



**GOVERNMENT OF MEGHALAYA**

**THE MEGHALAYA  
DIRECTORATE ESTABLISHMENT(MINISTERIAL)  
SERVICE RULES, 2010**

**PERSONNEL & ADMV. REFORMS (B) DEPARTMENT**



**GOVERNMENT OF MEGHALAYA  
ORDERS BY THE GOVERNOR  
\*\*\*\*\***

**NOTIFICATION**  
The 24<sup>th</sup> May, 2010

**No.PER(AR).105/83/50.** - 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 the ministerial posts in the various offices of the Heads of Departments of the Government of the State of Meghalaya, namely -

**THE MEGHALAYA DIRECTORATE ESTABLISHMENT (MINISTERIAL) SERVICE RULES, 2010**

**PRELIMINARY**

1. **Short title and commencement** - (1) These Rules may be called "**The Meghalaya Directorate Establishment (Ministerial) Service Rules**".  
(2) These rules shall be applicable to the ministerial staff of the offices of the Heads of Departments mentioned in Column (1) of Schedule -1.  
(3) They shall come into force with immediate effect.
2. **Definitions** - In these rules unless there is anything repugnant in the subject or context,
  - (1) "**Appointing Authority**" means -
    - (i) The Principal Secretary/Commissioner & Secretary/Secretary to the Government of Meghalaya in the Department as indicated under Column (2) of the Schedule -I in respect of the post of Registrar, Administrative Officer, Deputy Director (Admn.) in the office of the Heads of Departments and Secretary, State Educational Research Training
    - (ii) Heads of Departments as indicated under Column (1) of Schedule -1 in respect of the posts of Superintendent, Supervisory Assistant, Upper Division Assistant, Lower Division Assistant and Typist. <sup>10</sup> [\*\*\*]
  - (2) "**Commission**" means the Meghalaya Public Service Commission.
  - (3) "**Committee**" means the Selection Committee constituted under Rule 13 of these rules.
  - (4) "**Examination**" means any of the competitive examinations held for recruitment of Lower Division Assistants or Typists as indicated in Rule 12 of these rules.
  - (5) "**Government**" means the Government of Meghalaya.
  - (6) "**Governor**" means the Governor of Meghalaya.
  - (7) "**Members of the Service**" means a member of the ministerial service in any of the respective offices of Heads of Departments, where he is appointed either before or after the commencement of these rules.
  - (8) "**Office**" means an office of any of the Heads of Departments mentioned in Column (2) of the Schedule -1.
  - (9) "**Schedule**" means any of the schedules annexed to these rules.

---

**10 [\*\*\*] Rule 2 (1) (ii) insertion by amendment vide PER (AR) 105/83/Pt.I/88 dated 12.08.2025.**



- (10) **"Select List"** means any of the list of names prepared in order of preference for the purpose of making promotions under Rules 6 (1), 6 (2), 7, and 8 of these rules after taking into account the number of vacancies to be filled up.
- (11) **"Service"** means the ministerial service in the respective office where the member is serving.
- (12) **"State"** means the State of Meghalaya.
- (13) **"Year"** means the Calendar Year.

### CONSTITUTION OF THE SERVICE

#### 3. **Constitution:**

- (1) The Service shall consist of the following persons, namely -
- (a) Members of the Assam Directorate Establishment (Ministerial) Service allocated to the State of Meghalaya in accordance with the provision of Section 64(1) of the North Eastern Areas (Re-organisation) Act, 1971.
  - (b) Persons recruited as Lower Division Assistants and Typists in the offices of the Heads of Departments, mentioned in Column (1) of Schedule I, on the result of the competitive examination conducted by the Commission.
  - (c) Retrenched personnel of Relief and Rehabilitation Department who were absorbed in different Departments under the Government of Meghalaya.
  - (d) Persons serving in connection with the affairs of other State Governments or Central Government and who were brought on deputation on or before 31<sup>st</sup> December 1975 and absorbed permanently in different Departments under the Government of Meghalaya before commencement of these rules.
  - (e) Persons recruited as L.D.A.s and Typists through the Meghalaya Public Service Commission in the offices of Heads of Departments mentioned in Column 1 of Schedule I after 31.12.75 but before commencement of these rules.
  - (f) Persons recruited in the offices of the Heads of Departments, mentioned in Column (1) of the Schedule I in accordance with the provisions of these rules.
- (2) The status of the members holding the posts of Registrar shall be ministerial officers of Group 'B' gazetted rank and members holding the post of Superintendent, Upper Division Assistant, Lower Division Assistant and Typist shall be Group 'C' non-gazetted ministerial staff.

### COMPOSITION AND STRENGTH OF THE SERVICE

#### 4. **Composition:**

- (1) The Service shall comprise of the following categories of posts :
- (a) Administrative Officer/Deputy Director (Admn.)/Secretary (equivalent to the rank of Deputy Director) where they are in existence
  - (b) Registrars
  - (c) Superintendents
  - (d) Upper Division Assistants/Accountants
  - (e) Lower Division Assistants
  - (f) Typists
  - (g) Typists (Senior Grade)
- (2) The categories of posts mentioned in sub-rule (1) shall form independent cadres. Members of a lower cadre shall have no claim for appointment to any of the higher cadres except in accordance with the provisions made in these rules.

5. **Strength of the Service :** The number of posts, permanent as well as temporary, under each of the categories mentioned in Rule 4(1) shall be such as may be determined by Government from time to time.



## METHOD OF RECRUITMENT

6. (1) Appointment to the post of Administrative Officer/Deputy Director (Admn.)/ Secretary (equivalent to the rank, of Deputy Director) in the offices of Heads of Departments where the post(s) are in existence or to be created shall be made by promotion from a select list prepared under Rule 14 from amongst the Registrar of the respective Directorate who have served at least 2 (two) years as Registrar in the Directorate concerned. <sup>1</sup> [\*\*\*]  
(2) Appointment to the post of Registrar shall be made by promotion from a Select List prepared under Rule 14 from amongst the Superintendent of the respective Directorate who have served at least 1(one) year as Superintendent in the Directorate concerned.
7. **Superintendent:** Appointment to the post of Superintendent shall be made by promotion from amongst the Upper Division Assistants / Accountants of the respective Directorate who have rendered not less than four years of service on the first day of the year in which selection is made and whose name has been included in the Select List approved Rule 14 of these Rules.
- Provided that in those Directorates where the post of Supervisory Assistant exists, appointment to the post of Superintendent shall be made by promotion from amongst the Supervisory Assistants who has rendered not less than two years of service on the first day of the year in which selection is made and whose name has been included in the Select List approved under Rule 14 of these Rules. <sup>11</sup> [\*\*\*]
- 7A. **Supervisory Assistant:** In those Directorates where the post of Supervisory Assistant exists, appointment to the post shall be made by promotion from amongst the Upper Division Assistants of the respective Directorates who have rendered not less than two years of service on the first day of the year in which selection is made and whose name has been included in the Select List approved under Rule 14 of these Rules. <sup>12</sup> [\*\*\*]
8. **Upper Division Assistant/Accountant:** Appointment to the posts of U. D. Assistants/ Accountants by promotion from a Select List prepared under Rule 14 from amongst the L. D. Assistants of the respective Directorate who have rendered not less than 4 years of service on the first day of the year in which the selection is made.
9. **Lower Division Assistant:** Appointment to the posts of L. D. Assistants shall be made :
- (1) By direct recruitment on the result of the competitive examination conducted by the Commission.
  - (2) By selection on the basis of merit from amongst Typists of the respective Directorate who have rendered not less than 4 years of continuous service on the first day of the year in which the
  - (3) By selection on the basis of merit from amongst the Grade IV staff of the respective office who have passed the H.S.L.C. examination or any examination declared equivalent thereto and have rendered not less than 7 years of continuous service on the first day of the year in which selection is made.
  - (4) The quota to be filled up in the cadre of Lower Division Assistant in any year according to sub-rules (1), (2) and (3) above shall be in the ratio of 8:1:1 respectively. This means that 80 percent of recruitment of Lower Division Assistants shall be by direct recruitment, 10 percent by selection from amongst the Typist and 10 percent by selection from amongst the Grade IV staff. In the event of sufficient qualified or suitable persons not being available in either of categories (2) or (3), the balance shall be made up from category (1), i.e., through direct recruitment. The quota shall be determined on the basis of strength of staff both permanent and temporary in the Lower Division Assistant's cadre.

---

1 [\*\*\*] Rule 6(1) substituted by amendment vide PER (AR) 105/83/56 dated 09.05.2011

11 [\*\*\*] Rule 7 substituted by amendment vide PER (AR) 105/83/Pt.I/88 dated 12.08.2025.

12 [\*\*\*] Rule 7A inserted by amendment vide PER (AR) 105/83/Pt.I/88 dated 12.08.2025.



**10. Typist (Senior Grade):** Appointment to the posts of Typist (Senior Grade) shall be made by selection on the basis of seniority-cum-merit from amongst the confirmed Typists of the respective Directorate, who have rendered not less than 10 years of service as Typists in the concerned office of the Heads of Departments on the first day of the year in which the selection is made.<sup>1a</sup> [\*\*\*]

**11. Typist:** Appointment to the posts of Typists shall be made as under:-

- (1) **Typist (Grade - III)** - Appointment to the post of Typists (Grade III) shall be made by direct recruitment on the result of the competitive examination conducted by the Commission.
- (2) **Typist (Grade - II)** - Typists with a minimum of 3 (three) years of qualifying service in Grade III shall be eligible for appearing the Speed Test of 45 words per minute to be conducted by Meghalaya Public Service Commission and their placement in the Grade shall be subject to passing the Speed Test.
- (3) **Typist (Grade - I)** - Typists with a minimum of 3 (three) years of qualifying service in Grade II shall be eligible for appearing the Speed Test of 60 words per minute to be conducted by Meghalaya Public Service Commission and their placement in the grade shall be subject to passing the Speed Test.<sup>1b</sup> [\*\*\*]

**12. Competitive Examinations for appointment to the posts of Lower Division Assistant and Typist :**

Competitive examinations for direct recruitment to the posts of Lower Division Assistant and Typist shall be conducted by the Commission.<sup>9</sup> [\*\*\*]

---

<sup>1a</sup> and <sup>1b</sup> [\*\*\*] Rule 10 & 11 substituted by amendment vide PER (AR) 105/83/Pt.1/1 dt.5.12.2012.

<sup>9</sup> [\*\*\*] Rule 12 substituted by amendment vide PER (AR) 105/83/Pt.I/26 dated 3.11.2023.



### **PROCEDURE FOR SELECTION**

13. For the purpose of preparing the Select List mentioned in Rule 6(1), 6 (2), Rule 7, Rule 7A, Rule 8, Rule 9(2), Rule 9 (3) and Rule 10, there shall be a Selection Committee with the following Chairman & Members: <sup>13</sup> [\*\*\*]

**(a) Selection for promotion to the post of Administrative Officer/Deputy Director (Admn.)/Secretary (equivalent to the rank of Dy. Director):**

- |  |  |
|--|--|
| (i) Chief Secretary  | Chairman                                       |
| (ii) Principal Secretary/Commissioner & Secretary/Secretary Personnel & A.R. Department                  | Member   |
| (iii) Principal Secretary/ Commissioner & Secretary/ Secretary .Finance Department or his representative | Member   |
| (iv) Principal Secretary/ Commissioner & Secretary/ Secretary of the Department concerned                | Convener & Member Secretary <sup>2</sup> [***] |

**(b) Selection for promotion to the post of Registrar .Superintendent, Upper Division Assistant, Lower Division Assistant and Typist(Senior Grade):**

- |   |                           |
|---|---------------------------|
| i. Principal Secretary/ Commissioner & Secretary/ Secretary of the Department concerned | Chairman                  |
| ii. Head of Department  | Member Secretary          |
| iii. Representative from Personnel (B) Department                                       | Member                    |
| iv. Representative from Finance Department not below the rank of O.S.D/Joint Secretary. | Member <sup>3</sup> [***] |

---

2 [\*\*\*] and 3[\*\*\*] Rule 13(a) & (b) substituted by amendment vide PER (AR) 105/83/56 dated 9.05.2011  
13 [\*\*\*] Rule 13 insertion by amendment vide PER (AR) 105/83/Pt.I/88 dated 12.08.2025.



14. The Appointing Authority shall refer to the Committee headed by Chief Secretary the approximate number of vacancies likely to occur in each of the categories of posts to which promotions are to be made and shall furnish the Committee with the character rolls and service records of all eligible persons belonging to respective categories. The Committee shall examine the character rolls and service records of such persons and prepare separate lists of names for recruitment under Rule 6(1). While preparing the lists, the Committee shall take into consideration seniority as an important factor 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/anticipated at the particular grade. These lists shall be forwarded by the Committee to the Appointing Authority. The Appointing Authority shall consider the lists prepared by the Committee and approve the lists unless it considers any change necessary. If the Appointing Authority considers that any change is necessary in any of the lists received, he shall inform the Committee of the change(s) proposed and after taking into account the comments, if any, of the Committee, he 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 rules.
15. For the purpose of selection under Rules 6 (2), 8, 9(2), 9(3) & 10, the Committee headed by the Administrative Head shall prepare a list in the same manner as provided in Rule 14.
16. The Committee shall meet from time to time as and when required.
17. The Select List shall ordinarily be in force for a period of one year from the date the Select List comes into force, provided that the validity of the Select List may be extended for a further period not exceeding six months by the Appointing Authority, with the approval of the Selection Committee. In the event of any great lapse in the conduct of 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 person from the Select List only with the approval of the Committee.
18. Appointments under Rules 6 (1), 6 (2), 7, 8, 9(2), 9 (3) and 10 shall be made from the respective Select Lists in the order in which names appear respectively in the lists. In the absence of the Select List, the Appointing Authority may, in exceptional cases, make appointments by promotion for a period not exceeding two months in each case.
19. **Conditions of eligibility** - In order to be eligible to compete the examination for direct recruitment under Rule 12, a candidate must satisfy the following conditions, namely -
- (i) **Nationality** - He must be a citizen of India.
  - (ii) **Age** - A candidate for the post of Typist or Lower Division Assistant must have attained the age of 18 years and not exceeding the age of 27 years on the first day of the year in which the examination is held. There will be no age limit for candidates already in Meghalaya Government Service provided they entered service within the prescribed age limit:  
  
Provided that in the case of candidates belonging to the Scheduled Castes or Scheduled Tribes, the upper age limit will be subject to relaxation made by Government from time to time.
  - (iii) **Educational Qualification** - The educational qualification in respect of initial recruitment as Lower Division Assistants and Typists, including those Lower Division Assistants taken by Selection from Typists and Grade IV staff, shall be as prescribed in Schedule III.



20. The decision of the Commission as to the eligibility or otherwise of a candidate for admission to the examination shall be final and no candidate to whom a certificate of admission has not been issued by the Commission shall be admitted to the examination.
21. The Commission shall forward to Secretariat Administration Department (Establishment) a list arranged in order of merit of the candidates who have qualified by such standard as the Commission may determine in respect of each of the categories of posts mentioned in Rules 9(1) and 11. The lists shall also be published for general information and shall be valid for a period of one year from the date of its publication which may be extended upto a maximum period of 6(six) months with the concurrence of the Commission.
22. Subject to the provisions of Rules 23 and 24, candidates will be considered for appointment in the order in which their names appear in the list as per reservation/ policy as may be prescribed by Government from time to time.
- 23. Disqualification for appointment to posts in 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 posts in 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 posts in the service.
- Provided that the Appointing Authority 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 posts in the service.
24. Inclusion of a candidate's name in the list mentioned in Rule 21 confers no right to appointment unless the Appointing Authority is satisfied, after such an enquiry as may be considered necessary, that the candidate is suitable in all respects for appointment.
25. Isolated Posts specific to a particular Directorate which do not find mention in these Rules shall be covered by way of issue of an Office Memorandum by the Government in Personnel Department to regulate their recruitment and promotion.
26. **Probation:** Persons recruited as L. D. Assistant under Rule 9 *ibid* and as Typist under Rule 11 *ibid* shall be on probation for a period of two years.
- 27. Departmental Examination and Training:**
- (1) Such persons referred to in clauses (a), (b), (c), (d) and (e) of sub-rule (1) of Rule 3 who have not passed the Departmental Examination and Training shall, within the period of 2(two) years from the date of commencement of these rules, shall appear at and pass the Departmental Examination and Training prescribed by the Government.
  - (2) Every person appointed to posts in the service after the commencement of these rules, shall, during the period of probation, appear at and pass the Departmental Examination and Training prescribed by the Government.



## 28. Confirmation:

- (1) Confirmation of members of the service appointed by promotion/selection to posts of Administrative Officer/Deputy Director (Admn.)/Secretary (DERT)/Registrar/Superintendent/U.D.Assistant/L.D.Assistant/Typist (SG)/Typist shall be made according to seniority in that cadre subject to the following conditions:
- (i) that he has served not less than 1 (one) year in the post where he is to be confirmed; -
  - (ii) that the performance of the employee is satisfactory (to be judged on the basis of the Annual Confidential Reports and other relevant records);
  - (iii) that there is no Departmental Proceedings / vigilance enquiry against him;
  - (iv) subject to availability of vacancy and that no officer holds a lien on it.
- (1) Confirmation of a probationer shall be made according to his seniority in that cadre subject to the following conditions:
- (i) that he has completed the period of probation to the satisfaction of the Appointing Authority;
  - (ii) that he is considered otherwise fit for confirmation by the Appointing Authority, and
  - (iii) subject to availability of vacancy.

## 29. Seniority:

- (1) (a) The *inter-se* seniority of the members of the service who originally belonged to the Assam Directorate Establishment Ministerial Service and allocated to the State of Meghalaya in accordance with the provisions of Section 64(1) of the North Eastern Areas (Re-organisation) Act, 1971 shall be as it was under the Government of Assam prior to their allocation to the State of Meghalaya.
- (b) The *inter-se* seniority of the Lower Division Assistants mentioned in Clause (b) of sub-rule (1) of Rule 3 shall be in the order in which their names appear in the result of the competitive examination conducted by the Commission. Such Lower Division Assistants shall be junior to the Lower Division Assistants falling under Clause (a) of sub-rule (1) of Rule 3.
- (c) The *inter-se* seniority of the Lower Division Assistants mentioned in Clause (c) of sub-rule (1) of Rule 3 shall be in order in which their names are arranged by the Government for the purpose of appointment. The *inter-se* seniority of the Assistants appointed under clauses (b) and (c) of sub-rule (1) of Rule 3 shall be according to the dates of appointment. The *inter-se* seniority among the Assistants appointed under clauses (b) and (c) of sub-rule (1) of Rule 3 on the same date shall be in the following order -
- (i) Assistants appointed under clause (b) of sub-rule (1) of Rule 3.
  - (ii) Assistants appointed under clause (c) of sub-rule (1) of Rule 3.
- (d) The *inter-se* seniority of the Typists mentioned in clause (b) of sub-rule (1) of Rule 3 shall be in the order in which their names appear in the result of the competitive examination conducted by the Commission. Such Typist shall be junior to the Typists falling under clause (a) of sub-rule (1) of Rule 3.
- (e) The *inter-se* seniority of the Typists mentioned in Clause (c) of sub-rule (1) of Rule 3 shall be in the order in which their names are arranged by the Government for the purpose of appointment. The *inter-se* seniority of the Typists appointed under clauses (b) and (c) of sub-rule (1) of Rule 3 shall be according to the date of appointment. The *inter-se* seniority amongst the Typists appointed under clauses (b) and (c) of sub-rule (1) of Rule 3 on the same date shall be in the following order -
- (i) Typists appointed under clause (b) of sub-rule (1) of Rule 3.
  - (ii) Typists appointed under clause (c) of sub-rule (1) of Rule 3.



- (2) The *inter-se* seniority of the persons mentioned in clause (d) of sub-rule (1) of Rule 3 shall be determined with effect from the date such persons started serving continuously in that grade as deputationists and will rank junior to the junior most person in position in that particular grade at the particular time.
- (3) The *inter-se* seniority of the persons mentioned in clause (e) of sub-rule (1) of Rule 3 shall be in the order in which their names appear on the result of the Competitive Examination conducted by the Commission. Such persons shall be junior to the Lower Division Assistants/ Typists falling under clause (d) of sub-rule (1) of Rule 3.
- (4) The *inter-se* seniority of the members of the service appointed to the different cadres of the service in accordance with the provisions of these rules shall be as follows -
  - (a) The *inter-se* seniority of the Registrars appointed under Rule 6 shall be in the order in which their names appear in the Select List.
  - (b) The *inter-se* seniority of the Superintendents appointed under Rule 7 shall be in the order in which their names appear in the Select List.
  - (c) The *inter-se* seniority of the Upper Division Assistants appointed under Rule 8 shall be in the order in which their names appear in the respective Select List.
  - (d) The *inter-se* seniority of the Lower Division Assistant appointed under Sub-rule (1), (2) and (3) of Rule 9 shall be in the order in which their names appear in their Lists respectively. The *inter-se* seniority in between Lower Division Assistants required under any of the aforesaid Sub-rules shall be according to the dates of appointment. The *inter-se* seniority amongst the Lower Division Assistants appointed under the aforesaid sub-rule on the same date shall be in the following order-
    - (i) Assistant appointed under sub-rule (1) of Rule 9.
    - (ii) Assistant appointed under sub-rule (2) of Rule 9.
    - (iii) Assistant appointed under sub-rule (3) of Rule 9.
  - (e) The *inter-se* seniority of the Typists appointed to the Senior Grade shall be in the order in which their names appear in the Select List.
  - (f) The *inter-se* seniority of the Ordinary Grade Typists shall be in the order in which their names appear in the List mentioned in Rule 21.

### **30. Increment:**

- (1) The first increment admissible to a member of the Service appointed by direct recruitment shall accrue on the expiry 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.
- (2) The pay of the member of the Service on his completion of the period of probation shall be fixed at such a stage as if he had been allowed his usual annual increments due but he shall not be entitled to any arrear in pay on account of withholding of due increments for the period prior to the date of his completion of the period of probation.
- (3) The annual increment of a member of the Service promoted from one cadre to another in the Service in the time scale applicable to him shall be admissible as provided in the Meghalaya Fundamental Rules and Subsidiary Rules.



- 31. Transferability:** A member of the Service is liable to be transferred anywhere within the State either in the same capacity or on promotion in case the officer where to he is transferred is part of the same Directorate.
- 32. Pay scale:** The pay scale as admissible to the member of the Service in different posts as shown in column 3 of the Schedule II subject to revision by Government from time to time. <sup>4</sup> [\*\*\*]
- 33. Leave, pension and other conditions of service:** All matters generally relating to allowances, leave, pension, discipline and other conditions of Service shall be regulated by rules and orders as are from time to time. <sup>5</sup> [\*\*\*]
- <sup>6</sup>[\*\*\*] **34. Power of the Governor to dispense with or relax any Rule:** 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:
- Provided that the case of any person shall not be dealt with in any manner less favourable to him than that provided under these rules.
- <sup>7</sup>[\*\*\*] **35. Interpretation** If any question arises relating to the interpretation of these Rules, it shall be referred to the Government in the Personnel & A. R. (B) Department, whose decision thereon shall be final.

Sd/-  
Smti. R. V. Suchiang. I.A.S.  
Commissioner & Secretary to the Govt, of Meghalaya,  
Personnel & Admv. Reforms (B) Department.

---

<sup>4</sup> [\*\*\*] & <sup>5</sup> [\*\*\*] inserted by amendment vide PER (AR) 105/83/56 dated 9.05.2011.

<sup>6</sup> [\*\*\*] & <sup>7</sup>[\*\*\*] renumbered by amendment vide PER (AR) 105/83/56 dated 9.05.2011.



**SCHEDULE - I<sup>14</sup> [\*\*\*]**  
**Rules 1(2), 2(1), 2(4), 2 (9), 3(1) (b), (e) and (f)**

Sl. No.	Heads of Department	Appointing Authority in respect of Registrar/AO/Dy. Director/Secretary, DERT	Respective Department
1	2	3	4
1.	Director of Agriculture	Principal Secretary/ Commissioner & Secretary/ Secretary, Agriculture & Farmers' Welfare	Department of Agriculture & Farmers' Welfare
2.	Director of Horticulture	Principal Secretary/ Commissioner & Secretary/ Secretary, Agriculture & Farmers' Welfare	Department of Agriculture & Farmers' Welfare
3.	Director of Agriculture (Research, Training & Technology Induction)	Principal Secretary/ Commissioner & Secretary/ Secretary, Agriculture & Farmers' Welfare	Department of Agriculture & Farmers' Welfare.
4.	Director of Food Processing.	Principal Secretary/ Commissioner & Secretary/ Secretary, Agriculture & Farmers' Welfare	Department of Agriculture & Farmers' Welfare.
5.	Director of Animal Husbandry & Veterinary	Principal Secretary/ Commissioner & Secretary/ Secretary, A.H. & Veterinary	A.H. & Veterinary Department
6.	Director of Dairy Development.	Principal Secretary/ Commissioner & Secretary/ Secretary, A.H. & Veterinary	A.H. & Veterinary Department.
7.	Director of Border Areas Development	Principal Secretary/ Commissioner & Secretary/ Secretary, Borders Areas Development	Border Areas Development Department
8.	Director of Community & Rural Development	Principal Secretary/ Commissioner & Secretary/ Secretary, Community & Rural Development	Community & Rural Development Department
9.	Registrar of Co-operative Societies	Principal Secretary/ Commissioner & Secretary/ Secretary, Co-operation	Co-operation Department
10.	Director of Economics & Statistics	Principal Secretary/ Commissioner & Secretary/ Secretary, Planning, Investment Promotion & Sustainable Development	Planning, Investment Promotion & Sustainable Development Department.
11.	Director of Higher & Technical Education, Meghalaya, Shillong.	Principal Secretary/ Commissioner & Secretary/ Secretary, Education	Education Department
12.	Director of Educational and Research Training, Meghalaya, Shillong.	Principal Secretary/ Commissioner & Secretary/ Secretary, Education	Education Department
13.	Director of School Education and Literacy, Meghalaya, Shillong.	Principal Secretary/ Commissioner & Secretary/ Secretary, Education	Education Department

**14 [\*\*\*] Schedule I substituted by amendment vide PER (AR) 105/83/Pt.I/88 dated 12.08.2025.**



	Director of Accounts & Treasuries	Principal Secretary/ Commissioner & Secretary/ Secretary, Finance	Finance (E) Department.
15.	Director of Local Fund Audit	Principal Secretary/ Commissioner & Secretary/ Secretary, Finance	Finance (E) Department.
16.	Director of Small Savings	Principal Secretary/ Commissioner & Secretary/ Secretary, Finance	Finance (B) Department
17.	Director of Fisheries	Principal Secretary/ Commissioner & Secretary/ Secretary, Fisheries	Fisheries Department
18.	Director, Food Civil Supplies & Consumer Affairs	Principal Secretary/ Commissioner & Secretary/ Secretary, Food Civil Supplies & Consumer Affairs	Department of Food Civil Supplies & Consumer Affairs.
19.	Principal Chief Conservator of Forest	Principal Secretary/ Commissioner & Secretary/ Secretary, Forest & Environment	Forest & Environment Department
20.	Additional Resident Commissioner	Principal Secretary/ Commissioner & Secretary/ Secretary, General Administration	General Administration (A) Department
21.	Director of Health Services (MI)	Principal Secretary/ Commissioner & Secretary/ Secretary, Health & Family Welfare	Health & Family Welfare Department
22.	Director of Health Services (MCH & FW)	Principal Secretary/ Commissioner & Secretary/ Secretary, Health & Family Welfare	Health & Family Welfare Department
23.	Director of Health Services (Medical Education & Research)	Principal Secretary/ Commissioner & Secretary/ Secretary, Health & Family Welfare	Health & Family Welfare Department
24.	Commissioner of Food Safety, Meghalaya, Shillong.	Principal Secretary/ Commissioner & Secretary/ Secretary, Health & Family Welfare	Health & Family Welfare Department
25.	Director of Civil Defence / Commandant General of Home Guards / Director General of Home Guards.	Principal Secretary/ Commissioner & Secretary/ Secretary, Home (Civil Defence & Home Guards)	Home (Civil Defence & Home Guards) Department.
26.	Inspector General of Prisons & Correctional Services.	Principal Secretary/ Commissioner & Secretary/ Secretary, Prisons & Correctional Services.	Department of Prisons & Correctional Services.
27.	Director General of Police	Principal Secretary/ Commissioner & Secretary/ Secretary, Home (Police)	Home (Police) Department
28.	Director of Forensic Sciences	Principal Secretary/ Commissioner & Secretary/ Secretary, Home (Police)	Home (Police) Department
29.	Director of Prosecution	Principal Secretary/ Commissioner & Secretary/ Secretary, Home (Police)	Home (Police) Department



30.	Director of Information & Public Relations	Principal Secretary/ Commissioner & Secretary/ Secretary, Information & Public Relations	Information & Public Relations Department
31.	Director of Commerce & Industries	Principal Secretary/ Commissioner & Secretary/ Secretary, Commerce & Industries	Commerce & Industries Department
32.	Labour Commissioner	Principal Secretary/ Commissioner & Secretary/ Secretary, Labour, Employment & Skill Development.	Department of Labour, Employment & Skill Development.
33.	Chief Inspector of Boilers & Factories	Principal Secretary/ Commissioner & Secretary/ Secretary, Labour, Employment & Skill Development.	Department of Labour, Employment & Skill Development.
34.	Director of Employment & Craftsmen Training	Principal Secretary/ Commissioner & Secretary/ Secretary, Labour, Employment & Skill Development.	Department of Labour, Employment & Skill Development.
35.	Director of Mineral Resources	Principal Secretary/ Commissioner & Secretary/ Secretary, Mining & Geology	Mining & Geology Department
36.	Director of Printing & Stationery	Principal Secretary/ Commissioner & Secretary/ Secretary, Printing & Stationery	Printing & Stationery Department
37.	Chief Engineer, Public Health Engineering	Principal Secretary/ Commissioner & Secretary/ Secretary, Public Health Engineering	Public Health Engineering Department
38.	Chief Engineering, PWD (Roads)	Secretary, PWD	Public Works Department (R&B)
39.	Chief Engineer, PWD (Buildings)	Secretary, PWD	Public Works Department (R&B)
40.	Director of Land Records & Surveys	Principal Secretary/ Commissioner & Secretary/ Secretary, Revenue & Disaster Management	Revenue & Disaster Management Department
41.	Director of Sericulture & Weaving	Principal Secretary/ Commissioner & Secretary/ Secretary, Textiles	Department of Textiles.
42.	Director of Social Welfare	Principal Secretary/ Commissioner & Secretary/ Secretary, Social Welfare	Social Welfare Department
43.	Director of Soil & Water Conservation	Principal Secretary/ Commissioner & Secretary/ Secretary, Soil & Water Conservation	Soil & Water Conservation Department
44.	Commissioner of Taxes	Principal Secretary/ Commissioner & Secretary/ Secretary, Excise, Registration, Taxation & Stamps	Excise, Registration, Taxation & Stamps Department



	Commissioner of Excise	Principal Secretary/ Commissioner & Secretary/ Secretary, Excise, Taxation & Stamps	Registration, Excise, Taxation & Stamps Department
46.	The Director Meghalaya State Lottery	Principal Secretary/ Commissioner & Secretary/ Secretary, Excise, Taxation & Stamps	Registration, Excise, Taxation & Stamps Department
47.	Inspector General of Registrations	Principal Secretary/ Commissioner & Secretary/ Secretary, Excise, Taxation & Stamps	Registration, Excise, Taxation & Stamps Department
48.	Superintendent of Stamps	Principal Secretary/ Commissioner & Secretary/ Secretary, Excise, Taxation & Stamps	Registration, Excise, Taxation & Stamps Department
49.	Director of Tourism	Principal Secretary/ Commissioner & Secretary/ Secretary, Tourism	Tourism Department
50.	Director of Urban Affairs	Principal Secretary/ Commissioner & Secretary/ Secretary, Urban Affairs	Urban Affairs Department
51.	Director of Housing	Principal Secretary/ Commissioner & Secretary/ Secretary, Housing	Housing Department
52.	Controller of Legal Metrology	Principal Secretary/ Commissioner & Secretary/ Secretary, Legal Metrology.	Legal Metrology Department
53.	Director of Programme Implementation & Evaluation	Principal Secretary/ Commissioner & Secretary/ Secretary, Programme Implementation & Evaluation	Programme Implementation & Evaluation Department
54.	Senior Electrical Inspector (Office of the Inspectorate of Electricity)	Principal Secretary/ Commissioner & Secretary/ Secretary, Power	Power Department
55.	Director of Sports & Youths Affairs	Principal Secretary/ Commissioner & Secretary/ Secretary, Sports & Youths Affairs	Sports & Youth Affairs Department
56.	Advocate General, Shillong.	Principal Secretary/ Commissioner & Secretary/ Secretary, Law	Law (A) Department
57.	Additional Advocate General, Shillong	Principal Secretary/ Commissioner & Secretary/ Secretary, Law	Law (A) Department
58.	Chief Electoral Officer	Principal Secretary/ Commissioner & Secretary/ Secretary, Election	Election Department
59.	Commissioners of Division	Principal Secretary/ Commissioner & Secretary/ Secretary, Personnel & A.R.	Personnel & A.R. (B) Department



60.	Director of Sainik Welfare.	Principal Secretary/ Commissioner & Secretary/ Secretary, GAD	General Administration (B) Department
61.	Director of Arts & Culture	Principal Secretary/ Commissioner & Secretary/ Secretary, Arts & Culture	Arts & Culture Department.
62.	Chief Engineer, Water Resources	Principal Secretary/ Commissioner & Secretary/ Secretary, Water Resources	Water Resources Department.
63.	Director of Information Technology & Communication	Principal Secretary/ Commissioner & Secretary/ Secretary, Information Technology & Communication	Information Technology & Communication Department.
64.	Commissioner of Transport	Principal Secretary/ Commissioner & Secretary/ Secretary, Transport	Transport Department.



**SCHEDULE II 15 [\*\*\*]****(see rule 32)**

Sl.	Name of the posts	Pay Level
1.	Administrative Officer/ Deputy Director (Admn.)/Secretary (DERT)	Level – 18
2.	Registrar	Level – 14.
3.	Superintendent	Level – 12.
4.	Supervisory Assistant	Level – 11.
5.	U. D. Assistant.	Level – 10.
6.	L. D. Assistant.	Level – 6.
7.	(i) Typist (Ordinary Grade) Grade – I Grade – II Grade – III  (ii) Typist (Senior Grade)	Level – 8 Level – 6 Level – 4  Level – 7

---

15 [\*\*\*] Schedule II substituted by amendment vide PER (AR) 105/83/Pt.I/88 dated 12.08.2025.



### SCHEDULE - III

{Rule 19(iii)}

**Educational Qualifications for recruitment of Lower Division Assistants and Typists in Heads of Departments**

Sl. No.	Method of Recruitment	Minimum Educational Qualifications
1	2	3
A.	For Lower Division Assistants	
1.	By direct recruitment through competitive examinations [Rule 9, (1)]	P.U.C. or Higher Secondary School Leaving Certificate or any equivalent educational qualification.
2.	By selection from Typists [Rule 9, (2)]	H.S.L.C. or Matriculate or any equivalent educational qualifications with 4 years of regular and continuous service as Typist.
3.	By selection from Grade IV [Rule 9, (3)]	H.S.L.C. or Matriculate or any equivalent educational qualifications with 7 years of regular and continuous service as Grade IV.
B.	For Typists	
1.	By direct recruitment [Rule 11]	Matriculation/H.S.L.C. examination or any equivalent educational qualification and passed the test on English type-writing conducted by the M.P.S.C.

NIC-MSC-SHILLONG  
Diary No : 2877  
Date : 17/09/25  
File No : 3: 48 pm.