

DISTRICT SELECTION COMMITTEE

COMPOSITION, FUNCTIONS AND THE PROCEDURES FOR DIRECT RECRUITMENT
TO VARIOUS CATEGORIES OF POSTS UNDER THE PURVIEW OF THE DSC

APPOINTMENT UNDER REGULATION 3(F) OR ON AN ADHOC BASIS IS RESTRICTED OR BANNED

- All appointments should be in a regular manner
- Recruitment to all posts and services under the Government of Meghalaya should be filled up through the MPSC, DSC and Departmental Selection Committee
- In exceptional circumstances when the need is felt that certain vacancy(ies) is/ are required to be filled up under Regulation 3(f)/ adhoc basis, the Department concerned should submit the proposal to the Cabinet with the views of the Personnel & AR(B) Department and take prior approval of the Cabinet before proceeding with such recruitment. **[PER(AR) 238/87/2, dated 3rd October, 1987/ PER.(AR).238/87/21, dated 22/2/89/ PER(AR).153/93/Pt/121, dated 23/05/2013/ PER(AR).153./93/PT.I/171, dated 24/9/2015]**
- **Appointing Authority will be held responsible for violations of these instructions.**

VARIOUS RECRUITMENT BOARDS/ COMMITTEES IN MEGHALAYA

- Meghalaya Public Service Commission
- District Selection Committee
- Police Central Recruitment Board
- Meghalaya Primary Teachers' Recruitment Board
- Nursing Recruitment Board/Committee
- Excise Constables Recruitment Board/Committee
- Meghalaya Home Guards Board/ Committee
- Departmental Selection Committee

CONTD/-

- **Meghalaya Public Service Commission:** conducts recruitment to all the higher posts, such as MCS, MPS, MSS, MFS, all Gazetted posts etc.,
- **District Selection Committee:** conducts recruitment to the posts borne in the establishment of a District, Sub-Division, Block Development Block or other Subordinate Offices, such as LDA, Typists, Peons, Grade IV staff, Drivers, Election Enumerators, Lady Supervisors, Sectional Assistants, Gram Sevaks, Gram Sevikas, Mukhya Sevika, Soil Demonstrator, Veterinary Field Assistant, Fishery Demonstrators, Weaving Demonstrators, Data Entry Operators, etc. where the appointing authority is the District or Sub-Divisional Officer.

CONTD/-

- **Police Central Recruitment Board:** conducts recruitment to the post of Police constables, Fireman, Drivers, Mechanics, MPRO operators, Followers etc., for AB/UB/MPRO/IRBN
- Sub-Inspector of Police, in AB /UB/MPRO/IRBN
- Government designates Chairman of the Recruitment Board- usually of the rank of Addl DGP or DGP
- Principal, Police Training School, Shillong is usually notified as Member Secretary of the Meghalaya Police Central Recruitment Board.

CONTD/-

- **Meghalaya Primary Teachers' Recruitment Board:** conducts recruitment to Government Primary School Teachers. The candidates must have passed Meghalaya Teachers' Eligibility Test conducted by the Government, among other eligibility criteria.
- **Meghalaya Health Recruitment Board:** various categories of posts come under their purview, such as Staff nurse, ANMs, laboratory assistants etc.
- Director of Health Services(MI) is the chairperson of the Recruitment Board.

CONTD/-

- Excise constables, Home Guards etc., are also recruited by their respective Departmental Recruitment Boards.
- **Departmental Selection Committee:** in the Directorates of the Government of Meghalaya and in certain Commissions recruitment to Grade IV posts such as Peons, chowkidars, drivers are done by such Departmental Selection Committees. The Committee has to be notified by the Government. They are outside the purview of MPSC/DSC
- Promotion of Grade IV staff to the post of LDA is also approved by such Committee

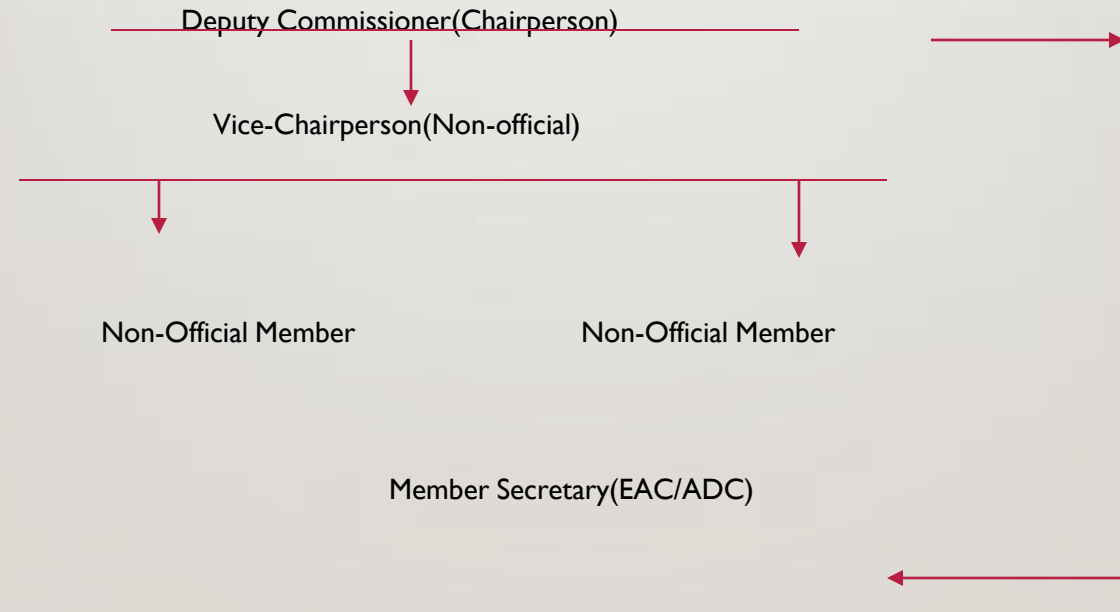
GOVERNMENT NOTIFICATION NO.PER(AR)49/2012/5, DATED 17TH NOVEMBER, 2014.

- District Selection Committee for each District
- Deputy Commissioner is the Chairperson
- Vice-Chairperson- non official,
- Member Secretary-ADC/EAC
- Two other non-official Members
- Vice-Chairperson and two other non-official members are nominated by the Government for a period of two years.
- ***[Usually Non-official members are re-nominated as long as they enjoy the confidence of the Government]***

DISTRICT SELECTION COMMITTEE

- On the recommendation of the Deputy Commissioner concerned, or on its own, the Government notifies the Member Secretary of the District Selection Committee. He should not be below the rank of EAC /ADC
- Non-official members should have a degree in any stream
- Possessing higher degree is preferable
- The non-official member(s) should not be holding office under the State or Central Government and the District Councils or any other Government organization.

DISTRICT SELECTION COMMITTEE COMPOSITION



NB:- There is no fixed tenure for Member Secretary.

FUNCTIONS OF DSC

- DSC undertakes to conduct written examinations, tests and/ or interview for the purpose of recommending suitable candidates for appointment by direct recruitment to different categories of posts, which are borne in the offices/establishments of the District or sub-divisional/ subordinate offices and which do not come under the purview of the MPSC or Departmental Selection Committee.
- **NB:- Appointment as casual employees/ wages/on contractual basis shall fall outside the purview of DSC.**

PROCEDURE OF DSC

- First ascertain overall vacancies from all Departments/offices
- It is also incumbent upon the Government offices/ departments/ appointing authorities to intimate available vacancies to DSC
- Advertise the Posts. Indicate the following:-
 - (i) Name of post and pay scale/ matrix
 - (ii) Number of vacancies
 - (iii) Age limit[**not less than 18 years or more than 27 years. 5 years age relaxation for ST/SC candidates**]

No age bar for those candidates who entered the Government service within the prescribed limit.[Government Letter No.PER(AR)99/80/17, dated 6th February, 2018]

NB- Age of the candidates should be reckoned as on 1st January of the Recruiting Year.

PROCEDURE OF DSC-CONTD/-

- Educational qualification
- Late date for receipt of application
- Fees- Head of account/ Details of Bank Account to which fees to be credited
- **EXAMINATION**-Syllabus for written Examination:-
 - I. For Grade-IV Post-

• (a) General Knowledge	(qualifying)	50
• (b) Interview	50
• TOTAL	100
 - **NB:-** The advertisement is to be published in the official website of DC office, one local newspaper and in one English daily

PROCEDURE OF DSC

- 2. Other Posts
- (a) General English including Precis writing,
Essay writing and Drafting 100 Marks
- (b) Elementary Mathematics, Elementary Science
Aptitude (30 Marks for aptitude) 100 Marks
- © General Knowledge 70 Marks
- (d) Interview 30 Marks
- TOTAL** **300 Marks**

CONTD/-

- For the post of LDA- First conduct speed Test. Minimum speed 30 words per minute. Seek the assistance of NIC to conduct Computer speed Test.
- Then written examination, to be followed by Interview.
- For the post for which extra physical fitness, skill or technical qualification is necessary, necessary tests shall be conducted for such extra physical, skill or technical qualification, to be followed by Interview.
- For example- Driving test should be conducted for the post of driver
- Running Test shall be conducted for Gram Sevak/Soil Demonstrator post.
- When extra physical fitness, skill or technical qualification is required for any post, the appointing authorities shall indicate the same at the time of requisition of suitable candidates
- DSC shall invite the appointing authority to depute a technical expert to assist the DSC whenever required.

CONTD/-

- For recruitment to all category of Grade IV posts of peon, cleaner, chowkidar, Mali, cook or any other equivalent post, the minimum educational qualification shall be Class VI(Six) passed.
- If the number of candidates applying for the post(s) exceeds 40, then a Written Test shall be conducted for screening the applicants , to be followed by Interview.

CONTD/-

- Declaration of Results of Written Examination:-
- DSC shall fix the cut off marks as per the bench mark/standard depending upon the number of vacancies to be filled
- Marks secured by the candidates to be kept in sealed covers and opened after Personal Interview at the time of tabulation
- Results of written examination to be displayed on the Notice Board in order of Serial No/Roll No. To be published in the official website of the DC office.
- Total number of persons to called for Interview should not exceed 2 times the number of vacancies.
- Tentative date for Personal Interview shall also be announced at the time of declaration of results of written examination.

CONTD/-

- **INTERVIEW:-**

- Only 10 per cent of the Total Marks[300] are earmarked for Interview

i.e., 30 marks which shall be equally divided among the members on the Board of Interview

- Members not to consult each other during conduct of Interview
- The sum of both written examination marks and Interview marks shall constitute the total marks obtained by the candidates and shall be used for preparation of merit List.

PROCEDURE OF DSC- CONTINUED

- The number of selected and recommended candidates shall be restricted to the number of vacancies advertised.
- The final list is to be displayed on the Notice Board/ official website of DC office and also to be published in the local dailies[not mandatory].
- The appointing authorities have no choice in the matter of over-looking any person senior in the merit list duly recommended by the DSC
- As per Rule, the validity of the recommended list is one Year
- **SENIORITY:-** The seniority of the persons appointed through or after the recommendation of DSC shall be in order of seniority as per DSC recommended list.

MISC.

Appointment to one family member of Land owner donating land for Government purpose, does not come under the purview of DSC

- - Private land owners must have donated land to the Govt. free of cost,
- - That land must have been legally handed over to the Govt. Department
- - That land must have been duly registered by executing Gift Deed
- Deputy Commissioner shall identify the post in consultation with the District Head of the concerned Department to which land is being donated.

(Rule 7)



CONTD/-

- Follow Reservation Policy of the State Government
- Monthly Honorarium, Travelling Allowance, and Daily Allowance to be paid to the non-official members of DSC
- Fees for examiners and Paper setters to be paid promptly
- Always select paper setters carefully
- Appoint examiners/ invigilators in advance and in adequate numbers
- Use codes/ system of secrecy in the matter of recruitment of candidates so as to maintain impartiality and fair treatment to all candidates and to avoid litigations.

LANDMARK JUDGMENT OF THE HON'BLE SUPREME COURT

- Special Leave Petition(Civil) No.cc.27/2012 in the matter of Arup Das & Ors vs. State of Assam & Ors, the Hon'ble Supreme Court delivered a landmark judgment with regard to the number of posts advertised and the number of names to be recommended against the number of posts advertised.
- **Para 10.. “ It is well established that an authority cannot make any selection/appointment beyond the number of posts advertised, even if there were a larger number of posts available than those advertised. The principle behind the said decision is that if that was allowed to be done, such action would be entirely arbitrary and violative of Articles 14 and 16 of the Constitution, since other candidates who had chosen not to apply for the vacant posts which were being to be filled, could have also applied if they had known that the other vacancies would also be under consideration for being filled up..”**

CASE STUDY

- In the year 2000, the DSC East Garo Hills District advertised for the post of Sectional Assistant. Mr. A applied for the post. At that time Mr. A was 32 years old. After written examination and Interview the result was declared in 2008. As requisitioned, he was recommended to the PWD for appointment as SA. The EE PWD after perusing his Birth Certificate/Admit Card opined that he was overaged as he was already 38 years old by the time he was recommended to the said post.