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GOVERNMENT OF MEGHALAYA
HOUSING DEPARTMENT.

NOTIFICATION

Dated Shillong the 20th January, 2021

No.Housing. 7/2019/84 - 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 method of recruitment and the conditions of service of persons appointed to the posts in the Meghalaya Housing (Subordinate) Statistical Service, namely:-

1. **Short title and commencement.** – (1) These rules may be called “The Meghalaya Housing (Subordinate) Statistical Service Rules”, 2020.

(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 the Director of Housing in respect of the Non-Gazetted posts;
 - (b) “Commission” means the Meghalaya Public Service Commission;
 - (c) “Committee” means the Departmental Promotion Committee;
 - (d) “Director” means the Director of Housing, Meghalaya.
 - (e) “Government” means the Government of Meghalaya;
 - (f) “Governor” means the Governor of Meghalaya;
 - (g) “Member of the Service” means a person appointed or deemed to have been appointed under these rules to any posts in the Service;
 - (h) “Rules” means the Meghalaya Housing (Subordinate) Statistical Service Rules.
 - (i) “Service” means the Meghalaya Housing (Subordinate) Statistical Service constituted under these rules.
 - (j) “State” means the State of Meghalaya; and
 - (k) “Year” means the Calendar Year.

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

- (1) persons appointed to different posts in the Service before the commencement of these rules.
- (2) 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,-

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|------------------|-------------------------------|
| (i) Grade -II | - Assistant Research Officer. |
| (ii) Grade - III | - (a) Research Assistants. |
| | (b) Investigators. |

(2) Each of the categories of posts in clauses (i) and (ii) 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 holding posts in Grade-II and Grade-III shall be classified as Non-Gazetted status respectively.

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) Appointment to the post of **Assistant Research Officer** shall be made by promotion from amongst the member of the service holding the next lower post from the Select list approved under Sub-rule (4) of Rule 9.

Provided that no member of the Service shall be eligible for consideration for promotion unless he has rendered not less than three years of continuous service in the lower post on the first day of the year in which the selection is made.

Provided further, that if suitable candidates are not available in the next lower post, the vacancies shall be filled up by promotion from amongst the members of the service belonging to further lower post who have rendered not less than seven years of continuous service in that post on the first day of the year in which the selection is made and included in the Select List approved under sub-rule (4) of Rule 9.

(2) The appointment to the post of **Research Assistant** shall be made in the following manner:-

- (i) 50% by direct recruitment on the result of the examination conducted by the Commission.
- (ii) 50% by promotion from amongst the members of the service holding the post of Investigator who have rendered not less than three years of continuous service as Investigator.

(3) The appointment to the post of **Investigator** in Grade III shall be made by direct recruitment on the result of the competitive examination conducted by the Commission.

8. **Departmental Promotion Committee.**- (1) For the purpose of appointment by promotion under Rule 7.(1), 7(2)(ii) to posts carrying below pay level 15 there shall be a Departmental Promotion Committee consisting of the following members:-

- | | |
|-------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| 1. Principal Secretary/Commissioner & Secretary/Secretary, Housing Department. | - Chairman |
| 2. Director of Housing. | - Member Secretary |
| 3. Principal Secretary/Commissioner & Secretary/ Secretary/Additional 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.

9. **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 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,-

- (a) 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 to post where the total number of eligible persons is less than three times the number of vacancies and in such a case the Committee shall consider all the eligible persons.

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(b) The Character Rolls and service Records of such persons / members.

(c) 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 preference 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) and (ii) of sub-rule (2) 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, 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) and (2)(ii) 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 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 reason(s) for doing so shall be recorded in writing.

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

11. Direct Recruitment:- (1) Competitive examination for Direct Recruitment under sub-rule (2)(i) and (3) 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 confers 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, namely:-

(1) Nationality - He must be a citizen of India.

(2) 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.

(3) Educational Qualification - As laid down 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 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 other 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.

(2)(i) 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.

(ii) A person appointed by direct recruitment shall join within 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.

(3) Appointment under sub-rules (1) and (2)(ii) of Rule 7, shall be made in the order in which the names of candidates appear in the Select List approved by the Commission under sub-rule (4) of Rule 9.

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

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.

16. 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).

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(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.

17. **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 discharged if :-

(a) he fails to give 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.

18. **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/selection shall be senior to a member appointed by direct recruitment, where such selection fall in the same year.

19. **Pay Scale.** - The scale of pay admissible to the members of the service in different posts is as shown in column - 3 of schedule - I subject to revision by the Government from time to time.

20. **Leave, Revision and other conditions of services.** - All matters generally relating to pay and allowances, leave, pension, discipline and other conditions of service shall be regulated by rules and order as are from time to time applicable to other officers of the Government of corresponding status.

21. 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 has 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 persons shall, when called upon by the Appointing Authority and opportunity given successfully undergo the said training.

Provided further, that the Appointing Authority 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 him or her in the respective cadre of the Service.

22. **Gradation List.** - There shall be prepared and published annually an upto-date Gradation List as on 1st 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.

23. **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-rule (1) of Rule 3 shall be allowed to draw increments 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 successful 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.

24. **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 conditions as it may considered necessary for dealing with the case in a just and equitable manner, or, for meeting the exigencies of public interest.

25. **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.

26. Repeal and Savings - All rules, orders, or notifications 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 rules, 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.

Sd/-

(M.N. Nampui, IAS)

Commissioner & Secretary to the Government of Meghalaya
Housing Department.

SCHEDULE - I

[See Rule 6 (2) Rule 19].

Sl. No	Name of Post	Time Pay level.	Number of post		
			Permanent	Temporary	Total
1	2	3	4	5	6
1.	Assistant Research Officer	Level-12	1		1
2.	Research Assistant	Level-11	4		4
3.	Investigator	Level-5	2		2

Sd/-

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

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SCHEDULE – II
[See Rule 12 (3)]

1	Name of Posts	Method of recruitment with percentage of vacancies to be filled up in any recruitment year by direct recruitment or promotion.	Direct Recruitment			Promotion		Remarks
			Educational qualification etc. required for direct recruitment	Lower Age limit.	Upper Age limit.	Person eligible for consideration to posts mentioned in Column 2.	Qualification, experience etc.	
2	3	4	5	6	7	8		
1.	Director of Housing	Borne of IAS/MCS	Does not arise	As per Govt. norm	Does not arise	Appointment shall be made from amongst the members of IAS/MCS Cadre	Civil Service Cadre	
2.	Deputy Director of Housing	100% by promotion	Does not arise being promotion	Does not arise being promotion	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.	
3.	Assistant Director of Housing	100% by promotion	Does not arise being promotion	Does not arise being promotion	Does not arise	Officer who has rendered not less than 5 years of continuous service as District Housing Officer.	Not less than 5 years of service as District Housing Officer.	
4	Assistant Research Officer	100% by promotion	Does not arise being promotion	Does not arise	Does not arise	From amongst the members of the service holding the post of Research Assistant. Provided if suitable candidates are not available, the vacancy shall be filled up by promotion from amongst the members of the service holding the post of Investigator.	Must have rendered not less than 3(three) years of continuous service as Research Assistant /in the absence of suitable candidates 7(seven) years as Investigator.	
5	Research Assistant	50% by promotion	Does not arise being promotion	Does not arise	Does not arise	From amongst the members of the service holding the post of Investigator.	Must have rendered not less than 3 (three) years of continuous service as Investigator on the first day of the year in which the selection is made.	
		50% by Direct recruitment	Must be a graduate in Arts, Science, Commerce with Mathematics, Statistics or Economics, as one of the subjects in the degree Course.	As per Government norm	As per Government norm			
6	Investigator	100% by direct recruitment	Must have passed the HSSLC or equivalent examination with Maths, Statistics or Economics as one of the subjects.	As per Government norm	As per Government norm			