

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

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OFFICE MEMORANDUM

No. AR-3/Gen-174/2007(Pt)

Dated, Kohima the 26<sup>th</sup> October, 2017

**Subject: Procedure for filling up of Non Gazetted Posts in the Departments**

The existing policy and procedure for filling up of Grade-III and Grade-IV posts under the State Government, including the District Offices, has been further reviewed and it has been decided that recruitments to Non Gazetted posts shall be made as per the procedure laid down in the following paragraphs.

1. All direct recruitment vacancies arising in Non Gazetted posts, including Grade-III and Grade-IV posts under the establishment of Deputy Commissioners in District administration shall be filled up by the indigenous tribes of the respective District through a Selection Committee headed by the Deputy Commissioner and having three District level Heads of Offices, an Administrative Officer, the Regional Employment Officer or District Employment Officer and the Principal or Senior Lecturer of the local College to be nominated by the Deputy Commissioner.
2. Further, all direct recruitment vacancies in Non Gazetted posts in a Department except Grade-IV posts, including such vacancies in the District offices of that Department, shall be filled up by the following Departmental Recruitment Board with the approval of the Government:  

(1) Director/Head of Department	Chairman
(2) Representative of concerned Administrative Department not below the rank of Under Secretary	- Member
(3) Representative of P&AR Department not below the rank of Under Secretary	- Member
(4) A senior officer concerned Directorate not below the rank of Deputy Director in-charge of administration	- Member Secretary
3. The Departmental Recruitment Board shall meet every month.



4. All direct recruitment vacancies in Grade-IV posts in District offices of the Departments shall be filled up by the indigenous inhabitants of the respective District. In making recruitments to other Grade-IV posts in the Directorate and Secretariat level offices, the reservation policy for Backward Tribes shall be adhered to. All Grade-IV appointments shall be with the approval of Government.

5. The Indigenous Inhabitant Certificate (IIC) may be verified with the help of latest Census records to rule out possibility of multiple IICs in the name of the same person.

6. The above procedure shall not apply to the Non Gazetted posts of Secretariat Assistant in Nagaland Secretariat Service Cadre which will continue to be requisitioned to the Nagaland Public Service Commission (NPSC) for recruitment.

7. This issues in supersession of all earlier instructions on the matter, including this Department's Office Memorandum of even number dated 7<sup>th</sup> December, 2016 and with the approval of the Cabinet vide Memorandum No.CAB-2/2013 dated 12<sup>th</sup> September, 2017 and dated 26<sup>th</sup> October, 2017.

**Sd/- PANKAJ KUMAR, IAS**

Chief Secretary to the Government of Nagaland

Dated, Kohima the 26th October, 2017

No.AR-3/Gen-174/2007 (Pt)

Copy to:-

1. The Principal Secretary to the Governor of Nagaland, Raj Bhavan, Kohima.
2. The Commissioner & Secretary to the Chief Minister, Nagaland, Kohima.
3. The P.S. to the Speaker/Deputy Speaker, Nagaland Legislative Assembly, Kohima.
4. The P.S. to all Ministers/Advisors/Parliamentary Secretaries, Nagaland, Kohima.
5. The OSD to the Chief Secretary, Nagaland, Kohima.
6. The Additional Chief Secretary/Principal Secretaries/Commissioner & Secretaries/Secretaries, Nagaland, Kohima.
7. The Commissioner & Secretary, IT Department, Nagaland, Kohima for uploading in the State portal.
8. The Commissioner & Secretary, Nagaland Legislative Assembly, Kohima.
9. The Secretary, NPSC/Vigilance Commission/Nagaland Information Commission.
10. All Heads of Department, Nagaland.
11. All Nagaland Houses.
12. All Deputy Commissioners, Nagaland.
13. The Publisher, Nagaland Gazette for publication in the official gazette.

*Alson*

26/10/17

(RENBONI MOZHUI)

Joint Secretary to the Government of Nagaland