

## **CHAPTER : 8 – EDUCATIONAL QUALIFICATION**

(8.1)

**Government of Nagaland**  
**Home Department: Appointment 'B' Branch**

### **OFFICE MEMORANDUM**

Dated Kohima, the 12<sup>th</sup> December, 1968.

NO.APPT-15/34/67:- The undersigned is directed to say that the Government after due consideration has decided to prescribe the academic qualifications for direct recruitment to the various of Class-folows:-

1. **UPPER DIVISION ASSISTANT:**

- (a) Secretariat : Graduate in Arts, Commerce or Science from recognized University
- (b) Directorates : Intermediate in Arts, Commerce or Science or its equivalent.
- (c) District Office : Pre-University or its equivalent.

2. **LOWER DIVISION ASSISTANT:**

- (a) Secretariat : Pre University or is equivalent.
- (b) Directorates : - do-
- (c) District Offices : Matriculate or its equivalent .In the case local candidates he/she should have appeared Matriculation or its equivalent Examination.

3. **TYPIST:**

- (a) Secretariat : Matriculate or it equivalent.
- (b) Directorates : -do-
- (c) District : (i) Matriculate or its equivalent. In the case of local candidate he /she should have read up to Class-X.  
(ii) The minimum speed in typing in all cases number of mistakes not exceeding 5.P.C.

4. **STORE KEEPERS**

Matriculate or its equivalent. In the case of local candidate relaxable to read upto Class X with some experience in the line.

5. **CLASS-IV APPOINTMENT PEONS etc**

A candidate should have some knowledge of English, Hindi or Nagamese.

The academic qualifications as prescribed above are, however, subject to any relaxation as granted by the Government for any underrepresented tribes in services, under the Government.

The academic qualification accordingly may please be incorporated in the respective Subordinate Service Rules be framed or already framed.

The receipt of this OM may please be acknowledged.

**Sd/- R.M. DHAR**

Deputy Secretary to the Government of Nagaland

(8.2)

**Government of Nagaland**  
**Department of Personnel and Administrative Reforms**  
**( Administrative Reforms Branch )**

**OFFICE MEMORANDUM**

Dated Kohima, 29<sup>th</sup> January, 1977

No.APPT-15/34/67:-In partial modification of this Department's of even number dated 12<sup>th</sup> December, 1968, the undersigned is directed to say that after due consideration of the Government it has further been decided to re-prescribe the Academic Qualification for direct recruitment to the various categories of Class-III & 1V(Non-Gazetted) post under the State Government as follows :-

**Name Services/Post Academic Qualification.**

2. **LOWER DIVISION ASSISTANT**  
(C) District Offices : Matriculate (HSLC) or its equivalent examination
- 3 **TYPIST:**  
(District Office) : Matriculate (HSLC) or its equivalent examination.  
(The Minimum speed in Typing in all cases should be 30 words per minutes with number of mistaken not exceeding 5%).

**Sd/ I. Longkumer**  
Secretary to Govt. of Nagaland

(8.3)

**Government of Nagaland**  
**Department of Personnel and Administrative Reforms**  
**(Administrative Reforms Branch)**

**NOTIFICATION**

NO. AR-8/20/82

Dated Kohima, the 29<sup>th</sup> Nov, 1982.

Whereas the Government having considered that the mode of recruitment and academic qualification for appointment to the posts of Typist are different and whereas the government are of the view that a Typist, after gaining sufficient experience and proficiency in Typing works, when promoted to the post of L.D.A. fails to discharge the duties and responsibilities of the post and thus the experiences and knowledge so assiduously acquired over the years are wasted to the disadvantage of the Government.

2. Now, therefore, the Government after careful consideration have decided that the Typist in the Nagaland Civil Secretariat, Office of the Head of the Departments and Subordinate, Office in the State shall form into separate Cadres with effect from the date of issue of this Notification as under:-

### **A. Nagaland Civil Secretariat**

**(i) Typist Grade-III.**

The Typist on first appointment shall join the Grade-III post in pay scale of Rs 240-5-265 EB-7-335-EB-9-380/-P.M. The qualifying speed in typing shall be 30 words per minute.

**(ii) Typist Grade –II**

The Typist Grade-III shall be eligible to sit in speed test examination conducted by the N.P.S.C. for promotion to Grade-II in the scale of pay of Rs. 275-9-320-EB-10-420-EB-11-475/-P.M. after completion of 4 years of service in grade-III. The qualifying speed in typing shall be 40 words per minute.

**(iii) The Typist Grade-I**

The Typist Grade-I shall be eligible to sit in speed test examination to be conducted by the N.P.S.C. for promotion to Grade-I in pay scale of Rs. 425-15-500-EB-20-700/P.M. after completion of 5 years of services in Grade-II. The qualifying speed in typing shall be 45 words per minute.

**(iv) Typist Senior Grade**

The Typist Grade-I shall be eligible for promotion to the post of Senior Grade in the scale of pay of Rs. 525-25-700-EB-25-900/- P.M. after rendering 5 years of service in Grade-I and purely seniority-cum-merit.

**(v) Typist Special Grade.**

The Senior Grade typist shall be eligible for promotion to the post of Special Grade in pay scale of Rs. 650-27-50-815-EB-30-1025/- P.M. after rendering 4 years of service in Senior Grade and purely on seniority-cum-merit. No post of typist shall be gazetted irrespective of the pay scale attached to the post.

### **B. HEADS OF THE DEPARTMENTS**

In the Heads of the Departments officer the Typist shall be graded into Grade-III, Grade-II & Senior Grade. The existing mode of recruitment to the posts of typist shall continue. The required length of service as well as qualifying speed in typing for promotion to higher grades shall be same as prescribed in respect of the Typist in the Civil Secretariat.

The scale of pay for each grade shall be as under:-

- |                 |   |
|-----------------|---|
| 1. Grade-III    | : Rs. 240-5-265-EB-7-335-EB-9-380/-P.M. |
| 2. Grade-II     | : Rs. 255-6-315-EB-7-350-10-400/-P.M.   |
| 3. Grade-I      | : Rs. 350-10-400EB-15-550/-P.M.         |
| 4. Senior Grade | : Rs. 425-15-500-EB-20-700/-P.M.        |

Henceforth on post of LDA-cum-Typist shall be created and the existing Typist shall be regulated according to this instruction.

**Sd/-IMTIKUMZUK**

Deputy Secretary to the Govt. of Nagaland

(8.4)

**Government of Nagaland  
Department of Personnel and Administrative Reforms  
(Administrative Reforms Branch)**

**OFFICE MEMORANDUM.**

NO.AR-8/10/83

Dated Kohima, the 18<sup>th</sup> July, 1983.

The prescribed qualification for recruitment to the post of NCS Class I, NCS Class II, Nagaland Police Service Class II and other administrative and non-technical post of other service is a Degree in Arts, Science or Commerce of a recognized University. The relevant service rules do not prescribe an equivalent qualification for the purpose. As a result the graduates in Agriculture, Engineering, Medicine, Home Science or Physical Education who intend to appear at the NCS recruitment examinations and other examinations conducted by the Nagaland Public Service Commission for recruitment to administrative non-technical post cannot apply for those examination.

In consultation with the Nagaland Public Service Commission the Government have now decide to included the degree in the following disciplines as academic qualification for recruitment to all posts in the NCS and non-technical administrative posts of other services:

“Arts, Commerce, Science, Agriculture, Engineering, Medicine, Home Science or Physical Education” The undersigned is, therefore, directed to request all Departments of the Government to take immediate steps to amend the Service Rules of those services under their control so far as academic qualification as concerned in the following manner:

Rule No. **ACADEMIC QUALIFICATION:** A candidate shall hold a degree in Arts, Science, Commerce, Agriculture, Engineering, Medicine Home Science or Physical Education or equivalent qualifications recognized by the Government of Nagaland.

A copy of the Notification amending the relevant provision of the Rules may please be endorsed to this Department in due course.

The receipt of this Office Memorandum should be acknowledged.

**Sd/ N. JAKHALU**  
Commissioner & Secretary to the Govt. of Nagaland.

(8.5)

**Government of Nagaland**  
**Department of Personnel & Administrative Reforms**  
**(Administrative Reforms Branch )**

No. AR- 8/10/83

Dated Kohima, the 29<sup>th</sup> August, 1983.

**ADDENDUM**

Please add “Degree in Agriculture Veterinary Science, Divinity, Agriculture Engineering, Applied Geology and Applied Geophysics” after the words “Physical Education” in the fourth line of para-4 of this Department’s O.M. of even number dated 18-7-83.

The above qualifications may please be inserted in the relevant provision of the Service Rules by all the Departments accordingly.

**Sd/ IMTIKUMZUK**

Deputy Secretary to the Govt. of Nagaland.

(8.6)

**Government of Nagaland**  
**Department of personnel & Administrative Reforms**  
**(Administrative Reforms Branch)**

**OFFICE MEMORANDUM**

NO.AR-8/20/82

Dated Kohima, the 21<sup>st</sup> June '1986.

The undersigned is directed to refer to P &AR Department Notification of even number dated 29.11.82\* and Office Memorandum of even number dated 25.2.83 and 14.8.93 and to say that certain points for clarification have been raised by various Departments, as to whether qualification bar will be applicable at the time of promotion of those Typists appointed prior to 30.11.82 and have opted for the line of promotion to the post of Lower Division Assistant etc. in terms of Office Memorandum of even number dated 14.8.85.

After careful consideration of the matter, it is clarified that the minimum educational qualification prescribed is for direct recruitment to the post; and the qualification bar should not apply in case of promotion/re-designation of in service candidates, done according to the normal rules and procedures.

It is also clarified that option for the line of promotion to the post of L.D.A. in itself will not entitle the typists for automatic promotion / redesignation as LDA. They will only be eligible for consideration for promotion to the post of LDA .under normal procedure. They will remain as typists till vacancies are available and are promoted to the post of LDA according to the rules/ procedure in force.

**Sd/ IMTIKUMZUK**

Joint Secretary to the Govt. of Nagaland

***\*Refer Chapter 8.3***

(8.7)

**Government of Nagaland  
Personnel and Administrative Reforms Department  
( Administrative Reforms Branch )**

**OFFICE MEMORANDUM**

Dated, Kohima, the 24<sup>th</sup> July' 1996

NO. AR-1/1/87: : Instances have come to the notice of the Govt. that some people had tried to produce fake certificates of matriculation while seeking jobs and elsewhere, after careful consideration it has been decided to make the procedure of checking the authenticity of certificate of educational qualification more stringent. This would be in addition to the spot verification carried out at the time of selection/interview.

Heads of Departments are now advised to verify the authenticity of certificates of educational qualification of the candidate(s) selected for appointment and those kept in the writing list by referring a copy of the certificate confidentially to the issuing authority for authentication. This may be done through Registered post or by deputing a reliable official for the purpose. The written confirmation of the issuing authority should be obtained preferably before the appointment or as soon as possible thereafter.

In the case of the posts having the prescribed educational qualification above HSLC, the certificate of the education qualification so prescribed as well as the HSLC should be verified from the issuing authority as far as practicable and feasible.

**Sd/- PANKAJ KUMAR**  
Addl. Secy. to the Govt. of Nagaland.

(8.8)  
**Government of Nagaland**  
**Personnel and Administrative Reforms Department**  
**( Administrative Reforms Branch )**

No. AR-3/Gen-189/2008

Dated, Kohima, the 8<sup>th</sup> June, 2010.

**OFFICE MEMORANDUM**

**Sub:- Prescription of Educational Qualification for Directorate and District LDAs for the Backward Tribes.**

In partial modification of this Department's Office Memorandum No. AR-8/19/84 Dated 16<sup>th</sup> March, 2006 and No. AR-3/Gen-189 Dated 2<sup>nd</sup> March, 2010, the Governor of Nagaland is pleased to relax the educational qualifications for all the Backward Tribes, for direct recruitment to the post LDAs in the Directorate and District Offices, subject to the following conditions:-

- (i) The educational qualification for the post of LDA-cum-Computer Assistant will be 10+2 passed.
- (ii) This relaxation will be for a period of 5(five) years from the date of issue of this O.M.
- (iii) Those candidates who were appointed under this relaxation will have to acquire computer proficiency within 2(two) years.

**Sd/- LALTHARA**  
Chief Secretary to the Govt. of Nagaland.

(8.9)  
**Government of Nagaland**  
**Personnel and Administrative Reforms Department**  
**(Administrative Reforms Branch)**

**OFFICE MEMORANDUM**

Dated, Kohima the 26<sup>th</sup> October, 2012

No. AR-3/GEN-212/2012 : : The Technical Education Department vide Notification No. THE/TE/10-12/04 dated 29/07/2012, had recognized the 3(three) year Diploma Course in Modern Office Practice offered at the Government Polytechnic, Kohima, for recruitment to various posts, viz, Computer Operator, Receptionist, Data Entry Operator, Stenographer Grade-III and such other posts where the pre-requisite educational qualifications for appointment is equivalent to the afore-mentioned course.

All Administrative Heads and Heads of the Department, therefore, are requested to allow individuals in possession of the 3(three) year Diploma Course in Modern Office Practice to appear in various recruitment examinations against posts where the requisite academic qualifications corresponds to that of the aforesaid course.

**Sd/- LALTHARA**  
Chief Secretary to the Govt. of Nagaland

(8.10)  
**Government of Nagaland**  
**Personnel and Administrative Reforms Department**  
**(Administrative Reforms Branch)**

No. AR-8/19/84

Dated Kohima, the 4<sup>th</sup> August, 2015

**OFFICE MEMORANDUM**

**Sub:- Prescription of Educational Qualification for Directorate and District LDA-cum-Computer Assistants for the Backward Tribes.**

In continuation of the Department's Office Memorandum No.AR-3/GEN-189/2008 Dated 8<sup>th</sup> June 2010\*, the Governor of Nagaland is pleased to relax the educational qualification for all the Backward Tribes, for direct recruitment to the post of LDA-cum-Computer Assistants in the Directorate and District Offices, subject to the following conditions:-

- (i) The educational qualifications for the post of LDA-cum Computer Assistant will be 10+2 passed.
- (ii) This relaxation will be for a period of 5 years from the date of issue of this O. M.
- (iii) The candidates will be required to have working knowledge of Computer Operations, common office software applications and will have to undergo a test on basic use of computer (like other candidates).
- (iv) Graduate in any discipline will be preferred qualification.

**Sd/- PANKAJ KUMAR**  
Chief Secretary to the Govt. of Nagaland

***\*Refer chapter 8.8***