

**GOVERNMENT OF MEGHALAYA
PERSONNEL & A. R (B) DEPARTMENT**

NOTIFICATION

Dated Shillong, the 22nd October, 2025.

No. PER (AR) 157/76/Pt./252 - 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 the conditions of Service of persons appointed to the post of Driver in different Directorates and Districts of the Government of Meghalaya, namely

1. Short title and commencement – (1) These rules may be called “The Meghalaya Directorates and Districts Drivers’ Service Rules, 2025.”

(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 Head of Department of the respective Directorates and Districts of the Government of Meghalaya;

(b) “Committee” means the Committee constituted under rule 7 and 9 of these rules;

(c) “Government” means the Government of Meghalaya;

(d) “Member of the Service” means a member of the Meghalaya Directorates and Districts Drivers’ Service;

(e) “Schedule” means the Schedule appended to these rules;

(f) “Service” means the Meghalaya Directorates and Districts Drivers’ Service;

(g) “State” means the State of Meghalaya, and

(h) “Year” means the Calendar Year.

3. Constitution of the Service – There shall be constituted a Service to be known as the Meghalaya Directorates and Districts Drivers’ Service consisting of the following persons, namely:-

(1) Persons appointed to the posts of Drivers on or before the commencement of these rules.

(2) Persons appointed to the posts of Drivers in accordance with the provisions of these rules.

4. Composition of the Service – The Service shall consist of the following Grades and Posts, namely, -

(a) Senior Grade.

(b) Junior Grade

Contd.P.2/-

5. Strength of Service – The number of posts, permanent as well as temporary under each of the categories mentioned under Sub-rule (1) of rule 4 shall be such as may be determined by the Appointing Authority in the respective Directorates and Districts from time to time.

6. Method of Recruitment – (1) Appointment to post under clause (a) of rule 4 shall be made by placement from amongst the member of the Service holding the next lower post and included in the Select List approved under sub – rule (4) of rule 8.

(2) Appointment to post under clause (b) of rule 4 shall be by direct recruitment. Direct recruitment shall be made on the basis of examination and result declared therein conducted by the Departmental Selection Committee constituted under sub-rule (1) of rule 9 and according to the approved Merit List of the Committee as provided under sub-rule (4) of rule 9.

(3) The placement of Junior Grade to the Senior Grade shall be made in accordance with the approval of the Departmental Promotion Committee, subject to fulfillment of the conditions as laid down in Schedule II.

Provided that no member of the Junior Grade shall be eligible and empanelled in the Select List for the consideration of the Departmental Promotion Committee unless he has rendered not less than 8 (eight) years of continuous and satisfactory service.

7. Departmental Promotion Committee – (1) For the purpose of appointment by promotion to the posts under clause (a) of rule 4 there shall be a Departmental Promotion Committee in the respective Directorates / Districts consisting of the following members, namely :-

(I) For Heads of Departments:-

- | | |
|---|--------------------|
| (1) Director. | – Chairman |
| (2) Joint Director/ Additional Director/ Deputy Director
/ Assistant Director. | - Member Secretary |
| (3) Finance & Accounts Officer. | - Member |
| (4) Any other member. | - Member |

(II) For Districts:-

- | | |
|---------------------------------------|--------------------|
| 1. Deputy Commissioner/District Head. | - Chairman |
| 2. ADC/AC i/c of the branch. | - Member Secretary |
| 3. Senior Treasury /Treasury Officer. | - Member |
| 4. Any other Officer. | - Member |

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

Contd.P.3/-

8. 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 during the year. To enable the Committee to prepare the Select List the following documents shall be furnished :-

- (a) A list of the members of the Service drawn up in order of seniority and who have rendered a minimum of 8 years of continuous and satisfactory service 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.

- (b) The Character Rolls and Service Records of such members.

- (c) Medical fitness Certificate to be issued by the Civil Surgeon.

- (d) Eligibility Certificate to be issued by the Transport Officer/District Transport Officer. This shall include aptitude capability and capable to read English Numerals & Figures, thorough knowledge of Traffic rules and regulations. Knowledge (practical) of Motor Vehicle ability to undertake minor repairs in case of emergency and maintenance of Vehicle including promptness regularity and correct recording and entry of Log Book etc.

- (e) Any other documents and information as may be considered necessary by the Appointing Authority or required by the Committee.

(2) The Committee shall after examining the documents under clauses (a), (b), (c), (d) & (e) of sub- rule (1) of rule 8 in respect of all such persons shall prepare a list with due regards 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 merit cum seniority for promotion. In every case where a junior member is selected in preference to his senior, the Committee shall record in writing the reasons for doing so.

(4) For the purpose of appointment by promotion under sub-rule (1) of rule 6, the Appointing Authority shall consider the list prepared by the Committee along with the Records and documents under clauses (a), (b), (c), (d) & (e) of sub-rule (1) of rule 8 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 propose 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-rule (1) of rule 6.

9. Departmental Selection Committee – (1) For the purpose of appointment through direct recruitment to the post under clause (b) of rule 4 there shall be a Departmental Selection Committee comprising of the following members namely :-

(I) For Head of Departments:-

- | | |
|---|--------------------|
| (1) Director. | - Chairman |
| (2) Joint Director/ Additional Director/ Deputy Director
/ Assistant Director. | - Member Secretary |
| (3) Finance & Accounts Officer. | - Member |
| (4) Any other member. | - Member |

(II) For Districts :- Through the District Selection Committee.

(2) The Committee may invite or appoint any other person(s) to attend and perform any other duties as assign by the Chairman of the Committee as and when required.

(3) Selection of candidates for direct recruitment shall be made through a written test/driving test and personal interview conducted by the Committee as per provisions of the Government instructions issued from time to time in accordance with the Recruitment Policy issued vide Resolution No. PER. 222/71/138 dated 12th January, 1972. The mode of conducting examination, driving test and personal interview shall be the decision of the Committee.

(4) On the basis of the result of the Driving Test and Personal Interview the 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 such candidates and if two or more candidates obtain equal mark, the Committee 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 the persons to be included in the list shall be according to the actual vacancies likely to occur during the recruitment year.

(5) Inclusion of candidate's name in the list confer no right to appointment unless the Appointing Authority is satisfied after such inquiry 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.

10. Conditions of eligibility for appearing at the examination for direct recruitment to the post of Junior Driver. 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 exceed the age of 32 years on the first day of the year in which the advertisement for the post is made:

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

(3) Educational qualification – As laid down in Schedule II.

11. **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 Appointing Authority 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.

12. **Appointment to the Service** – (1) Appointment to any post in the Service under rule 6 shall be made by the Appointing Authority.

(2) Subject to the provisions of sub-rules (3) and (5) of rule 9, 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 9.

(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 3 (three) months, the appointment shall be cancelled.

(4) Appointment under sub – rule (1) of rule 6 shall be made in the order in which the names of the candidate appears in the Select List approved under sub – rule (4) of rule 8.

13. **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 service, such member shall be liable to be reverted back 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 make sufficient use of the opportunities given or otherwise fails to give satisfactory performance during the period of Service, or

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

14. **Seniority** – (1) The interse seniority of the members of the Service appointed before the commencement of these rules shall be in the order in which their names appeared in the respective Select List prepared by the Appointing Authority or the Committee.
- (2) The interse seniority of the members of the Service appointed to different posts after commencement of these rules shall be in the Merit List prepared under sub-rule (4) of rule 9 or in the Select List approved under sub-rule (4) of Rule 8.
- (3) If confirmation of any members 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 juniors in his post as may be confirmed earlier than him.
15. **Confirmation** – Confirmation of a member of the Service against the post he is holding shall be made according to seniority in that post subject to the following conditions namely :-
- (a) That he has served not less than 1 (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 their performance of duties and other relevant records);
- (c) That there is no Departmental proceeding / Vigilance Enquiry against him; and
- (d) Subject to availability of vacancy and that no person (Member) holds a lien on it.
16. **Gradation List** – There shall be prepared and published annually an up-to-date gradation list by the Appointing Authority in the respective Directorates and Districts as on 1st January consisting of the names of all members of the Service post-wise/cadre-wise and drawn up in order of seniority and other particulars relating to date of birth and appointment to the Service and other details relevant to the Service career shall be also indicated against each name.
17. **Pay Matrix Level** – The Pay Level admissible to persons appointed to different posts shall be as shown in Schedule –I subject to revision by Government from time to time.

18. **Increment** – The first increment admissible to a member of the Service shall occur on completion of six months either on 1st January or 1st July of the year from the date of joining and subsequent increment after every 12 (twelve) months only.
19. **Leave, Pension and other conditions of service** – All matter generally relating to pay and allowances, leave, pension, discipline and other conditions of service shall be regulated by rules and orders as are from time to time applicable to other employees of the Government of corresponding status.
20. **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 cause 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.
21. **Interpretation** – If any question arises relating to the interpretation of these rules, the decision of the Government in Personnel & A.R. (B) Department shall be final.
22. **Repeal & Saving** – All rules, orders or notification corresponding to and in force immediately before the commencement of these rule 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.


Shri C.V.D. Diergdon, IAS,
Commissioner & Secretary to the Govt, of Meghalaya,
Personnel & Admv. Reforms (B) Department.

SCHEDULE - I

(See rule – 17)

Sl. No.	Name of the Post	Pay Level
1.	Driver Senior Grade	Level – 4
2.	Driver Junior Grade	Level – 3

SCHEDULE - II

(See sub - rule (3) of rule 6 and sub - rule (3) of rule 10)

Sl. No	Name of the post	Method of recruitment with percentage of vacancies to be filled up in any recruitment year by direct recruitment or promotion	Direct recruitment			Promotion		REMARKS
			Education Qualification, etc, required for direct recruitment	Lower Age Limit	Upper Age Limit	Person eligible for consideration to posts mentioned in Column 2.	Qualification experiences, etc.	
1.	2.	3.	4.	5.	6.	7.	8.	9.
1.	Senior Driver					Driver with a minimum of 8 years of satisfactory service and subject to passing of the Departmental test are eligible to be placed in this grade.	That the Driver has passed the Eligibility Test as prescribed below and certified by the DTO:- a. Must be able to read English numerals (& figures) b. Must have a thorough knowledge of Traffic Regulations. c. Must have good knowledge of petrol and diesel engine working and be able to locate faults and rectify minor running defects. d. Must be able to clear carburetor, plug, etc. e. Any other essential requirement as prescribed in the Rules and Regulations for Drivers, as per the MV Act.	

2.	Junior Driver	Appointment policy of Govt. should be observed.	(a) Passed Class IX. (b) Must possess a valid light/medium vehicle driving license. (c) Must have an experience in driving light or medium motor vehicle at least not less than 3 years. (d) Must have fair knowledge of repairing defects. (e) Must have a thorough knowledge of Traffic Regulations. (f) Must be mentally and physically sound and free from any diseases or ailments which may prevent him from discharging his duties efficiently.	18 years	32 years with relaxation of 5 years to ST/SC.			Only for Male candidates.
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