

**GOVERNMENT OF NAGALAND**  
**PERSONNEL AND ADMINISTRATIVE REFORMS DEPARTMENT**  
**(ADMINISTRATIVE REFORMS BRANCH)**  
**NAGALAND: KOHIMA**

No.AR/ESTT-10/4/2024 / 251

Dated : Kohima, the 15<sup>th</sup> February, 2024

**OFFICE MEMORANDUM**

**Sub:- Guidelines for filling up of all Non-Gazetted Posts including Uniform Personnel Services under various Departments outside the purview of NSSB.**

In pursuance to the decision of the Cabinet vide CAB-1/14/2023, dated 23<sup>rd</sup> January, 2024, and in supersession to P&AR O.M AR-3/GEN-174/2007, Dt. 26-10-2017 and all the subsequent O.Ms on recruitment procedures issued thereafter, the following recruitment guidelines are issued for strict compliance of all Departments for recruitment of Non-Gazetted posts that fall outside the purview of the NSSB.

**Section A- For posts falling under Group C.**

1. All direct vacancies arising in Group-C posts including vacancies in the District Offices of the Department shall be filled up by a recruiting board consisting of the following.
  - i. Director/ HOD : Chairman.
  - ii. Joint Secretary or above of the concerned Department : Member
  - iii. Representative from the P&AR Department, not below the rank of Deputy Secretary : Member
  - iv. Representative from the Finance Department, not below the rank of Deputy Secretary : Member.
  - v. A senior Officer from the Directorate not below the rank of Joint Director or equivalent and in-charge of Administration/ Establishment : Member Secretary.
2. The Departmental Recruitment Board constituted shall work out all modalities for the recruitment.
3. All direct recruitment vacancies to be filled up through the recruitment board shall be invariably advertised with a proper advertisement order by the Department and a publication of the same in at least 2 (two) local dailies.
4. The final result declared by the Recruitment Board shall be published in at least 2 (two) local dailies and the Department's website.
5. The DRB shall invariably maintain a proper record of the meeting of the committee held at each step of the recruitment process.
6. Reservation of seats for the Backward Tribe and Persons with Disabilities are to be strictly adhered to as per the current existing Government policy.
7. Wait list not exceeding 25% of vacancies advertised shall be maintained for a duration of 6 (six) months.
8. Indigenous Inhabitant Certificate and Schedule Tribe Certificate shall be verified as per the latest format issued by the Government.
9. The Board shall ensure a clear vacancy with PIMS code of the retiring incumbent, against the vacant post advertised for recruitment and no recruitment shall be made without a clear vacancy in the PIMS. The verification shall be done through P&AR (PIMS Cell).
10. The Board shall formulate all modalities for technical, skill, physical and medical test as required for each categories of posts as per the existing government rules in a transparent manner.
11. All other technical modalities in the recruitment process such as, intake ratio to be maintained, tribal ratio, necessary qualifications, calendar of recruitment etc. shall be duly formulated by the Recruitment Board as per the respective Service rules of the Department within 3 (three) months of the issue of this O.M.

**Section B- For posts falling under Group D.**

1. The DRB for Group-D posts may not include representatives from P&AR and Finance Departments.
2. The State reservation policy for Backward Tribes and Persons with Disabilities shall apply to all State level Offices.
3. All direct vacancies arising in Group-D posts in the District Offices of the Department shall be filled up by the indigenous inhabitants of the respective Districts. And the State reservation policy for Persons with Disabilities shall apply.
4. All direct recruitment vacancies to be filled up through the recruitment board shall be invariably advertised with a proper advertisement order by the Department and a publication of the same in at least 2 (two) local dailies.
5. The final result declared by the Recruitment Board shall be published in at least 2 (two) local dailies and the Department's website.
6. Wait list not exceeding 25% of vacancies advertised shall be maintained for a duration of 6 (six) months.
7. Indigenous Inhabitant Certificate and Schedule Tribe Certificate shall be verified as per the latest format issued by the Government.
8. The Departments shall ensure a clear vacancy with PIMS code of the retiring incumbent, against the vacant post advertised for recruitment and no recruitment shall be made without a clear vacancy in the PIMS. The verification shall be done through P&AR (PIMS Cell).

Further, all recruitment of posts in the category of Group C and Group D posts under the District Administration, shall be done by the District Level Recruitment Board (DLRB) and shall adhere to the guidelines issued vide O.M No. CNE-1/GEN/2015/2015, Dt. 14.09.2018.

In case of a conflict between any Government's Standing rules and the modalities for recruitment made by the Department, the standing rules of the Government shall prevail.

The above guidelines shall come into effect from the date of issue of this Office Memorandum.

Sd/-

**J. ALAM, IAS**

Chief Secretary to the Govt. of Nagaland  
Dated : Kohima, the 15<sup>th</sup> February, 2024

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2. The Principal Secretary to the Chief Minister, Nagaland, Kohima.
3. The Deputy Secretary to the Chief Secretary, Nagaland, Kohima.
4. All AHODs/HODs for necessary compliance.
5. The Commissioner & Secretary, Nagaland Legislative Assembly, Kohima.
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(WEKU ZHIEMI)NCS

Under Secretary to the Govt. of Nagaland