of the Service in any cadre appointed before the commencement of these Rules, shall be in the order in which their names appeared in the respective lists prepared by the Commission or Committee or the Select Lists approved by the Commission or Committee.

(2) The inter-se seniority of the members of the Service appointed to different cadre after the commencement of these Rules shall be in the order in which their names appear in the Merit List prepared under sub- rule (4) of Rule 12 or in the



Select List approved under sub-rule (4) of Rule 10:

Provided that in any cadre, a member of the Service appointed by promotion or selection shall be senior to a member appointed by direct recruitment, where such selection falls in the same year.

(3) If confirmation of any member of the service is delayed on account of his failure to qualify for such confirmation, he shall lose his seniority vis-à-vis such of his junior in his cadre as may be confirmed earlier than him. His original position shall however, be restored on his confirmation subsequently.

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

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

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

- (a) that he has completed the period of probation to the satisfaction of the Appointing Authority.
- (b) that he has passed the departmental examination completely and successfully undergone the training courses as may be prescribed by the Appointing Authority from time to time.
- (c) that he is considered otherwise fit by the Appointing Authority; and
- (d) subject to availability of vacancy:

Provided that where a person is not given opportunity to undergo the prescribed training during the period of probation his or her confirmation shall not be held up for reasons of not successfully undergoing the said training but such person shall when called upon by the Appointing Authority and opportunity given successfully undergo the said training:

Provided further that the Appointing may for good and sufficient reasons exempt a member of the service from passing any one or more of the prescribed Departmental Examination and Training and confirm his or her in the respective cadre of the Service.

21. **Gradation List** - There shall be prepared and published annually an upto date Gradation List as on 1<sup>st</sup> January consisting of the names of all members of the Service, cadre -wise and drawn up in order of seniority and other particulars relating to the date of birth and appointment to the Service and such other details relevant to the service career shall be also indicated against each name.

22. **Increment** - (1) The first increment admissible to a member of the service shall accrue on completion of one year from the date of his joining the post but subsequent increment shall be allowed only on his completion of the period of probation successfully.

(2) Such persons referred to in sub-rules (1) of rule 3 shall be allowed to draw increment becoming due within the period of two years from the date of commencement of these Rules but further increments shall be allowed only on their passing the Departmental Examination completely and on successfully completion of the training courses prescribed.

(3) The pay of the member of the service on his completion of the period of probation or on passing the Departmental Examination and/or training prescribed shall be fixed at such a stage if he has been allowed his usual annual increments due but he shall not be entitled to any arrear in pay on account of withholding due increments for the period prior to the date of his completion of the period of probation or passing the Departmental Examination and /or the prescribed training.

(4) The increment admissible to a member of the Service promoted from one post to another shall accrue on the expiry of such year as admissible under the rules.

23. **Pay Scale** - The Scale of pay admissible to the members of the Service in different posts are shown in column 3 of the Schedule I subject to revision by Government from time to time.

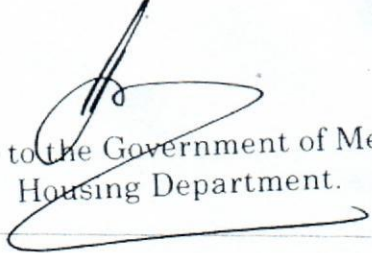
24. **Leave, pension increment and other conditions of serviced** - All matters generally relating to pay and allowances, leave, pension, increment, discipline and other conditions of Service shall be regulated by rules and orders as are from time to time applicable to other officers of the Government of corresponding status.

25. **Power of the Governor to dispense with or relax any Rules** - The Governor, if satisfied that the operation of any of the provision of these Rules causes undue hardship in any particular case or cases or results in any particular post or posts being left unfilled for want of person(s) possessing the minimum experience as specified by these Rules for promotion to such post(s), may dispense with or relax the requirement of any of these Rules to such extent and subject to such conditions, as it may consider necessary for dealing with the case in a just and equitable manner, or, for meeting the exigencies of public interest.

26. **Interpretation** - If any question arises relating to the interpretation of these rules, the decision of the Government in the Housing Department with the approval of the Personnel & A.R. Department shall be final.

27. **Repeal and Savings** - All orders or notification corresponding to and in force immediately before the commencement of these Rules are hereby repealed:

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

  
Secretary to the Government of Meghalaya  
Housing Department.

**SCHEDULE - I**

(Rule 6(2) and Rule 23)

Sl. No	Name of Post	Time Pay Scale	Number of posts		
			Permanent	Temporary	Total
1.	Assistant Engineer	17000-470-20290-EB-560-25330-760-33690/-	1	-	1
2.	Junior Engineer	14100-350-16550-EB-460-20690-620-27510/-	1	6	7
3.	Draftsman Grade - I	14100-350-16550-EB-460-20690-620-27510/-	2	0	2
4.	Surveyor Grade - I	14100-350-16550-EB-460-20690-620-27510/-	0	5	5
5.	Surveyor Grade - II	10600-270-12490-EB-340-15550-470-20720/-	0	1	1
6.	Trained Section Assistant	9200-230-10810-EB-300-13510-410-18020/-	1	0	1
7.	Untrained Section Assistant	8300-210-9770-EB-270-12200-370-16270/-	0	6	6
<b>Total:-</b>			<b>5</b>	<b>18</b>	<b>23</b>

Secretary to the Government of Meghalaya  
Housing Department.

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**SCHEDULED - II  
(RULE 7 & 13)**

Name of Posts	Method of recruitment and percentage of vacancies to be filled up in any recruitment year by direct recruitment or promotion.	Nationality	DIRECT RECRUITMENT				PROMOTION		Remarks.
			Educational qualification etc. required for direct recruitment	Lower Age Limit.	Upper Age Limit.	Person eligible for promotion to posts mentioned in Column 2.	Qualification, experience etc.		
Assistant Engineer (Project)	By promotion 100%	Indian	Does not arise being promotion	As per Govt. norm	As per Govt. norm	Junior Engineer who have rendered not less than 8 years of continuous service and must have passed 3 years Diploma Course in Civil Engineer.	Not less than 8(eight) years Services as Junior Engineer.		
Junior Engineer	15% by promotion and 85% by Direct recruitment.	Indian	3(three) Diploma in Civil Engineering from recognised institution.	18 years	27 years	Trained Section Assistant having 10(ten) years continuous Service in the post of Trained Section Assistant.			
Draftsman Grade-I	100% Direct recruitment	Indian	Diploma in Architectural/Civil Draftsmanship from recognised Institution or two years certificates holder in Civil Draftsman from I.T.I or any recognised Institution with at least 3 years experience in the line.	-do-	-do-	100% by Direct recruitment.			
Surveyor Grade-I	15% by promotion and 85% by Direct recruitment.	Indian	Diploma holder in Civil Engineering from a recognised Institution or equivalent qualification.	-do-	-do-	Surveyor Grade-II. Who have rendered not less than 5 years of continuous service as Surveyor Grade-II	Not less than 5(five) years of continuous service as Surveyor Grade-II and must have passed 3 years Diploma Course in Civil Engineer from a recognised Institution.		

Surveyor Grade II	By promotion	Indian	Does not arise being promotion	As per Govt. norms.	As per Govt. norms	Trained/untrained Section Assistant	Must have rendered not less than 5(five) years as trained and 8(eight) years as untrained Section Assistant and must have passed Matriculation or equivalent examination.
Trained Section Assistant	By promotion	Indian	Matriculation or equivalent examination.	-do-	-do-	Untrained Section Assistant.	Having 10(ten) years of continuous service in the post and must have passed Matriculation or equivalent qualification and passed 1(one) year Service Training conducted by Meghalaya Public Work Department.
Untrained Section Assistant	100% by Direct recruitment	Indian	Matriculation or equivalent examination.	-do-	-do-	100% by Direct recruitment	Must have passed Matriculation or equivalent examination.

Secretary to the Government of Meghalaya  
Housing Department.

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