

**GOVERNMENT OF MEGHALAYA  
FOREST & ENVIRONMENT DEPARTMENT**

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**ORDERS OF THE GOVERNOR**

**NOTIFICATION**

No.FOR.19/2020/172

Dated Shillong, the 12<sup>th</sup> February, 2024

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 in Meghalaya Forest Subordinate (Technical) Service.

1. **Short title and Commencement:** (1) These Rules may be called The Meghalaya Forest Subordinate (Technical) Service Rules, 2024 .

(2) They shall come into force from the date of notification in the official gazette.

2. **Definitions:** In these Rules, unless the context otherwise requires:-

- (a) "Appointing Authority" means the Principal Chief Conservator of Forest & HoFF, Meghalaya.
- (b) "Commission" means the Meghalaya Public Service Commission.
- (c) "Direct Recruitment" means recruitment made otherwise than by promotion as prescribed in these Rules.
- (d) "Committee" means the Committee constituted by the Government under Rule 8 of these Rules.
- (e) "Government" means the Government of Meghalaya.
- (f) "Governor" means the Governor of Meghalaya.
- (g) "Member of the Service" means a person appointed to a post in the Service under the provisions of these Rules or the Rules or Orders in force prior to the commencement of these Rules.
- (h) "Schedule" means Schedule appended to these Rules.
- (i) "Service" means the Meghalaya Forest Subordinate (Technical) Service.

- (j) "Select List" means a list of names prepared in order of preference for the purpose of making promotions under Rule 9 of these Rules after taking into account the number of vacancies to be filled up.
3. **Constitution of the Service:** There shall be constituted a Service to be known as the Meghalaya Forest Subordinate (Technical) Service consisting of the following persons, namely.
- (1) Persons appointed to different categories of posts in the Service on the recommendation of the Meghalaya Public Service Commission or the concerned District Selection Committee 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, at the commencement of these Rules consist of the following posts, namely
- (a) Junior Engineer (Civil)
  - (b) Draftsman.
- (2) Each of the categories of posts mentioned in sub-rule (1) of Rule 4 above 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 the post of Junior Engineer shall be Group 'B' Non-Gazetted and those holding the post of Draftsman shall be Group 'C' Non-Gazetted.
6. **Strength of the Service:** (1) The strength and composition of the Service shall be such as may be determined by the Government 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 Junior Engineer (Civil) shall be made by promotion from amongst the members holding the post of a Draftsman and who possess the requisite qualification and experience as specified in Schedule II of these Rules.
- (2) Appointment to the post of Draftsman shall be made by direct recruitment through Competitive Examination conducted by the Meghalaya Public Service Commission.
8. **Departmental Promotion Committee:** (1) For the purpose of preparing a Select List for appointment by promotion under sub-rule (1) of Rule 7 to the post of Junior Engineer (Civil), there shall be a Departmental Promotion Committee consisting of the following members:
- (1) Principal Chief Conservator of Forests & HoFF : Chairman

- |     |   |   |                  |
|-----|---|---|------------------|
| (2) | All Additional Principal Chief Conservators of Forests, I/C Wing. | : | Member           |
| (3) | Chief Conservators of Forests                                     | : | Member           |
| (4) | Secretary, Personnel & A.R Department or his representative       | : | Member           |
| (5) | Secretary, Finance Department or his representative               | : | Member           |
| (6) | Chief Conservator of Forests (Administration)                     | : | Member Secretary |

(2) The Chairman of the Committee may invite any other person(s) to attend its meeting as and when considered necessary.

**9. Procedure for preparing the Select List:** (1) At the beginning of each year, the Appointing Authority shall refer to the Committee, the approximate number of vacancies likely to occur in each cadre of the Service during the year. To enable the Committee to prepare the Lists for Promotion to those cadres, 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 posts 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.

(ii) The Character Rolls and Service Records of such persons.

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

(2) The Committee after examining the Character Rolls, Service Records and other documents in respect of all such persons, shall prepare a list based on seniority with due 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 particulars cadre. 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-rule (1) 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 shall approve the



list. If the Appointing Authority considers it necessary to make any change in the list received from the Committee, he shall refer the matter to the Committee and on such referral, the Committee's decision shall be final.

(5) The list as approved under sub-rule (4) above shall form the Select List for the purpose of appointment by promotion to the post of Junior Engineer (Civil).

- 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 the total period of such extension shall not be more than six months.

Provided further that in the event of any serious lapse in the conduct or performance of duties on the part of any person included 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 Committee shall meet as and when a vacancy for appointment by promotion or the need arises.

- 11. Direct Recruitment:** (1) The Competitive Examination for direct recruitment under sub-rule (2) of Rule 7 shall be held at such intervals as the Appointing Authority may, in consultation with the Commission from time to time determine. The date on which and the place in which the examination will 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) For publishing the results of the Competitive Examinations, the Commission shall prepare a merit list of all successful candidates on the basis of the aggregate marks obtained by each candidate and the State reservation policy for the Scheduled Tribes. The number of persons to be included in the list shall be according to the actual number of vacancies intimated by the Appointing Authority and published in the advertisement by the Commission. The List of recommended candidates shall be forwarded to the Appointing Authority under intimation to the Government.

(4) 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 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 the Scheduled Castes and the Scheduled Tribes, the upper age limit will be subject to relaxation made by the Government from time to time;

Provided further that, there shall be no upper age limit for persons who are already in regular Government service provided they entered service within the prescribed age limit.

(3) Educational Qualification — As laid down in 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 physical and mental health and free from any 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.

- 14. Appointment to the Service:** (1) Appointment under sub-rules (1) and (2) of Rule 7 of the Service shall be made by the Principal Chief Conservator of Forests & HoFF.
- (2) (i) Subject to the second proviso to sub-rule (1) of Rule 10, appointment shall be made from time to time in the order in which the names of candidates appear in the Select List prepared under Rule 9 or in the Merit List prepared under sub-rule (4) of Rule 11.

(ii) A person appointed by direct recruitment shall join within 15 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.

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

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

- 16. Departmental Examination and Training:** (1) All the members who joined the service prior to the commencement of these Rules are required to successfully

undergo such training as may be prescribed by the Principal Chief Conservator of Forests & HoFF, Meghalaya from time to time.

(2) All the members of the Service who are appointed by direct recruitment under these Rules shall appear and pass all the papers of the Departmental Examination conducted by the Department and to successfully undergo such training as may be prescribed by the Principal Chief Conservator of Forests & HoFF, Meghalaya from time to time.

**17. Discharge or Reversion:** A probationer shall be liable to be discharged from the Service or as the case may be, reverted to the permanent post which he held a lien or would have held a lien had it not been suspended under the Rules applicable to him prior to his appointment to the post in the Service if:

- (i) He fails to make sufficient use of the opportunity given to him during the training or otherwise fails to give satisfactory performance during the period of probation, or
- (ii) He fails to pass the Departmental Examination completely unless the Appointing Authority permits him to sit for the re-examination in the subject(s) he failed, or
- (iii) He intentionally provides false information relating to his Nationality, Caste, Age, Health, Character and Antecedents and Marital Status, or
- (iv) 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 who have been appointed in their respective cadres prior to the commencement of these Rules shall be in the order of their dates of regular appointment in that cadre by the Competent Authority.

(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 Select List approved under sub-rule (4) of Rule 9 or the Merit List prepared under sub-rule (3) of Rule 11.

(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 with respect to his junior(s) in the cadre as may be confirmed earlier than him. His original position shall however be restored on his confirmation subsequently.

**19. 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 and successively undergone the prescribed training course.
  - (b) that his overall performance is satisfactory as judged on the basis of Annual Confidential Reports and other relevant records.
  - (c) that there is no departmental proceeding pending or contemplated against him.
  - (d) That a vacancy is available in the cadre and no member of the Service holds a lien on it.
  - (e) That he is physically and mentally fit.
- (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 course 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) That a vacancy is available in the cadre and no member of the service holds a lien on it.

Provided that, where a person is not given an opportunity to undergo the prescribed training or no Departmental Examination is conducted during the period of probation, his confirmation shall not be held up for reasons of not successfully undergoing the said training or passing the Examination. However, such person shall, when called upon by the Appointing Authority and opportunity given to him, successfully undergo the prescribed training and pass the Departmental Examination completely as may be conducted.

Provided further that, the Appointing Authority may for good and sufficient reasons exempt a member of the Service from undergoing any training or appear at the Departmental Examination and confirm him in the respective cadre of the Service.



20. **Gradation List:** A Gradation List shall be prepared and published on the 1<sup>st</sup> January of every year consisting of the names of all members of the Service, cadre-wise and drawn up in order of seniority. 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

21. **Increment:**

(1) The increments shall be as specified in the vertical Cells of the applicable Level in the Pay Matrix.

(2) There shall be two dates for grant of increment namely, 1<sup>st</sup> January and 1<sup>st</sup> July of every year irrespective of the date of appointment or promotion or date of granting of financial upgradation.

Provided that a member of the Service shall be entitled to only one annual increment

(3) The first increment admissible to a member of the Service appointed during the period between the 2<sup>nd</sup> day of January and 1<sup>st</sup> day of July (both inclusive) shall be granted on 1<sup>st</sup> day of January and the increment in respect of a member of the Service appointed during the period between the 2<sup>nd</sup> day of July and 1<sup>st</sup> day of January (both inclusive) shall be granted on 1<sup>st</sup> day of July.

(4) The second normal increment admissible to a member of the Service appointed by direct recruitment shall accrue only after one year. However, subsequent increments shall be granted on his successful completion of the period of probation.

Provided that subsequent increments shall not be held up if no such Departmental Examinations are conducted or if the person has not been nominated for any prescribed Training Course during the period of his probation.

(5) 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 has been allowed his usual annual increments due but he shall not be entitled to any arrear in pay on account of withholding the due increment for the period prior to the date of his completion of the period of probation.

22. **Leave, Pension and other conditions of service:-** All matters generally relating to pay, 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 Government employees of corresponding status.



23. **Power of the Governor to dispense with or relax any Rule:** Where the Governor is satisfied that the operation of any of the provisions of these Rules causes undue hardship in any particular case, he may dispense with or relax the requirement of any of these Rules to such extent and subject to such conditions, as it may be considered necessary for dealing with the case in a just and equitable manner.
24. **Interpretation:** If any question arises relating to the interpretation of these Rules, the decision of the Government in Forests & Environment Department with the approval of the Personnel & A.R. Department shall be final.
25. **Repeal and Saving:** 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, Orders or Notifications 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/-  
(P. Bakshi, IAS)  
Commissioner & Secretary to the Govt. of Meghalaya,  
Forests & Environment Department .

**SCHEDULE-I**  
**( See Rule 3)**

Sl. No.	Name of Post	Pay Matrix as per Meghalaya Services (RoP) Rules 2018	Number of Post		
			Permanent	Temporary	Total
<b>1</b>	<b>Junior Engineer(Civil)</b>	<b>Level 11</b> <b>₹. 37800-86400/-</b>	<b>1</b>	<b>-</b>	<b>1</b>
<b>2</b>	<b>Draftsman</b>	<b>Level 8</b> <b>₹. 30300-71600/-</b>	<b>8</b>	<b>-</b>	<b>8</b>

**SCHEDULE – II**

(See Rule 7, Rule 12 and Rule 16)

Sl. No	Name of 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
			Educational 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	Junior Engineer (Civil)	Promotion (100%)	-	-	-	Draftsman	5 years continuous service as Draftsman.	A person should have passed the Departmental Examinations completely as and when conducted and successfully undergone the prescribed training to be eligible for consideration for promotion.
2	Draftsman	By direct recruitment through MPSC (100%)	Diploma in Civil Draftsmanship /Engineering or Degree in Civil Engineering.	18 years	32 years subject to relaxation made by the Government from time to time for SC/ST candidates.  Provided that there shall be no upper age limit for persons who are already in regular Government service.			The job involves frequent touring and at times prolonged camping to remote and inhospitable areas. The candidates should therefore be physically and medically fit.



**Memo No. FOR. 19/2020/172 -A**

**Dated Shillong, the 12<sup>th</sup> February, 2024**

Copy to :-

1. The Private Secretary to the Hon'ble Chief Minister, i/c Forest & Environment Department, Meghalaya, Shillong for kind information of the Hon'ble Chief Minister.
2. The Private Secretary to the Hon'ble Speaker, Meghalaya Legislative Assembly, for kind information of the Hon'ble Speaker.
3. The Private Secretary to the Hon'ble Leader of Opposition, Meghalaya Legislative Assembly, for kind information of the Hon'ble Leader of Opposition.
4. The Private Secretary to the Chief Secretary to the Government of Meghalaya for kind information of the Chief Secretary.
5. The Commissioner and Secretary/Secretary to the Govt. of Meghalaya, Forest & Environment Department.
6. The Commissioner and Secretary/Secretary to the Govt. of Meghalaya, Personnel & A.R. Department.
7. The Commissioner and Secretary/Secretary to the Govt. of Meghalaya, Finance Department.
8. The Principal Chief Conservator of Forests & HoFF, Meghalaya, Shillong for information and necessary action.
9. All Additional Principal Chief Conservator of Forests, i/c Wing for information and necessary action.
10. All Chief Conservator of Forest, Meghalaya for information and necessary action
11. The Chief Conservator of Forests (Administration) for information and necessary action.
12. The Cabinet Affairs Department/Personnel & A.R (A) Department, (Service Rules Cell)/Law (B) Department and Finance (Estt. Department.
13. The Director, Printing & Stationery, Meghalaya, Shillong, for publication in the Meghalaya Gazette with a request to provide to this Department 30 (thirty) printed copies of the same.
14. Senior System Analyst NIC Shillong, Meghalaya with a request to upload in the Government Website.
15. Guard File.

By order, etc.



Joint Secretary to the Govt. of Meghalaya  
Forests & Environment Department

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