

-1-

GOVERNMENT OF MEGHALAYA  
HOUSING DEPARTMENT.

NOTIFICATION

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

No. Housing 8/2007/122 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 Service, namely,-

1. **Short Title and Commencement.** - These rules may be called the Meghalaya Housing Service Rules, 2017.

(2) They shall come into force from the date of their publication in the Official Gazette.

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

(a) "Appointing Authority" means the Governor of Meghalaya in respect of the Gazetted posts;

(b) "Commission" means the Meghalaya Public Service Commission;

(c) "Committee" means the Departmental Promotion Committee;

(d) "Government" means the Government of Meghalaya;

(e) "Governor" means the Governor of Meghalaya;

(f) "Member of the Service" means a person appointed or deemed to have been appointed under these Rules to any posts in the Service;

(g) "Rules" means the Meghalaya Housing Service Rules, 2017;

(h) "Service" means the Meghalaya Housing Service constituted under these Rules.

(i) "State" means the State of Meghalaya; and

(j) "Year" means the Calendar Year.

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

- (a) persons appointed to different posts in the Service 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, namely:-

(i) Selection Grade	-	Director of Housing.
(ii) Senior Grade - I	-	Deputy Director of Housing.
(iii) Senior Grade - II	-	Assistant Director of Housing.
(iv) Junior Grade	-	District Housing Officer.
(v) Grade - III	-	Inspector of Housing.

(2) Each of the categories of posts in clauses (i), (ii), (iii), (iv) and (v) of sub-rule (1) shall form an independent cadre. Members of the lower cadre shall have no 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 shall be of Gazetted status.

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 Schedule-I.

7. Method of Recruitment:-

(1) Director of Housing. - The appointment to the post of Director of Housing shall be made from amongst the members of the Meghalaya Civil Service or Indian Administrative Service cadre.

(2) Deputy Director of Housing. - Appointment to the post of Deputy Director of Housing shall be made by promotion from amongst the members of the service who have rendered not less than 3 years of continuous service as Assistant Director of Housing on the first day of the year on which the selection is made as specified in Schedule II whose names are included in the select list approved under sub-rule (4) of Rule 9.

(3) Assistant Director of Housing. - Appointment to the post of Assistant Director of Housing shall be made by promotion from amongst the members of the service who have rendered not less than five years of continuous service as District Housing Officer, in the Housing

Department on the first day of the year on which the selection is made as specified in Schedule II and whose names are included in the Select List approved under Sub-Rule (4) of Rule 9.

(4) *District Housing Officer.* - Appointment to the post of District Housing Officer shall be made by promotion from amongst the members of the service who have rendered not less than five years as Housing Inspector on the first day of the year on which the selection is made as specified in Schedule II and whose names are included in the Select List approved under Sub-Rule (4) of Rule 9.

(5) *Inspector of Housing.* - Appointment to the post of Inspector of Housing shall be made by direct recruitment on the result of the examination conducted by the Commission, the minimum qualification of which should be a graduation in any discipline from any recognized University.

8. *Departmental Promotion Committee.* - (1) For the purpose of appointment by promotion under Rule 7, there shall be a Departmental Promotion Committee consisting of the following members namely,-

1. Chief Secretary - Chairman
2. Principal Secretary/Commissioner & Secretary/Secretary Housing Department. - Member Secretary
3. Principal Secretary/Commissioner & Secretary/Secretary/Additional Secretary, Personnel AR (A) Department - Member.
4. Principal Secretary/Commissioner & Secretary/Secretary, Finance Department. - Member.
5. Director of Housing - Member.

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

-4-

9. Procedure for preparing the Select Lists.- (1) At the beginning of each year, the Appointing Authority shall refer to the Department Promotion Committee, the approximate number of vacancies likely to occur in each grade of the service during the year. To enable the Committee to prepare the Lists 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 document 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 (2), (3), and (4) 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 considers it necessary to make any 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, approved 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 (2), (3), and (4) of Rule 7.

10. Validity of the Select List. - (1) The Select List shall remain in force for a period of one year unless its validity is extended with the approval of the Appointing Authority:

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

Provided further that in the event of any great lapses 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 in consultation with the Committee. The reason(s) for doing so shall be recorded in writing.

(2) The Departmental Promotion Committee shall meet once a year to review the Select List.

11. Direct Recruitment. - (1) Competitive examination for Direct Recruitment under sub-rule (5) of Rule 7 shall be held at such intervals as the Appointing Authority may, in consultation with the Commission from time to time determined. The date on which and the place in which the examination shall be held, shall be fixed by the Commission.

(2) The examination shall be conducted by the Commission in accordance with such syllabus as the Appointing Authority may from time to time make in consultation with the Commission.

(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 shall prepare a list of all successful candidates in order of merit, which shall be determined in accordance with the aggregate marks obtained by such candidate and if two or more candidates obtain equal marks, the Commission shall arrange them in order of their relative merit which shall be determined in accordance with the general suitability of the candidates for appointment to the post. The number of persons to be included in the list shall be 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 confer no right to appointment unless the Appointing Authority is satisfied after such enquiry as may be considered necessary that the candidate is suitable in all respects for appointment to the post and that appointment to any post in the service is subject to availability of vacancy.

12. Conditions 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:

- (1) Nationality - He must be a citizen of India.
- (2) Age - He must have attained the age of 18 years and must not have exceed 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 Caste and Schedule Tribes the upper age limit will be subject to relaxation made by the Government from time to time.

(3) Educational Qualification - As specified in the Schedule-II

13. Disqualification for appointment to the Service. - (1) No person shall be appointed who, after such medical examination as the Government may prescribe, is not found to be in good mental 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.

14. 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 11, 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 11.

(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 extend the period of joining, which shall not in any case exceed three months, the appointment shall be cancelled.

(4) Appointment under sub-rules (2), (3) and (4) 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 9.

15. 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 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 discharged if on any information received relating to his nationality, age, health, character and antecedents, the Appointing Authority is satisfied that the employees is ineligible or otherwise unfit for being a member of the Service.

16. 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 the Select Lists approved by the Commission.

(2) The inter-se seniority of the members of the Service appointed to different cadres 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 11 or in the Select List approved under sub-rule (4) of Rule 9.

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 fall 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-a-vis such of his juniors in his cadre as may be confirmed earlier than him. His original position shall, however, be restored on his confirmation subsequently.

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

- (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.

18. Gradation List. - There shall be prepared and published annually an up-to-date Gradation list as on 1<sup>st</sup> January consisting of the name 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.

19. Time Scale of Pay. - The time scale of pay admissible to the member of the service shall be as shown in Schedule I subject to revision by Government from time to time.

20. Fixation of Initial pay in the scale. - (1) Except as otherwise admissible under the Fundamental Rules and Subsidiary Rules and under special orders of the Government on first appointment to the service, the pay of any member of the service shall be fixed at the minimum of the time scale.

(2) On promotion from one post to another in the service, the pay shall be fixed in accordance with the principles governing such fixation in the Fundamental Rules and Subsidiary Rules or any other Rules for the time being in force.

21. 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.

(2) Such persons referred to in sub-rules (a) and (b) of Rule 3 shall be allowed to draw increment becoming due within the period of one year from the date of commencement of these Rules.

(3) 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.



22. Leave, Pension, etc, and other conditions of service. - Except as provided under these Rules, all matters generally relating to pay and allowances, leave, pension, discipline and other conditions of service shall be regulated by the general rules or orders made by the Government from time to time and applicable to other State Government servants of corresponding status having similar functions.
23. Power of the Governor to dispense with or relax any Rules. - The Governor, if satisfied that the operation of any of the provisions of these Rules causes undue hardship in any particular case or cases or results in any particular post or posts being left unfilled for want of person(s) possessing the minimum experience as specified by these Rules for promotion to such post(s), may dispense with or relax the requirement of any of these Rules to such extent and subject to such condition, as it may consider necessary for dealing with the case in a just and equitable manner, or, for meeting the exigencies of public interest.
24. 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.
25. 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 orders or notification so repealed or any action taken in pursuant thereto shall be deemed to have been validly made or taken under the corresponding provisions of these Rules.

Secretary to the Government of Meghalaya  
Housing Department.

SCHEDULE - I

[Rule 6 (2) Rule 22].

Sl. No	Name of Post	Time Pay Scale	Number of posts		
			Permanent	Temporary	Total
1	2	3	4	5	6
1.	Director of Housing	31300-46760/-	1		1
2.	Deputy Director of Housing	23300-39270/-		1	1
3.	Assistant Director of Housing	20700-36650/-	1		1
4.	District Housing Officer	16300-31860/-	5		5
5.	Inspector of Housing	14100-27510/-	7		7

Secretary to the Government of Meghalaya,  
Housing Department, Shillong.

###-###

**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	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.
2 Director of Housing	3 Borne of IAS/MCS.	4 Indian	5 Does not arise	6 As per Government norm	7 Does not arise	8 Appointment shall be made from amongst the members of IAS/MCS Cadre.	9 Civil Service Cadre.
Deputy Director of Housing	By promotion 100%	Indian	Does not arise being promotion	As per Government norm	Does not arise	Officer who has rendered not less than 3 years of continuous service as Assistant Director of Housing.	Not less than 3 years of continuous service as Assistant Director of Housing.
Assistant Director of Housing	By promotion 100%	Indian	Does not arise being promotion	As per Government norm	Does not arise	Officer who has rendered not less than 5 years of continuous service as District Housing Officer	Not less than 5 years service as District Housing Officer.
District Housing Officer	By promotion from amongst the Inspector of Housing.	Indian	Does not arise being promotion	As per Government norm	Does not arise	Officer who has rendered not less than 5 years of continuous service as Inspector of Housing	Not less than 5 years of continuous service as Inspector of Housing
Housing Inspector.	100% by direct recruitment	Indian	Graduate in any discipline	18 years.	27 years for direct recruitment.		

Secretary to the Government of Meghalaya.  
Housing Department.  
###