

## **CHAPTER : 6 – RECRUITMENT RULES**

**(6.1)**

**Government of Nagaland  
Home Department  
Administrative Reforms (Cell) Branch**

No.AR-8/1/75

Dated Kohima, the 23<sup>rd</sup> May, 1975.

### **MEMORANDUM**

**SUB:- PROCEDURE FOR EX-CADRE AND ADHOC APPOINTMENTS UNDER THE GOVERNMENT.**

Under various circumstances ex-cadre and adhoc appointments have been made under the Government in the past. With a view to formulating a uniform policy in regard to such appointments, it has been decided that henceforth all such cases should be submitted to the Chief Secretary, for consideration.

2. Ex-cadre appointments should be made only in case where a post is created for a specific purpose and for a specified period only. The officer who is appointed against such ex-cadre post should not be utilized for any purpose other than the purpose for which ex-cadre post has been created. As regards ad-hoc appointment, it is impressed upon all appointing authorities that the present practice should be discontinued. Where it is found that the appointment to a post by direct recruitment through State Public Service Commission or through a Selection Board will take sufficient time and in the interest of public service the appointment is of emergent necessity, Government Departments may appoint a person on ad-hoc basis in such circumstances only.

The undersigned is therefore, directed to request all Departments of the Government/Heads of Department to comply with the above decisions of the Government in all such cases of future appointments.

The receipt of this Memorandum may kindly be acknowledged

**Sd/- I. LONGKUMER**  
Secretary to the Govt. of Nagaland.

(6.2)

**Government of Nagaland  
Home Department  
Administrative Reforms (O&M) Branch**

No. AR-8/8/74

Dated, Kohima, the 7<sup>th</sup> July' 1976

**OFFICE MEMORANDUM**

It has come to the notice of the Governor that in some cases direct recruitment has been made without publicly inviting applications for the posts. The quota of Direct Recruitment or Departmental Promotion laid down in relevant Service Rules have also not been adhered to in the past. The Governor has, therefore, observed that any decision which violates principles of fair-play, the matter is likely to leak out and to give rise to the suspicion of favouritism, etc.

The undersigned is, therefore, directed to request all concerned that no Direct Recruitment should be made without publicly inviting applications. In exceptional circumstances only a person may be appointed to a post with prior approval of the Government. The case of an appointment of a particular individual will not fall under the category of exceptional circumstances. The need to make a departure as a matter of high public policy will be only in cases like providing employment to qualified ex-undergrounds in order to rehabilitate them.

The above instruction may please be adhered to by all Heads of Departments in making appointments to vacant posts in Government Departments/Offices in future.

The receipt of this communication may please be acknowledged.

**Sd/ I. Longkumer**

Secretary to the Govt. of Nagaland

(6.3)

**Government of Nagaland  
Home Department  
Labour and Employment**

**NOTIFICATION**

No.L&E-2/80/75

Dated, Kohima, the 22<sup>nd</sup> July, 1977.

The Governor of Nagaland is pleased to decide that in order to qualify for registration of names in the Employment Exchanges in Nagaland, persons other than the indigenous inhabitants of Nagaland as specified in the Government order No.APPT-16/6/67 dt. 6/7/75 should fulfill the following requirements:-

1. His/Her name or name of parents or legitimate guardians in case the person was than minor, should has been entered in the Electoral Roll published on 5/12/63 or
2. The person or his/her parents or legitimate guardian should have been paying house tax prior to 1/12/63 or

3. The person or his/her parents or legitimate guardian should have acquired property and patta on it prior to 1/12/63.
4. The children of the non-indigenous Government servants in respective of their date/dates of joining in the State Government service shall be eligible for registration in the Employment Exchanges in Nagaland.
5. It has further been decided that the certificates issued only by the Deputy Commissioners/Additional Deputy Commissioner shall be accepted by the Employment officers for the purpose of determining eligibility for registration in the Employment Exchanges.

**Sd/- I. LONGKUMER**  
Secretary to the Govt. of Nagaland.

(6.4)

**Government of Nagaland**  
**Department of Personnel and Administrative Reforms**  
**(Reservation Cell for Backward Tribes)**

**NOTIFICATION**

No. AR-8/9/76 (Pt-II)

Dated, Kohima, the 17<sup>th</sup> Sept' 1980

In pursuance of the clause (ii) of para 3 of Government Notification No. AR-8/15/80 dated 31-7-80, the Governor of Nagaland is pleased to direct that the Deputy Secretary of the Department of Personnel & Administrative Reforms (AR Branch) shall be associated with all Recruitment Boards for direct recruitment to all category of non-gazetted posts under various Departments which do not fall under purview of the NPSC to ensure strict implementation of the 33% Reservation policy for the Backward Tribes with immediate effect.

All the Heads of Departments in the State are requested to invite the Deputy Secretary Personnel & Administrative Reforms (AR Branch) to any Recruitment Board as and when held without fail.

**Sd/- A. SHANMUGAN**  
Secretary to the Govt. of Nagaland

(6.5)

**Government of Nagaland  
Department of Personnel and Administrative Reforms  
(Reservation Cell for Backward Tribes)**

**MEMORANDUM**

No. RCBT-8/80

Dated, Kohima, the 21<sup>st</sup> Sept'1981

**Sub:- Constitution of Interview Board-Association of Deputy Secretary Personnel & Administrative Reforms (AR Branch).**

In continuation to this Department Notification No. AR-8/9/76 (Pt-II) dated 17<sup>th</sup> Sept'1980, the undersigned is directed to state that immediately following the words "Deputy Secretary" the words or his Representative from the Personnel & Administrative Reforms (AR Branch) may be added.

**Sd/- A. SHANMUGAN**  
Secretary to the Govt. of Nagaland

(6.6)

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

No.PAR-2/73/86

Dated, Kohima, the 7<sup>th</sup> March, 1986.

**OFFICE MEMORANDUM**

It is observed that the approval of the Chief Secretary is not often obtained in the matters which otherwise require his approval. In order to avoid complications in future, prior approval of the Chief Secretary in dealing with such matters as indicated below should in -variably be obtained before final orders are issued.

This may strictly be complied with by all concerned.

1. Appointment to class I posts in the Secretariat.
2. All ad-hoc appointments and extension in the Secretariat.
3. Deputation to class I posts and extension of deputation period in the Secretariat.
4. All the appointments (ad-hoc or casual) of non- locals and extension of their services in the Secretariat.
5. Regularisation of services in the Secretariat where N.P.S.C. clearance requires.
6. Re- employment and extension of re- employment period.
7. All other service matters of General Administration where N.P.S.C clearance requires.

**Sd/- I. LONGKUMER**  
Chief Secretary, Nagaland.

(6.7)

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

No. AR-2/1/88

Dated Kohima, the 4<sup>th</sup> Jan, 1989.

**Sub:- Appointment of outsiders (non-local ) on contract basis.**

The intention of the Government of engaging people on contract appointments against some posts was to employ some outsiders (non-locals) on short term basis to safe guard the interest of local candidate whenever they become eligible. Hence the Departments concerned should ensure that the proposal for regularisation of contract services of non- locals are not processed save in very exceptional cases. Similarly contract system should not be used to by-pass the ban on ad-hoc casual appointment.

Receipt of this Memorandum may be acknowledged.

**Sd/- Z OBED**

Chief Secretary to the Govt. of Nagaland.

(6.8)

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

**OFFICE MEMORANDUM**

No.AR-1/8/88

Dated Kohima, the 24<sup>th</sup> Aug' 1994

**Sub:- RECRUTMENT TO THE POST**

The undersigned is directed to refer to the subject cited above and to state that it has come to the notice of the Government that many Administrative actions regarding recruitment and promotion are taking place in violation of Government orders issued from time to time. The below are some of the examples are:-

- a. Upgradation of posts.
- b. Appointment on adhoc basis against post which are to be recruited/filled up on regular basis on the recommendation of the Nagaland Public Service Commission since adhoc and casual appointments has been banned vide Government O.M. No.AR-2/1/87 dated 16/9/87.
- c. Deputation of lower level Government officials in one department to higher level post of another department even though such higher posts are to be filled up on the basis of the recommendation of the Nagaland Public Service Commission.

It is, therefore, impressed upon that all Administrative Departments should put up all such proposals to the Cabinet for approval .It may also be noted that bringing officials on deputation from lower grade depriving the regular promotion to serving staff creates discontentment among Government servants.

The receipt of this O.M. should be acknowledged.

**Sd/- P. TALITEMJEN AO, IAS**

Commissioner& Secretary to the Govt. of Nagaland

(6.9)

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

**OFFICE MEMORANDUM**

NO.AR-1/8/88

Dated Kohima, the 3<sup>rd</sup> August '1995

**Sub:- WAITING LIST.**

The Principle of “**Waiting list**” has been under examinations by Government for quite some time. After careful examination, it is found necessary to define certain guidelines for operation of “**Waiting list**”. Now, therefore the Governor of Nagaland is pleased to lay down the following guidelines for operation of waiting list when recruitment is done through Direct Recruitment by NPSC or otherwise.

1. A Waiting list, not exceeding 25% of vacancies advertised shall be maintained by the Nagaland Public Service Commission in respect of the examination written and/or ora conducted by them.
2. A Waiting List shall remain valid for 6 (six) months only from the date results are declared by Nagaland Public Service Commission and for a particular and shall lapse thereafter.
3. The names from the Waiting List can be requisitioned by the Government (concerned department) only if:
  - (a) A candidate recommended by Nagaland Public Service Commission does not join the post after an offer has been made to him by the Government.
  - (b) Has been found medically unfit or
  - (c) Declared unsuitable for appointment on verification of character and antecedents: or
  - (d) Resigns after joining the post before the expiry of 6 (six) months from declaration of results by Nagaland Public Service Commission, or and
  - (e) When a candidate, after selection by Nagaland Public Service Commission resigns and accepts other appointments of the State Government or the Central Governments or joins public service or dies or disabled before the expiry of 6 (six) months from the date of declaration of the results by the Nagaland Public Service Commission .

It is made very clear that the Waiting List shall operate only within the posts advertised by the Nagaland Public Service Commission and not otherwise.

4. The Waiting List cannot be used for recommending a candidate for appointment to an additional necessary reported by the Government (concerned department) after the expiry of last date of receiving prescribed application in the advertisement issued by the Nagaland Public Service Commission.
5. The Waiting List shall remain a “Secret Document” in the custody of Commission and shall not be communicated to the Government (concerned department).
6. Immediate action may be taken to suitably amend the existing Service Rules by all the Departments, and action taken be communicated to the Personnel and Administrative Reforms Department.

**Sd/-T.C.K.LOTHA**

Chief Secretary to the Government of Nagaland.

(6.10)

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

**ADDENDUM**

No. AR-1/8/88

Dt. Kohima, the 12<sup>th</sup> April' 1996.

**SUB:- WAITING LIST.**

In partial modification of this Department's Office Memorandum of even number dated 3/8/95, please read "**subject to a minimum of one**" at the end of clause (1) after the expression "**conducted by them**".

**Sd/- T.C.K. LOTHIA**

Chief Secretary to the Govt. of Nagaland.

*\* Refer chapter 6.9*

(6.11)

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

**OFFICE MEMORANDUM**

NO.AR-8/11/82

Dated Kohima, the 29<sup>th</sup> Oct. 1996,

**Sub:- Withdrawal of requisition for filling up of posts through NPSC.**

Instances have come to light where certain departments of the Government after having placed requisition with the NPSC for filling up certain posts have attempted to withdraw the requisition on one ground or the other.

The Commission has viewed such instances adversely the views of the Commission are reproduced below:-

"Now and then we come across instances wherein the Government sends the requisition to the Commission and thereafter withdraws the requisition either or after the vacancies are notified, and sometimes after the commencement of the interviews. The important question is whether the Government has power to withdraw the requisition? If the Government has that power whether such power can be exercised arbitrarily and with malafide intention?

Exercise of power by any authority arbitrarily and with malafide intention is not permissible. The Government may be justified if the proposal to withdraw the requisition, before notification, is because of certain unexpected developments which could not be foreseen at that point of time. But proposals of withdrawal of requisition, after notification, for reasons of non-application of mind by the authority concerned should be considered seriously as it amounts to disrespect not only to the constitutional body, the Commission, but also to the applicants and the

general Public. Such situations arise for the simple reason that the authority did not examine the requisition seriously with due care and attention and failed to foresee the likely developments in the near future. Proposals of withdrawals of the requisition in order to regularise some adhoc appointments should be outrightly rejected by the Commission because of the constitutional requirement that no person who has examined and recommended by the Commission can be appointed to or can hold a post in the service.

A proposal of withdrawal of requisition should invariably contain reasons for which the requisition is sought to be withdrawn. If the proposal does not contain the reasons the Commission should ask for the reason. If the Commission is satisfied that the reasons stated justify the proposal of withdrawal the requisition may be allowed to be withdrawn. The Commission will be fully justified in challenging the proposal of withdrawal if the reasons are not given or if the reasons given do not satisfy the Commission because the Government are not to act arbitrarily or with malafide intention in any ease and more so when it is a question of the credibility of the Government and Commission.

The views of the Commission have been examined carefully and it is decided that:

1. Requisition for filling up of posts through NPSC may be sent to NPSC after careful examination by the Department. Requisition once placed cannot be withdrawn except when it is proved to the satisfaction of the Commission that such withdrawal has become necessary because of unexpected development which could not have been fore seen at the time of placement of requisition.
2. Requisition cannot be withdrawn with the intention to make or regularize adhoc/contract appointments.
3. No proposal for withdrawal of requisition may be referred to the Department of P&AR without first obtaining the views of the Commission.

**Sd/- N.G.LALOO**

Commr & Secy. to the Govt. Nagaland.

(6.12)

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

**OFFICE MEMORANDUM**

NO.AR-5/ASSO/98(A)

Dated, Kohima, the 26<sup>th</sup> Feb'2001

**SUB:- TAMPERING OF PROOF OF AGE IN SERVICE RECORDS.**

Instances have come to the notice of the Government that some Government employees have tampered with the proof of age/date of birth in their Service Books/Records. This practice is not only a serious violation of the Nagaland Government Servants Conduct Rules, 1968, but also amounts to grave criminal misconduct attracting legal action.

2. The Government has taken a serious view of such illegal practices by Government employees. All Administrative Heads of Departments and Heads of Departments are hereby directed to carefully check and scrutinize the Service Books/Records of all employees under their control. If any instance of tampering with proof of age is established, disciplinary action against such employees should be brought to the notice of the Department of Personnel & AR. for advice regarding appropriate legal action to be taken against the concerned employees.

3. The contents of this O.M. are brought to the notice of all concerned for strict compliance. All Heads of Departments are also requested to send copies of this. O.M. to all their District & Subordinate officers.

**Sd/- R.S.PANDEY**

Chief Secretary to the Government of Nagaland.

**(6.13)**

**Government of Nagaland  
Home Department Rajya Sainik Board**

Dated, Kohima, the 23rd April, 2003

**NOTIFICATION**

**NO.HOME/SSA/8/81** : On the recommendation of the Government of India, Ministry of Defense and in pursuance of decision taken by the Rajya Sainik Board, Nagaland, the Governor of Nagaland is pleased to order that all posts under Sainik Boards. Nagaland shall be manned by Ex-Servicemen only. However, on exceptional circumstances, case of civilians may also be considered with prior approval of the Kendriya Sainik Board, Government of India. Ministry of Defence.

2. The term ex-servicemen for purpose of re-employment have been defined by the Government of India, Ministry of Home Affairs, Department of Personnel & Administrative Reforms as amended from time to time, which shall be applicable for operation of this order (Copy attached a Appendix 'A')

Yours faithfully,

**Sd/- H.K.KHULU**  
Home Commissioner

(Cont of 6.13)

**Appendix 'A'**

**NO.39016/10/79-Estt.(C)**

**Government of India/Bharat Sarkar**

**Ministry of Home Affairs**

**Department of Personnel and Administrative Reforms**

**(Karmik our Prashasanik Sudhar Vibhage )**

New Delhi-1, the 15<sup>th</sup> Dec,1979.

**NOTIFICATION**

In exercise of the powers conferred by the proviso to Article 309 of the Constitution, the President hereby makes the following rules for regulating the recruitment of ex-servicemen in Central Civil Services and posts, namely: -

1. Short title and commencement: -
  - (1) These rules may be called the ex-servicemen (Re-employment in Central Civil Service and posts) Rules, 1979.
  - (2) They shall be deemed to have come into force on the first day of July, 1979.
2. Definitions:- In these rules, unless the context otherwise requires,
  - (a) "Armed Forces of the Union" means the army/navy, and air force of the Union.
  - (b) "Disabled ex-serviceman" means an ex-serviceman, who while serving in the Armed Forces of the Union was disabled in operations against the enemy or in disturbed areas:
  - (c) "Ex-Serviceman" means a person, who has served in any rank ( whether as a combatant or as non-combatant), in the Armed Forces of the Union, including the Armed Forces of the former Indian States, but excluding the Assam Rifles, Defence Security Corps, General Reserve Engineering Force, Lok Sahayak Siena and Territorial Army, for a continuous period of not less than six months after attestation, and.
    - (i) Has been released otherwise than at his own request or by way of dismissal or discharge on account of misconduct or inefficiency, or has been transferred to the reserve pending such release, or.
    - (ii) Has to serve for not more than six months for completing the period of service requisite for becoming entitled to be released or transferred to the reserve as aforesaid; or.
    - (iii) Has been released at his own request, after completing five years service in the Armed Forces of the Union.
  - (d) 'Para-Military Forces' means under Security Force, Central Police Reserve Force, Indo-Tibetan Border Police Force, Central Industrial Security Force, Secretariat Security Force, Assam Rifles and Railways Protection Force.
  - (e). "Reserved vacancies" means vacancies reserved under rule 4 for being filled by Ex-servicemen.
3. Application-These rules shall apply to all the Central Civil Services and posts Group 'C' and Group 'D' and to the posts of the level of Assistant Commandant in all Para-Military Forces.

4. (1) Reservation of vacancies (I) Ten percent of the vacancies in the posts of the Assistant Commandant in all Para-military forces: ten percent of the vacancies in each of the categories of Group "C" posts and of such posts in each Group "C" Service, and 20% of the vacancies in each of the categories of Group 'D' posts and of such posts in each Group 'D' service including permanent vacancies filled initially on a temporary basis and temporary vacancies which are likely to be made permanent or are likely to continue for three months and more, to be filled by direct recruitment in any year shall be reserved for being filled by ex-servicemen.

Provided the percentage of reservation so specified for ex-servicemen in category of posts shall be increased or decreased in any one recruitment year to the extent to which the total number of vacancies reserved for ex-servicemen; Scheduled Tribes (including the carried forward reservations for scheduled castes and Scheduled Tribes) and for any other categories taken together, falls short to is in excess as the case may be, of fifty percent of the vacancies in that category of posts filled in that year.

Provided further that in case of an increase in the reservation for the ex-servicemen under the preceding proviso, the additional vacancies so made available for them shall be utilized first for the appointment of disabled ex-servicemen and if any such vacancies still remain unfilled thereafter the same shall then be made available to other ex-servicemen.

- (2) Out of the vacancies reserved for being filled by ex-servicemen, vacancies shall be reserved for candidates belonging to the Scheduled Castes and Scheduled Tribes in accordance with such orders as are issued in this behalf by the Central Government for time to time.

Provided that if any ex-servicemen belonging to the Scheduled Castes or Scheduled Tribes is selected, his selection shall be counted against the overall quota of reservation that shall be provided for the Scheduled Castes or Scheduled Tribes in accordance with the orders issued by the Central Government from time to time.

- (3) No vacancy reserved for ex-servicemen in a post to be filled otherwise than on the result of an open competitive examination, shall be filled by the appointing authority:
- (i) has obtained a 'non-availability certificate' from the employment exchange (where a requisition is placed on an employment exchange),
  - (ii) has verified the non-availability of suitable candidate by reference to the Director General Resettlement and recorded a certificate to that effect, and
  - (iii) has obtained approval of the Central Government.

5. **Special Provision Regarding age limit:** For appointment to any vacancy in Central Civil Services Group 'C' and Group 'D' whether reserved or not under these rules, every ex-servicemen who has put in not less than six months continuous service in the Armed Forces of the Union shall be allowed to deduct the period of such service from his actual age and if the resultant age does not exceed the maximum age limit prescribed for the post or service for which he seeks appointment by more than three years, he shall be deemed to satisfy the condition regarding age limit.

**6. Special provision regarding Educational qualifications:**

- (a) For appointment to any reserved vacancy in Group 'D' posts, every ex-serviceman who has put in not less than three years service in the Armed Forces of the Union shall be exempted from the minimum educational qualification; if any, prescribed in respect of such posts.
- (b) For appointment to any reserved vacancy in Group 'C' posts, the appointing authority may, at its discretion, relax the minimum educational qualification, where such qualification prescribed is a pass in the middle school examination or any lower examination, in favor of ex-servicemen who have put in at least three years service in the Armed forces of the Union and who are otherwise considered fit and suitable for appointment to such posts, in view of their experience and qualifications.
- (c) For appointment to ant reserved vacancy in Group 'C' posts, to be filled partly by direct recruitment and partly by promotion or transfer, where the minimum educational or technical qualification prescribed for appointment by direct recruitment is higher than that prescribed for promotes or transferences, an ex-servicemen shall be deemed to satisfy the educational or technical qualification if he,
  - (i) Satisfies the educational or technical qualification prescribed for direct recruitment to the post from which promotion or transfer to the post in question is allowed, and.
  - (ii) Has identical experience of work in a similar discipline and for the same number of years in the Armed Forces of the Union, as prescribed for promotes or transferees.

**Explanation :** For the purposes of this rule, in computing the period of three years service, there shall be added any period of service which an ex-servicemen has rendered while serving in a corresponding post or posts in a Civil department, or a Public Sector Undertaking or an Autonomous Organization, whether under the Central Government or any State Government, or in Nationalized Bank to the period of service rendered in the Armed forces of the Union.

- 7. Amendment of recruitment rules. All rules regulating the recruitment of persons to Group 'C' and Group 'D' posts and services under the Central Government shall be subject to the provisions of these rules and shall be construed accordingly.
- 8. **Interpretation.** If any question arises as to the interpretation of these rules, the question shall be decided by the Central Government and the decision of the Central Government shall be final.

**Sd/- S C GUPTA**  
Deputy Secretary to the Government of India

(6.14)

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

No. AR-5/ASSO/98

Dated Kohima, the 18<sup>th</sup> February, 2004

**MEMORANDUM**

**Sub: REGULATION OF CONTRACT/AD-HOC APPOINTMENTS.**

The Government of Nagaland constituted a Committee vide Notification No.AR-5/ASSO/98 dated 4/2/2003 to examine the issues relating to the large number of ad-hoc/contract employees appointed in the past in various State Government offices and recommend a workable solution in this regard. On the basis of the recommendations of this Committee a set of measures to be taken to deal with the existing situation and to prevent recurrence of such appointments in future were placed before the Cabinet which were considered and approved by the Cabinet on 16<sup>th</sup> January, 2004. In pursuance of this decision the Governor of Nagaland is pleased to order as follows:

1. All fresh cases of ad-hoc/contract appointment will be taken up in accordance with the P&AR Department Memorandum No. AR-5/ASSO/98 (C) dated 26<sup>th</sup> February 2001 and no such appointment will be made without following the revised procedures laid down in the aforesaid Memorandum.
2. All the appointing authorities will take advance action to fill up the anticipated vacancies by following the prescribed procedure and avoid a situation where the extraordinary measure of ad-hoc/contract appointment has to be resorted to.
3. In respect of the existing ad-hoc/contract employees the following action will be initiated:

**Category-I : Ad-hoc/contract appointments made against sanctioned posts.**

(a) Employees having more than 10 years of service.

An employee in this category may be considered for regularisation provided:

- (i) there is a sanctioned post;
- (ii) the employee fulfils all the eligibility criteria for the post including the requisite educational qualification; and,
- (iii) the performance of the employee has been satisfactory in the service.

The concerned department will submit specific cases to the Government for approval after obtaining the recommendations of a Screening Committee with the following composition:

Chief Secretary	-	Chairman
Addl. Chief Secretary (Home)	-	Member
Principal Secretary (P&AR)	-	Member
Commissioner & Secretary (Law)	-	Member
Additional Secretary (P&AR)	-	Member Secretary.

The Department will furnish to the Secretary of the Screening Committee details of all employees proposed for regularisation with relevant documents like original appointment order, certificates of educational qualification, date of birth, ACRs and result of the screening test wherever stipulated.

If an employee does not possess the requisite educational qualifications he/she may be given a grace period of not exceeding two years to acquire the same and may be considered for regularisation only thereafter. Those who fail to acquire these qualifications even after the grace period will stand terminated.

The resultant vacancy due to termination of any employee in this category shall be filled up by following the prescribed procedure for fresh recruitment.

(b) Employees having 5-10 years of service.

An employee in this category may be considered for regularisation provided that in addition to the above mentioned three criteria, namely,

- (i) there is a sanctioned post;
- (ii) the employee fulfils all the eligibility criteria for the post including the requisite educational qualification; and,
- (iii) the performance of the employee has been satisfactory in the service, an examination (written and/or viva voce) to test their suitability should be organised by the concerned department under the supervision of the Administrative Training Institute, Nagaland, Kohima. Qualifying marks should be laid down in advance and only those who qualify such a screening test should be considered for regularisation by following the procedure as mentioned in the para 3(a) above.

The resultant vacancy due to termination of any employee shall be filled up by following the prescribed procedure for fresh recruitment.

(c) Employees having less than 5 years of service.

For this category of employees, the concerned department shall process immediately to fill up their posts on regular basis through open advertisement or the NPSC as the case may be. The existing ad-hoc/contract appointees working in those posts will be allowed to appear in the selection test/open competitive examination without age bar subject to their possessing other required qualifications. Their present contracts may be considered for extension, if considered unavoidable, following the existing procedures only till such time that the process of new recruitment is completed.

**Category-II: Casual/fixed pay appointments without sanctioned posts.**

Since this category of appointments have been made without any sanctioned post, the departments concerned should first review through the Work-Charged and Casual Employees Commission as to what extent the services of such appointees are required and whether all or some of the appointees are surplus. The appointees declared surplus should be terminated but they be given age relaxation in applying for the Government jobs to the extent of number of

completed years in the Government service. In the remaining cases, the concerned department should move for creation of posts on the basis of the Commission's recommendations by following the existing procedure for the creation of posts. After the posts have been created, the services of the appointees should be considered for regularisation in accordance with the recommendations made above for the Category-I.

**Reservation for Backward Tribes.**

5. In the normal recruitment procedure the Backward Tribes Reservation Rules shall be followed strictly by the recruiting agencies. In the 5-10 years' category (para 3(b) above), the concerned departments should work out the existing representation of the Backward Tribes and fill up the shortfall, if any, from the vacancies/direct recruitments arising from now onwards including those arising as a consequence of termination mentioned in paras 3(a) and 3(b).

**General.**

6. The reference date for counting the years of service etc. will be 26<sup>th</sup> February 2001 i.e. the date when the latest government order banning contract/ad-hoc appointment was issued.
7. The procedure of this Memorandum is only a one-time-measure and shall be applicable only to the ad-hoc/contract employees existing on the reference date.
8. As a deterrence to ad-hoc/contract appointments being made without obtaining the approval of the Government in accordance with the existing instructions, it is further ordered that any candidate so appointed after the date of this Memorandum will be expressly debarred from any kind of service under the State Government or its undertakings.
9. The concerned Departments will also compile a list of appointing authorities who are responsible for unauthorised ad-hoc/contract appointments and initiate action against them.
10. All departments having ad-hoc/contract employees will complete the action to be taken in pursuance of this Memorandum within a period of three months and submit a report to the P&AR Department except in the cases where the screening test is to be conducted, the ATI must be notified within a period of three months to hold such a test.

**Sd/- V.N. GAUR**

Principal Secretary to the Government of Nagaland.

(6.15)

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

Dated, Kohima, the 24<sup>th</sup> Sept'2004.

**NOTIFICATION**

NO. AR-8/26/81(Pt): : In relaxation of Regulation 3(a) (i) of the Nagaland Public Service Commission (Limitation of Function) (Third Amendment) Regulations, 2001, notified vide this Department's Notification No. PAR-5/1/84 dated 23/4/2001, the Governor of Nagaland is pleased to delegate to the Director General of Police, the power of recruitment of UBSI/ABSI in the Nagaland Police under the Police Department with immediate effect.

The Director General of Police will conduct the recruitment through a Selection Committee, consisting of representatives of Home and P&AR Departments.

**Sd/- LALTHARA**

Addl. Chief Secretary to the Govt. of Nagaland

(6.16)

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

**NOTIFICATION**

Dated, Kohima, the 16<sup>th</sup> November/2006.

**No. AR-5/ASSO/98 : :** In the interest of public service, the Governor of Nagaland is pleased to grant service benefit in the ratio of 3:1, i.e 1(one) year service benefit for every 3 (three) years of continuous service for counting of seniority, to the regularised contract employees who were regularised in pursuance of this Department Notification No. AR-5/ASSO/98 dated 18<sup>th</sup> February, 2004\*.

This has the approval of the Cabinet vide OM. No. CAB-2/2003 dated 03/10/2006.

**Sd/- C.J. PONRAJ**

Principal Secretary to the Govt. of Nagaland.

\* *Refer chapter 6.14*

(6.17)

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

NO. AR-8/19/84

Dated, Kohima, the 16<sup>th</sup> March/2006.

**OFFICE MEMORANDUM**

**SUB:- NAGALAND DIRECTORATE MINISTERIAL SERVICE RULES 2006.**

1. It has been observed that there is no uniformity in the method of recruitment and promotions in respect of the Directorate Ministerial staff. And in the absence of Service Rules to guide the appointing authorities, there are frequent violation of the principles of natural justice contained in the general standing government instructions on matters of recruitment and promotions. Accordingly, the P&AR Department constituted a Committee to examine the possibility of having a Common Ministerial Staff Service Rules for the Directorates of the Government of Nagaland. The Cabinet on the recommendation of the Committee approved the Nagaland Directorate Common Ministerial Service Rules on 23<sup>rd</sup> February 2006. All the Department are, therefore, requested to strictly implement the Service Rules.

2. Some of the salient features of the Nagaland Directorate Common Ministerial Service Rules are as follows:-

- (i) The existing hierarchical structural gap between UDA and Superintendent in the Directorates has been reviewed. The post of Superintendent carries a scale of Rs 8000-275-13500/- (gazetted, Class-I), whereas the next lower grade, that of UDA is in the scale of Rs 4500-125-7000/-. Under ROP 1999, there are 4 scales between two levels. This gap has been rationalized by introducing a new cadre of Assistant Superintendent (Class-II, gazetted) in the Directorates in the scale of Rs 6000-175-7750-200-9750/-. This will be done without any creation of post.
- (ii) The Departments should review the posts of Superintendent in Directorate on the basis of workload and any excess will be downgraded and converted to Assistant Superintendent. The posts in the departments designated as Senior Accountant and Visiting Accountant (Class-III, non-gazetted) will be upgraded as Assistant Superintendent (Class-II, gazetted). There will be no post of Senior Accountant and Visiting Accountant by designation. The task of accounting etc will be assigned to suitable members of the service who will be designated according to the cadre/cadre they belong to (eg. UDA (Accounts)/LDA(Accounts)).
- (iii) The Departments should assess the posts of UDAs and if feasible, some of them should be upgraded to create the new cadre of Assistant Superintendent. The upgraded post will be filled on the basis of seniority-cum-merit from amongst the UDAs of the Directorate who have rendered not less than 7 years in that grade.
- (iv) The existing posts of LDA shall be automatically converted into LDA-cum-Computer Assistant on retirement of the present incumbents or as and when the posts fall vacant. All subsequent vacancies in the post of LDA-cum-Computer Assistant

will be filled up by 100% direct recruitment by a competent Selection Committee as per rules. No further recruitment will be made to the post of Typist, and on conversion of all posts of Typist to LDA-cum-Computer Assistant, the post of Typist will stand abolished.

- (v) The minimum qualification for appointment to the post of LDA-cum-Computer Assistant shall be a Graduate in any discipline from a recognised University. The candidate at the time of recruitment to the post of LDA-cum-Computer Assistant shall be required to have a working knowledge of computer operation, common office software and will have to undergo a test on the basic use of computer.
- (vi) In order to give upward mobility for employees in the District and Sub-Divisions some percentage should be brought into the Directorate. The posts of UDA in the Directorate will be filled up through promotion on a ratio of **60:40** from amongst LDA-cum-Computer Assistants of the Directorates and UDAs of the District and Sub-Divisions offices. Those candidates from the Districts and Sub-Divisional offices should have the prescribed qualification with total length of service of 12 years (including the service rendered as LDA) for promotion to the rank of UDAs in the Directorate. (An illustration determining the rotation of vacancies between Directorates and District/Sub-divisional LDAs is enclosed as Annexure-I).

3. The Departments are hereby directed to carry out the required exercise in respect of their respective Departments, and submit proposals through their Administrative Departments for upgradation/downgradation of posts as required by them in terms of this new Service Rule, giving detailed position of ministerial staff in their Department, including length of service of the incumbents in cases where upgradation are proposed.

4. The Departments are also requested to collect a copy of the new Service Rules from the P&AR Department.

**Sd/- LALTHARA**

Additional Chief Secretary to the Govt. of Nagaland.

(6.18)

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

No. AR-5/ASSO/98

Dated Kohima, the 23<sup>th</sup> August, 2007.

**MEMORANDUM**

**Sub: Regularisation of Contract/Ad-Hoc appointments against sanctioned post.**

In supersession of this Department Memorandum of even number dated 18<sup>th</sup> August, 2004 and dated 12<sup>th</sup> May, 2004, the Governor of Nagaland is pleased to order that contract employees may be regularize by the Department's who have completed more than 3 (three) years of continuous service on contract/ad-hoc against sanctioned post only, as on 14<sup>th</sup> May, 2007. However, such regularisation of contract/ad-hoc employees shall not apply to posts where there are pending court cases or where the posts have already requisitioned for filling through NPSC.

The following terms and conditions will be applied for regularisation of the contract/ad-hoc employees:

**1. Employees having more than 10 years of service.**

- (i) there is a sanctioned post;
- (ii) the employee fulfils all the eligibility criteria for the post including the requisite educational qualification; and,
- (iii) the performance of the employee has been satisfactory in the service.

The concerned Department will submit specific cases to the Government for approval after obtaining the recommendations of a Screening Committee with the following composition:

Chief Secretary	-	Chairman
Home Commissioner	-	Member
Principal Secretary (P&AR)	-	Member
Commissioner & Secretary (Law)	-	Member
Joint Secretary (P&AR)	-	Member Secretary.

The Department will furnish to the Member Secretary of the Screening Committee details of all employees proposed for regularisation with relevant documents like original appointment order, certificates of educational qualification, date of birth, ACRs and result of the screening test wherever stipulated.

**2. Employees having 5-10 years of service.**

An employee in this category may be considered for regularisation provided that in addition to the above mentioned three criteria, namely,

- (i) there is a sanctioned post;
- (ii) the employee fulfils all the eligibility criteria for the post including the requisite educational qualification; and,

- (iii) the performance of the employee has been satisfactory in the service, an examination (written and viva-voce) to test their suitability should be conducted by the concerned Department's under the chairmanship of the Head of the Administrative Department with representative from the P&AR Department and ATI, Nagaland, Kohima. Qualifying marks should be laid down in advance and only those who qualify such a screening test should be considered for regularisation by following the procedure as mentioned in the para 1 above.
3. All Departments having contract/ad-hoc employees shall consolidate and submit the names of the contract/ad-hoc employees in toto and not in piecemeal.

**Sd/- LALHUMA**

Chief Secretary to the Government of Nagaland.

**(6.19)**

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

No. AR-5/ASSO/98

Dated Kohima, the 04<sup>th</sup> August, 2008.

**MEMORANDUM**

**Subject: Regularisation of Contract/Ad-Hoc appointments against sanctioned post.**

In supersession of this Department Memorandum of even number dated 18<sup>th</sup> August, 2004 and dated 23/08/2007\*, the Governor of Nagaland is pleased to order that contract employees may be regularize by the Department's who have completed more than 3 (three) years of continuous service on contract/ad-hoc against sanctioned post only. However, such regularisation of contract/ad-hoc employees shall not apply to posts where there are pending court cases or where the posts have already requisitioned for filling through NPSC.

The following terms and conditions will be applied for regularisation of the contract/ad-hoc employees:

The following terms and conditions will be applied for regularisation of the contract/ad-hoc employees:

- (i) There should be a sanctioned post;
- (ii) The employee should fulfill all the eligibility criteria for the post, including the requisite educational qualification;
- (iii) This OM shall not apply to posts where there are pending court cases;
- (iv) This OM shall not apply where the posts have already been requisitioned for filling up through the NPSC;

The **Suitability Test** should be conducted by the concerned Departments under the Chairmanship of the Head of the Administrative Department with representative from the P&AR Department and ATI, Nagaland, Kohima. Qualifying marks should be laid down in advance and only those who qualify such a screening test should be considered for regularisation.

3. The concerned Departments will then submit specific cases to the Government for approval after obtaining the recommendations of the **Screening Committee** which will compose of :-

- |                                     |   |                   |
|-------------------------------------|---|-------------------|
| (i) Chief Secretary                 | - | Chairman          |
| (ii) Addl Chief Secretary (Home)    | - | Member            |
| (iii) Principal Secretary (P&AR)    | - | Member            |
| (iv) Commissioner & Secretary (Law) | - | Member            |
| (v) Joint Secretary (P&AR)          | - | Member Secretary. |

The Departments will furnish to the Member Secretary of the Screening Committee details of all employees proposed for regularisation with relevant documents like creation of posts order, original appointment order, certificates of educational qualification, date of birth, ACRs and result of the screening test wherever stipulated.

4. All Departments having contract/ad-hoc employees shall consolidate and submit the names of the contract/ad-hoc employees cumulatively and not in piecemeal to the concerned Head of the Administrative Department.

**Sd/- LALHUMA**

*\* Refer chapter 6.18*

Chief Secretary to the Government of Nagaland.

**(6.20)**

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

**NOTIFICATION**

Dated, Kohima, the 1<sup>st</sup> July, 2009.

**NO. AR-8/19/84 : :** The Governor of Nagaland is pleased to order that the existing posts of Typist in all levels of service and office under the State Government, including the Nagaland Civil Secretariat, the office of the Nagaland Public Service Commission, the office of the State Vigilance Commission, the office of the Chief Electoral Officer, the Directorate offices, the District offices and the Sub-Divisional offices, shall be automatically converted to the post of Lower Division Assistant-cum-Computer Assistant with effect from the date of retirement from service or death in harness of the present incumbents.

2. This is issued in partial modification of this Department's Office Memorandum No. AR-8/19/84 dated 16/3/3006\*.

**Sd/- TEMJEN TOY**

*\* Refer chapter 6.17*

Commissioner & Secretary to the Govt. of Nagaland.

(6.21)

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

NO. AR-8/19/84

Dated, Kohima, the 2<sup>nd</sup> September /2009.

**OFFICE MEMORANDUM**

**Sub:- Corrigendum in Nagaland Directorate Ministerial Service Rules 2006.**

As per Nagaland Directorate Ministerial Service Rules 2006 Schedule-1 in serial No. 4, the posts of UDAs in the Directorate shall be filled up through promotion on a ratio of 60:40 from amongst LDA-cum-Computer Assistants of the Directorates and UDAs of the District and Sub-Divisions offices. Those candidates from the Districts and Sub-Divisional offices should have the prescribed qualification with total length of service of 12 years (including the service rendered as LDA) for promotion to the rank of UDAs in the Directorate.

The Government has re-examined the matter and it has been decided that instead of 40% of vacancies in the cadre of Directorate UDAs, **the number is reduced to 25% of vacancies** arising in a calendar year, for promotion of eligible District/Sub-Division UDAs with immediate effect. However, total length of service of 12 years (including the service rendered as LDA) for promotion to the rank of UDAs in the Directorate shall continue.

**Sd/- TEMJEN TOY**

Commissioner & Secretary to the Govt. of Nagaland.

(6.22)

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

\*\*\*\*\*

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

Dated, Kohima, the 13<sup>th</sup> January, 2010.

**OFFICE MEMORANDUM**

**Sub: Irregular appointment of Government servants by some appointing authorities-  
Fresh procedure for appointment of Government employees of any category.**

It has come to the notice of the Government that a number of unauthorised appointments have been made by certain Heads of the Departments on the eve of their retirements without following the prescribed procedure. Now, the Government has taken a decision that all those irregular appointments made by them should be immediately cancelled by the concerned Administrative Heads of Departments, and also criminal prosecution of the guilty officials be taken up by filing an FIR in the Vigilance Commission and all payments of pensionary benefits should be withheld till criminal case is disposed off.

Further, Notwithstanding any provision in the Delegation of Financial & Cognate Power Rules, as amended from time to time, the State Government have decided that henceforth, all cases of appointments of Government servants, either against regular posts and on adhoc/fixed/contingency basis against non-existing posts, shall be done only with the prior approval of the Government to be conveyed in writing by the Administrative Head of Department. Henceforth, any appointment made without prior approval of the Government shall be considered invalid, null and void. Further, all such appointments of work-charged and casual employees without sanctioned posts shall also be done only within the strength approved by the Nagaland Work-Charged and Casual Employees Commission.

**Sd/- LALTHARA**

Chief Secretary to the Govt. of Nagaland.

(6.23)

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

No. AR-3/Gen-189/2008

Dated, Kohima, the 2<sup>nd</sup> March, 2010.

**OFFICE MEMORANDUM**

**Sub:- Prescription of Educational Qualification for District LDAs.**

In the interest of public service, the Governor of Nagaland is pleased to prescribed the minimum academic qualifications for direct recruitment to the post **LDAs in the District Offices as Graduate in any discipline** from a recognized University. The candidate at the time of recruitment to the post of **LDAs** shall be required to have a working knowledge of computer operation, common office software applications and will have to undergo a test on the basic use of computer.

**Sd/- LALTHARA**

Chief Secretary to the Govt. of Nagaland.

(6.24)

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

NO. PAR-B /3/2005

Dated: Kohima, the 21<sup>st</sup> July, 2011

**OFFICE MEMORANDUM**

**Sub: Submission of Requisition of the Nagaland Public Service Commission.**

1. Regulation 15 (1) (i) of the Nagaland Public Service Commission (Chairman, Members & Staff) Regulations, 2008 ( as amended), states that all recruitments to posts carrying a scale of pay of Rs.4125-100-4725-125-6475/- (pre-revised, revised Pay Band of Rs.5200-20200 with Grade Pay of Rs.2600/- per month) and above will be made through the Nagaland Public Service Commission (NPSC).
2. Further, P & AR Department O.M. No. AR-5/ASSO/98(C) dated 26<sup>th</sup> February 2001 lays down the procedure for contract/adhoc appointments in cases of extreme urgency to fill vacant, sanctioned posts, purely as a temporary measure. Consultation by the concerned Administrative Department with NPSC is a mandatory requirement in all such cases. Requisition to NPSC for recruitment against the vacant post, before conducting the adhoc/contract recruitment is also compulsory.
3. It has, however, been brought to the notice of the Government that many Departments are conducting recruitments in contravention to the stipulations contained in the above NPSC Regulation and the procedure for recruitment laid down in the O.M. No. AR-5/ASSO/138(6) dated 26<sup>th</sup> February 2001 by resorting to contract/adhoc appointments on long term without placing requisition to NPSC, on a routine basis. As pointed out in a number of Court judgments and also in the judgment dated 10<sup>th</sup> April 2006 of the Constitution Bench of the Supreme Court (2006 (4) SCC1), all such appointments, not following the laid down statutes and procedures thereof are unconstitutional and liable to be challenged.
4. It is, therefore, reiterated that all Departments should strictly implement the mandatory requirement of requisitioning recruitment posts carrying a scale of pay of Rs.4125-100-4725-125-6475/- (pre-revised, revised Pay Band of Rs.5200-20200 with Grade Pay of Rs.2600/- per month) to the NPSC and in exceptional circumstances should contract/adhoc appointments be resorted to, only after consultation with and prior requisition for the recruitment to the post to NPSC.

**Sd/- AMARDEEP S BHATIA**

Commissioner & Secretary to the Govt. of Nagaland

(6.25)

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

**NOTIFICATION**

Dated, Kohima the 30<sup>th</sup> of August, 2011

No. PAR-B/6/2008 (Pt) : : In exercise of the powers conferred by Article 318 and proviso to Article 320(3) of the Constitution of India, the Governor of Nagaland is pleased to make the following rules further to amend the Nagaland Public Service Commission (Chairman, Members & Staff) Regulations, 2008, namely:-

1. (1) These rules may be called the Nagaland Public Service Commission (Chairman, Members & Staff) (6<sup>th</sup> Amendment) Regulations, 2011.
- (2) They shall come into force with immediate effect.

**2. Amendment of Regulation 15(1)**

The entries under Regulation 15(1) of the Nagaland Public Service Commission (Chairman, Members & Staff) Regulations, 2008, may be substituted by the following viz.

**Regulation 15(1):** It shall be necessary for the Commission to be consulted in matters relating to methods of recruitment to civil services and posts, or suitability of the candidates for such appointments in the following cases, namely:-

- (i) When an appointment is to be made by an authority other than the Governor to a post on a scale of pay the minimum of which is less than Rs 5200-20200/- per month with Grade pay of Rs 2800 per month, where direct recruitment can be made as per the service rules concerned.
- (ii) the sub-clause (i) of this Regulation is not applicable to recruitment to the posts of Stenographers, Police, including Police under Vigilance Commission, and School Teachers, for which the Departments concerned will follow their respective recruitment rules/procedures.
- (iii) Further, the sub-clause (i) of this Regulation does not debar the Government from directing, in consultation with the Commission, that recruitment to a particular service or post shall be made in consultation with the Commission.

**Sd/- AMARDEEP S. BHATIA**  
Commissioner & Secretary to the Govt. of Nagaland

(6.26)

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

No. AR-5/ASSO/98

Dated Kohima, 14<sup>th</sup> November, 2011

**OFFICE MEMORANDUM**

**Sub: Revocation of 3:1 seniority benefit to the regularised contract employees.**

1. In the interest of public service, the Governor of Nagaland is pleased to revoke the Notification No. AR-5/ASSO/98 dated 16-11-2006\* regarding grant of service benefit of 1(one) year seniority for every 3 (three) years of continuous service, with effect from 3<sup>rd</sup> October, 2011.
2. This has the approval of the Cabinet vide O.M. No.CAB-2/2008 (Pt) dated 5<sup>th</sup> November, 2011.

**Sd/- LALTHARA**

Chief Secretary to the Government of Nagaland.

\* *Refer chapter 6.16*

(6.27)

**Government of Nagaland  
Home Department  
Secretariat Administration Branch 'A'**

**NOTIFICATION**

Dated: Kohima, the 19<sup>th</sup> Nov, 2012.

NO. SAB-21/20/96: In pursuance to the Cabinet approval dated 1.11.2012, the Governor of Nagaland is pleased to Upgradation/Merger/Posting pattern and revision of Service Rule of the stenographers.

1. Upgradation: (a) 13 post of Stenographers Grade-II to Steno Gr-1.  
(b) 11 post of Stenographers Grade-I to Sr. P.S  
(c) 4 post of Sr.P.S to P.P.S.
2. Merger of Stenographers Gr-II (Jr) and Steno Gr-II (Sr) and re-designated as Steno Gr-.II (class II Gazetted) in the Pay Band Rs. 9300- 34800/- G.P of R.s.4400/-
3. Posting pattern 1: The posting pattern as approved by Cabinet may be seen as shown below.

(a) Chief Minister/ Chief Secretary	– OSD
(b) Cabinet Minister	– P.P.S
(c) Parliamentary Secretaries/Adviser	– Sr.P.S
(d) Commr & Secy./Secy	– Steno Grade-I
(e) Addl.Secy/Jt.Secy/Deputy Secy	
Under Secy & OSD of equivalent rank	– Steno Grade-II & III

4. Revision of Service Rule: The qualification at the time of recruitment to Steno Gr-III shall be graduate with minimum 6 (six) months of diploma in computer and good English and drafting skills and increased in speed in short hand from 80 w.p.m to 100 w.p.m. The pay of Stenographer Gr-III has been enhanced from P.B Rs.5200- 20200/- GP Rs.2600/- to P.B Rs.9300- 34800/-GP Rs.4200/-.
5. The above Upgradation/Merger/Posting pattern and revision of Service Rule of the Stenographers will be effective from 1-11-2012.

**Sd/- J.ALAM, IAS**  
Home Commissioner

(6.28)

**Government of Nagaland**  
**Home Department**  
**Secretariat Administration Branch 'A'**

**NOTIFICATION**

Dated: Kohima, the 30<sup>th</sup> December, 2012.

NO.SAB-21/20/96: In continuation of this Departments Notification of even number dated 19<sup>th</sup> Nov. 2012\* and in pursuance to the Cabinet approval dated 1.11. 2012, the Governor of Nagaland is pleased to notify the following modifications in the Service Rules of the Secretariat Stenographers Service.

1. There shall be 100% direct recruitment at the level of Stenographer Grade-III through NPSC.
2. There shall be no direct recruitment at the level of Stenographer Grade-II and all vacancies will be filled up by promotion from the serving Stenographer Grade-III. The minimum qualifying length of service for promotion to Grade-II shall be 7(seven) years.
3. The vacancies at the Grade-I level shall be filled up by the serving Stenographer Grade-II. There shall be no reservation of 25% post from other offices at the level of Stenographer Grade-I.
4. The minimum qualifying length of service for promotion from Grade-I to Sr. Grade shall be 5 (five) years.
5. The above modification and the Notification of even number dated 19<sup>th</sup> Nov. 2012 are confined to the cadre of Stenographers of Civil Secretariat alone.

**Sd/- J.ALAM, IAS**  
Home Commissioner

\* Refer chapter 6.27

(6.29)

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

NO. AR-8/19/84

Dated, Kohima, the 17<sup>th</sup> March, 2015.

**OFFICE MEMORANDUM**

**Sub:- Reservation of percentage for the District employees coming to the Directorate in pursuance of the Nagaland Directorate Ministerial Service Rules 2006.**

In supersession of this Department's Office Memorandum of even number dated 2<sup>nd</sup> September, 2009\*, the Government has decided that vacancies arising in a calendar year for promotion of eligible District/Sub-Division UDAs to come to the Directorate as UDAs should reserved 15% of posts instead of 25% with immediate effect. However, total length of service of 12 years (including the service rendered as LDA) for promotion to the rank of UDAs in the Directorate shall continue.

All the Departments should follow the percentage as and when promotions are being made in their Departments.

**Sd/- PANKAJ KUMAR**

Chief Secretary to the Government of Nagaland

\* *Refer chapter 6.21*

(6.30)

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

No. AR-5/ASSO/98

Dated Kohima, the 20<sup>th</sup> October, 2015.

**OFFICE MEMORANDUM**

**Sub: Regularisation of Contract/Ad-Hoc appointments against sanctioned post.**

As per this Department's Office Memorandum of even number dated 04.08.2008, contract employees who have completed more than 3 (three) years of continuous service on contract/ad-hoc basis, will be eligible for regularisation against sanctioned post and a suitability test should be conducted by the concerned Departments under the Chairmanship of the Head of the Administrative Department with representatives from P&AR Department and ATI, Nagaland, Kohima.

2. It has been decided that the proposal for holding of suitability test by the respective Department will be first screened by P&AR Department to ascertain whether the contract appointment sought to be regularised has been made, and extended, following the proper procedure, including necessary clearances and approvals, as prescribed vide O.M. No. AR-5/ASSO/98 dated 26-02-2001. Suitability test will be permitted only for cases in which proper procedure has been followed.

3. All Departments having contract/ad-hoc employees shall consolidate and submit the details of the contract/ad-hoc employees to the P&AR Department with necessary documents, viz., first appointment order, extension order, subsequent extension orders, and prior clearances of NPSC and the P&AR Department etc., as applicable, to enable screening of proposal of conducting suitability test.

**Sd/- PANKAJ KUMAR**

Chief Secretary to the Government of Nagaland.

*\* Refer chapter 6.19*

**(6.31)**

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

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

Dated: Kohima, the 13<sup>th</sup> January, 2016

**OFFICE MEMORANDUM**

**Subject: Amendment of Office Memorandum dated 13.01.2010 regarding irregular appointment of Government servants.**

Attention of all concerned is invited to this Department's Office Memorandum of even number dated 13.01.2010\* on the subject above, wherein it is mentioned that *'the State Government have decided that henceforth, all cases of appointment of Government servants, either against regular posts and on adhoc/fixed/contingency basis against non-existing posts, shall be done only with the prior approval of the Government to be conveyed in writing by the Administrative Head of Department.'*

2. The position has been re-examined in view of the existing ban on all adhoc/casual/temporary/work-charged appointments, which was re-iterated vide O.M. No. AR-5/ASSO/98(C) dated 26.02.2001, and it has been decided to delete the word *'either'* and the expression *'and on adhoc/fixed/contingency basis against non-existing posts'* in this Department's Office Memorandum of even number dated 13.01.2010. Thus, all cases of appointments of Government Servants against regular posts shall be done with only with the prior approval of the Government to be conveyed in writing by the Administrative Head of Department. Further, no adhoc/casual/temporary/work-charged appointment is permissible in terms of O.M. No. AR-5/ASSO/98(C) dated 26.02.2001.

**Sd/- PANKAJ KUMAR, IAS**

Chief Secretary to the Government of Nagaland

*\*Refer Chapter 6.22*

(6.32)

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

\*\*\*\*\*

**OFFICE MEMORANDUM**

Dated, Kohima, the 16<sup>th</sup> November, 2015.

**No. AR-3/Gen-174/2007 (Pt):** : In partial modification of this Department's Order No. APPT-18/17/76 dated 12<sup>th</sup> October, 1973, the Governor of Nagaland is pleased to make the following provision for recruitment of Grade-III & IV posts in the District Offices with immediate effect.

1. 75% of direct recruitment vacancies occurring in Grade-IV posts in the District Offices shall be filled up by the indigenous inhabitants of the respective District and remaining 25% vacancies by other indigenous inhabitants of the State.
2. For direct recruitment of Grade-III post of Dobashi under the establishment of Deputy Commissioner in district administration, it shall be filled up by the indigenous inhabitants of the respective District.
3. Other Grade-III posts falling vacant under the establishment of Deputy Commissioners shall be filled up from indigenous inhabitants of the State.
4. All the above posts occurring in the Districts shall be filled up through open advertisement and a District Selection Committee will be constituted by the respective Deputy Commissioners. The Selection Committee will be headed by the Deputy Commissioner and will include two District level Heads of Office, an Administrative Officer, and the Principal or Senior Lecturer of local College to be nominated by the Deputy Commissioner. The Committee shall follow the reservation policy for persons with disabilities in respect of Grade-III & IV posts, and the reservation policy for backward tribes in respect of Grade-III posts, except in the case of Dobashi posts.
5. The above provisions for recruitment of Grade-III & IV posts in District offices are required to be read with Order No. APPT-18/6/67 dated 06-07-1973\*.

**Sd/- PANKAJ KUMAR**

Chief Secretary to the Government of Nagaland

**\* Refer chapter 9.4**