

MEGHALAYA LEGISLATIVE ASSEMBLY SECRETARIAT
(RECRUITMENT AND CONDITIONS OF SERVICE)
(AMENDMENT) RULES, 2025.

The 8th September, 2025.

No.ES.30/MLA/2020/Pt/33. - In exercise of the powers conferred by clause (2) of Article 187 of the Constitution of India, the Hon'ble Speaker is pleased to make the following rules to amend the Meghalaya Legislative Assembly Secretariat (Recruitment and Conditions of Service) of persons serving in the Meghalaya Legislative Assembly Secretariat:

1. Short title, extent and commencement:

- (1) These Rules shall be called "The Meghalaya Legislative Assembly (Recruitment and Conditions of Service) (Amendment) Rules, 2025."
- (2) They shall apply to all officers and staff appointed to the Meghalaya Legislative Assembly Secretariat.
- (3) They shall come into force immediately.

2. Definitions:

In these Rules, the following shall have the meaning assigned to them herein.

- (1) "Governor" means the Governor of the State of Meghalaya;
- (2) "Government" means the Government of Meghalaya;
- (3) "Speaker" means the Speaker of the Meghalaya Legislative Assembly;
- (4) "Deputy Speaker" means the Deputy Speaker of the Meghalaya Legislative Assembly;
- (5) "Committee" means the Committee which the Speaker may constitute from amongst the senior officers of the Meghalaya Legislative Assembly, and such other officers from government/outside for the purpose of promotion/recruitment against the vacant posts likely to be filled in a particular calendar year on the recommendation of such Committee;
- (6) "Secretariat" means the Secretariat of the Meghalaya Legislative Assembly;
- (7) "Grade" means designation with pay scale or basic pay;
- (8) "Schedule" means the Schedules appended to these Rules;
- (9) "Constitution" means the Constitution of India;
- (10) "State" means the State of Meghalaya.

3. Meghalaya Legislative Assembly Secretariat Service:

The officers and staff appointed to the Secretariat of the Meghalaya Legislative Assembly before the advent of these Rules and thereafter, shall form a service called "The Meghalaya Legislative Assembly Service".

4. Appointing & Removal Authority:

- (1) The Speaker shall be the appointing authority for consideration of appointment to all Grades i.e. both Gazetted and non-Gazetted category.
- (2) The appointing authority shall be the removal authority for all categories of officers and staff of the Meghalaya Legislative Assembly.

5. Gazetted and Non-Gazetted grades:

- (1) The grade(s) of Committee Officer/Superintendent and above, and any other post commensurate with the Pay scale, shall be in the gazetted category.
- (2) All other grades below the grade of Committee Officer/Superintendent shall be in the non-gazetted category.

6. Creation of posts and Cadre review:

The Speaker after cadre review may create/abolish a post only after the same is approved by the Government.

7. Method of Appointment:

Vacancies in various grades will be filled by the following methods as prescribed against each grade in the Schedule:

- (a) Promotion from feeder grade subject to fulfilment of all the conditions as laid down against each post in the Schedule.
- (b) Departmental Competition is limited to officers/staff of the Secretariat.
- (c) Direct recruitment is open to all within and outside the Secretariat.
- (d) The minimum educational qualification for appointment to Lower Divisional Assistant or allied posts carrying a scale pay of 30300-71600/- shall be Graduate from a recognised University with computer knowledge.
- (e) The minimum educational qualification for appointment to any Grade IV i.e., Peon/Chowkidar/Mali/Cleaner or allied posts shall be a pass in Class X Standard from any recognised educational institution.

8. Departmental Promotion Committee:

There shall be 2 (two) Departmental Promotion Committee (one each for gazetted and non-gazetted) comprising of the Secretary, Additional Secretary, Joint Secretary and Director, or any other member from government/outside as per the requirement, if any, to be nominated by the Speaker which shall meet from time to time to consider and recommend promotion/appointment in various posts to the appointing authority.

9. Departmental Selection Committee:

There shall be 2 (two) Departmental Selection Committee (one each for gazetted and non-gazetted) comprising of Secretary, Additional Secretary, Joint Secretary and Director or any other member from government/outside, as per the requirement, to be nominated by the Speaker, which shall meet from time to time to conduct departmental exams/interviews and for recommending to the appointing authority suitable candidates for appointment to a post or grade.

10. Sitting of DPC & Publicity of vacancies:

- (1) The DPC shall sit as and when required before the occurrence of vacancy in any post to consider the case of officers and staff eligible for promotion;

- (2) In case of vacancy to be filled in any post, by promotion, caused by sudden unforeseen events, the Departmental Promotion Committee shall sit within one month of the occurrence of such vacancies;
- (3) All vacancies to be filled by Departmental Competition shall be given wide publicity through office circulars.
- (4) All vacancies to be filled by Direct Recruitment shall be given wide publicity in Local Newspapers; and
- (5) Circulars and open advertisements shall also be placed in the official website of the Secretariat.

11. Principles of promotion:

- (1) Merit-*cum*-seniority shall be the principle for promotion in the case of both Gazetted and non-Gazetted posts.
- (2) Only those officers/staff in regular employment against permanent posts are eligible to be considered for promotion and for Departmental Competition.

12. Cut off dates:

The cut off dates for:

- (a) Reckoning age limit and possession of other eligibility conditions in case of Departmental Competition will be the date of issue of the office Circular and Direct Recruitment will be 1st January of the particular recruitment year.
- (b) Reckoning the period of eligibility in the case of promotion will be the date of sitting of the Departmental Promotion Committee.

13. Reckoning of Recruitment Quota:

- (1) The quota of posts to be filled by a particular method shall be as per the schedule of particular calendar year.
- (2) The Reservation shall be followed as per the Job Reservation Policy of the Government of Meghalaya.

14. Waiver of eligibility period:

The Speaker, in the case of any gazetted/non-gazetted posts, shall have the power to waive, for reasons to be recorded in writing the minimum qualifying service in the feeder grade for promotion to the next higher grade.

15. Age and other Relaxation:

- (1) The age limit for appointment to regular post will be as per the Rules and Regulations laid down by the Government of Meghalaya.
- (2) The minimum age shall be as per the Rules adopted by the Government of Meghalaya.

16. Superintendence and control of the Secretariat:

- (1) The Secretariat shall be under the direct superintendence and control of the Speaker.

- (2) The Secretary, however, may exercise the powers of superintendence and control over the Secretariat on behalf of the Speaker, and for all his/her actions, the Secretary is strictly accountable to the Speaker.
- (3) Notwithstanding the fact that the appointing and removal authority in respect of the Secretary is the Speaker, the Secretary shall be under the direct administrative control of the Speaker; and any report to the Speaker against the Secretary of any violation of this clause, shall be deemed to have automatically caused his/her removal forthwith.

17. Disciplinary Authority:

The Appointing Authority shall be the Disciplinary Authority in the case of all grades under its jurisdiction in relation to conduct, discipline, seniority, probation, confirmation, modified assured career progression scheme, suspension, dismissal, leave, retirement age, voluntary retirement, compulsory retirement, penalties, reservation and other condition of service.

- (1) In so far as matters not being regulated specifically in these rule herein, the rules applicable to the officers and staff of the Government of Meghalaya shall apply *mutatis mutandis* to the officers and staff of the Meghalaya Legislative Assembly Secretariat with the Speaker and the Board/Committee being appropriately substituted in those rules, in respect of matters relating to conduct, discipline, seniority, probation, confirmation, modified assured career progression scheme, suspension, dismissal, leave, retirement age, voluntary retirement, compulsory retirement, penalties, reservation and other condition of service.
- (2) The Speaker shall have the powers to modify or accept any of the Rules applicable to the officers and staff of the Government of Meghalaya, and thereafter, such Rules shall have only modified effect or of no effect, when applying to the officers and staff of the Meghalaya Legislative Assembly Secretariat under sub-rule(1) above.

Explanation: Rules applicable to the officers and staff of the Government of Meghalaya means and include Acts, Regulations, Policies, Circulars, etc.

18. Appeal:

- (1) All appeals against the orders of the Board/Committee and the orders of the Secretary shall lie with the Speaker.
- (2) An appeal against the original order of the Speaker in relation to matters pertaining to appointment, removal and discipline of the officers and staff of the Meghalaya Legislative Assembly shall lie with the Speaker.

19. Miscellaneous matters:

All other matters affecting the officers and staff of the Meghalaya legislative Assembly Secretariat, but not specifically covered by these Rules, shall be governed by the Acts, Rules, Regulations, Policies, Circulars/Notifications, etc., that are applicable to the officers and staff of the Government.

20. Residuary Power:

The Speaker has the power to amend these Rules including the Schedules from time to time for more efficient administration of the Meghalaya Legislative Assembly Secretariat.

21. Interpretation:

Subject to the provisions of these Rules, all questions relating to the interpretation of these rules shall be referred to the Speaker whose decision shall be final.

22. Amendment of the Rules:

The provisions herein, and in the Schedules may be varied, if so required, by the Speaker from time to time.

23. Power to dispense with or relax any Rules:

In case of any difficulty to any officer or staff owing to the advent of these rules, the Speaker shall resolve such difficulty in exercise of his inherent powers under these Rules, to the maximum advantage of the officer or staff concerned.

24. Saving and Repeal:

- (1) On and from the date of commencement of these Rules all earlier orders, Rules, etc., governing the recruitment and conditions of service of the officers and staff of the Meghalaya Legislative Assembly Secretariat shall be deemed to have been repealed.
- (2) Notwithstanding such repeal, all actions done or omitted to have been done under the rules so repealed, shall be deemed to have been validly done or validly omitted until the advent of these Rules.

Commissioner & Secretary
Meghalaya Legislative Assembly.

**SCHEDULE - I
OF**

**THE MEGHALAYA LEGISLATIVE ASSEMBLY SECRETARIAT
(RECRUITMENT AND CONDITIONS OF SERVICE) (AMENDMENT) RULES, 2025**

A. GENERAL POSTS

Sl. No.	Name of Post	Scale of Pay/Level in Pay Matrix	No. of Posts	Method of Appointment
1.	Secretary	94600 - 151700/- Level - 22	1	<p>Promotion: From Additional Secretary in the Meghalaya Legislative Assembly Secretariat having Bachelor's Degree from any recognised University with 2 (two) years experience in the post of Additional Secretary and having sound knowledge of Constitutional Law and experience in Legislation, Committees, Administration, Accounts, Parliamentary procedure and practices.</p>
2.	Additional Secretary	83900 - 142900/- Level - 21	1	<p>Promotion: From Joint Secretary in the Meghalaya Legislative Assembly Secretariat having Bachelor's Degree from any recognised University having 2 (two) years experience in the post of Joint Secretary and having sound knowledge and experience in Legislation, Committees, Administration, Accounts, Constitutional Law and Parliamentary Procedure and Practices.</p> <p>If no qualifying candidate is available for the above post then Joint Secretary from other branches shall be considered having experience not less than 3 (three) years with Degree in any stream from a recognised University.</p>
3.	Joint Secretary	76900 - 134800/- Level - 20	1	<p>Promotion: From amongst the senior most Deputy Secretaries in the Meghalaya Legislative Assembly Secretariat having Bachelor's Degree from any recognised University with one year experience in the grade.</p> <p>Departmental Competition: If vacancy is not filled by Promotion, it will be filled by Departmental Competition limited to gazetted officers with at least 15 (fifteen) years total service in the Meghalaya Legislative Assembly Secretariat of which at least 5 (five) years in the gazetted grades, possessing Bachelor's Degree from a recognised University and having sound knowledge and experience in Legislation, Committees, Administration, Accounts, Constitutional Law and Parliamentary Procedure and Practices.</p>
4.	Deputy Secretary	71600-129200/- Level - 19	2	<p>Promotion: From Special Officer or senior most Under Secretary with minimum 2 (two) years service in that grade in the Meghalaya Legislative Assembly Secretariat, graduate from a recognised university</p>

5.	Officer on Special Duty (Editing & Debates)	71600 -129200/- Level - 19	1	<p>Promotion: From Senior Reporters in the Meghalaya Legislative Assembly Secretariat with 2 (two) years experience in that grade.</p> <p>Departmental Competition: If vacancy is not filled by promotion, it will be filled by Departmental Competition limited to gazetted officers with at least 8 (eight) years total service in the Meghalaya Legislative Assembly Secretariat of which at least 4 (four) years in the gazetted grade, possessing a Bachelor's Degree from any recognised University and having sound knowledge and experience in Legislation, Committees, Administration, Constitutional Law and Parliamentary Procedure and Practices with Computer background.</p>
6.	Deputy Secretary (Reporting)	71600 -129200/- Level - 19	1	<p>Promotion/Upgradation: From amongst senior most Senior Reporters in the Meghalaya Legislative Assembly Secretariat with 3 (three) years experience in that grade and possessing Bachelors' Degree qualification in any discipline from any recognised University.</p>
7.	Special Officer	62400 -123100/- Level - 18	1	<p>Designation: From amongst seniormost Under Secretaries in the Meghalaya Legislative Assembly Secretariat having one year experience in that grade will be designated as Special Officer.</p>
8.	Under Secretary	62400 -123100/- Level - 18	2	<p>Promotion: From Private Secretary to Speaker or senior most Committee Officers in the Meghalaya Legislative Assembly Secretariat and with 2 (two) years experience in any of the said grades, graduate from a recognised university.</p> <p>Departmental Competition: If vacancy is not filled by promotion, it will be filled by Departmental Competition limited to gazetted officers/Group B level Officers with at least 10 (ten) years total service in Meghalaya Legislative Assembly Secretariat possessing Bachelor's Degree qualification from any recognised University and having sound administrative experience.</p>
9.	Senior Reporter	55500 -116200/- Level - 17	3	<p>Promotion: From amongst senior most Grade 1 Reporters in the Meghalaya Legislative Assembly Secretariat with 2 (two) years experience in that grade and possessing a Bachelor's Degree from a recognised University.</p>
10.	Grade 1 Reporter	49000 -109100/- Level - 16	10	<p>Departmental Competition: By Departmental Competition limited to employees of the Meghalaya Legislative Assembly having a Bachelor's Degree from a recognised University with 5 (five) years experience as stenographer grade with proficiency in Stenography, 150 w.p.m. in short hand and 40 w.p.m. in typing with good command in English, sound knowledge in computer application besides knowledge and experience in office administrative works.</p>

				<p>Direct Recruitment: If vacancy is not filled by Departmental Competition, it will be filled by Open Advertisement through interview and skill test in stenography with 150 w.p.m. in short hand and 40 w.p.m. typing in English, from persons possessing a Bachelor's Degree from a recognised University with knowledge of computer application and stenography from any institute of repute.</p>
11.	Private Secretary to Hon'ble Speaker	49000 -109100/- Level - 16	1	<p>Designation : Hon'ble Speaker will select and designate any Committee officer as Private Secretary to Hon'ble Speaker in the same pay scale.</p>
12.	Committee Officer	49000 -109100/- Level - 16	3	<p>Promotion: From amongst senior most Superintendents in the Meghalaya Legislative Assembly Secretariat, graduate from a recognised university.</p>
13.	Superintendent	49000 -109100/- Level - 16	2	<p>Promotion: From Assistant Superintendent in the Meghalaya Legislative Assembly Secretariat and experience in that grade, graduate from a recognised university.</p>
14.	Law Officer	45600 -101400/- Level - 15	1	<p>Departmental Competition: Through written test and interview limited to employees of any grade with 3 (three) years experience in Meghalaya Legislative Assembly having Degree in Law from a recognised university.</p> <p>Direct Recruitment: If vacancy is not filled by Departmental Competition, it will be filled by Open Advertisement through written test and interview from candidates possessing a Degree in Law from a recognised University with 2 (two) years experience in practicing law.</p>
15.	Computer Programmer	45600 -101400/- Level - 15	1	<p>Promotion: From amongst the Programming Assistant having BE/B. Tech (CS or IT)/MCA or equivalent with work experience of minimum 1 year in that grade.</p> <p>Departmental Competition: If vacancy is not filled by Promotion, it will be filled by Departmental Competition through interview from amongst the Staff of the Meghalaya Legislative Assembly Secretariat possessing B.E. / B. Tech in Computer Science and Engineering/MCA or its equivalent from recognised Institute/University.</p>
16.	Librarian	43700 -97100/- Level - 14	2	<p>Promotion: From amongst senior most Assistant Librarians in the Meghalaya Legislative Assembly Secretariat with 2 (two) years experience in that grade possessing Bachelor Degree in Library Science.</p> <p>Departmental Competition: If vacancy is not filled by promotion, it will be filled by Departmental Competition, through written test and interview, limited to employees with 3 (three) years experience in any post in the Meghalaya Legislative</p>

				<p>Assembly Secretariat and possessing Bachelor's Degree in Library Science.</p> <p>Direct Recruitment: If vacancy is not filled by promotion and Departmental Competition, it will be filled by Open Advertisement through written test and interview from persons with Bachelor's Degree in Library Science having 1 (one) year experience in any Library of repute.</p>
17.	Assistant Research Officer	43700 - 97100/- Level - 14	1	<p>Promotion: From amongst senior most Research Assistants in the Meghalaya Legislative Assembly Secretariat possessing Bachelor's Degree with 2 (two) years experience in that grade.</p> <p>Departmental Competition: If vacancy is not filled by promotion, it will be filled by Departmental Competition, limited to employees of the Meghalaya Legislative Assembly Secretariat possessing Bachelor's Degree from a recognised University with Diploma in Computer and having sound knowledge of Parliamentary research service.</p> <p>Direct Recruitment: If vacancy is not filled by promotion and departmental competition, it will be filled by Open Advertisement through written test and interview from candidates possessing Bachelor's Degree from a recognised University with Parliamentary research skill and knowledge.</p>
18.	Marshal	43700-97100/- Level - 14	1 (Male)	<p>Departmental Competition: By Departmental Competition, an employee possessing Bachelor's Degree qualification from a recognised university with background in <u>Police/Navy/Army/Paramilitary force not below the rank of Sub-Inspector/JCO etc.</u>, and having knowledge of Constitution of India and Rules of Procedure and Conduct of Business in Meghalaya Legislative Assembly.</p> <p>Direct Recruitment: If vacancy is not filled by promotion and departmental competition, it will be filled by Open Advertisement through written test and interview from candidates possessing a Bachelor's Degree and having service background in Army/Navy/Air force or Police not below the rank of Sub-Inspector or equivalent.</p>
19.	Assistant Superintendent	42100 - 93900/- Level - 13	1	<p>Promotion: From amongst senior most UDAs in the Meghalaya Legislative Assembly Secretariat with 2 (two) years experience in any of those grade, graduate from a recognised University.</p>
20.	Subordinate Engineer (Electrical)	37800 - 86400/- Level - 11	1	<p>Promotion: From Electrical Supervisor in the Meghalaya Legislative Assembly Secretariat with 2 (two) years experience in that Grade.</p> <p>Departmental Competition: If vacancy is not filled by promotion, it will be filled by Departmental Competition, limited to staff of Meghalaya Legislative Assembly Secretariat holding a</p>

				Diploma in Electrical Engineering. Direct Recruitment: If vacancy is not filled by promotion or Departmental Competition, it will be filled by Open Advertisement through field and other skill test and interview from person(s) with Diploma/Degree in Electrical Engineering having 3 (three) years experience from an institution of repute.
21.	Upper Division Assistant	37800-86400/- Level - 11	14	Promotion: From amongst senior most Lower Division Assistants in the Meghalaya Legislative Assembly Secretariat with 3 (three) years experience in that grade, graduate from a recognised University.
22.	Research Assistant	37800 - 86400/- Level - 11	3	Departmental Competition: Vacancies will be filled by Departmental Competition through written test, skill test and interview limited to staff of the Meghalaya Legislative Assembly Secretariat having a Bachelor's Degree qualification in any discipline from a recognised University with experience in research works.
23.	Protocol Officer	37800 - 86400/- Level - 11	2 1(one) Male 1(one) Female	Promotion: Vacancy(s) will be filled category wise for male and female post from amongst the senior junior most Watch & Ward Officers in the Meghalaya Legislative Assembly Secretariat with experience in protocol duties. Departmental Competition: <u>Vacancies will be filled category wise for Male and Female posts</u> by Departmental Competition through written test, skill test and interview limited to staff in the Meghalaya Legislative Assembly Secretariat with at least 5 (five) years total service of which at least 2 (two) years experience in any grade and having Diploma/Bachelor's Degree in travel and tourism management or hospitality management.
24.	House Keeping Manager	37800 - 86400/- Level - 11	1	Promotion : From Assistant House Keeper in the Meghalaya Legislative Assembly Secretariat with 2 (two) years experience in that grade and possessing Bachelor's Degree/Diploma qualification in Hotel Management from a recognised Institute/ University. Departmental Competition: If vacancy is not filled by Promotion, it will be filled by Departmental Competition through written test and interview limited to employees with at least 5 (five) years total service in the Meghalaya Legislative Assembly Secretariat of which minimum 2 (two) years experience in the grade having Bachelor's Degree/Diploma qualification in Hotel Management from a recognised Institute/ University with experience in housekeeping. Direct Recruitment: If vacancy is not filled by Departmental Competition, it will be filled by Open Advertisement through written test and interview from amongst the candidates possessing a Bachelor's Degree in Hotel Management

				from recognised University with one year experience in House Keeping in any organisation of repute.
25.	Watch & Ward Officer	35100-82900/- Level - 10	2 1 (male) & 1 (female)	Promotion: Vacancies will be filled category wise for male and female post from amongst the senior most Senior Watch & Ward Assistant in Meghalaya Legislative Assembly Secretariat with 2 (two) years experience in that grade. Departmental Competition: If vacancy(s) is not filled by promotion, it will be filled by Departmental Competition, limited to staff of Meghalaya Legislative Assembly Secretariat possessing a Bachelor's Degree qualification from a recognised University and work experience.
26.	Steno Grade II	35100-82900/- Level - 10	2	Promotion: From amongst senior most Steno Grade III in the Meghalaya Legislative Assembly Secretariat with 2 (two) years experience in that grade. Departmental Competition: If vacancy(s) is not filled by promotion, it will be filled by Departmental Competition, limited to staff of Meghalaya Legislative Assembly Secretariat with Stenography qualification, computer knowledge and work experience.
27.	Senior Watch & Ward Assistant	32200-76300/- Level - 9	4	Promotion: From amongst senior most Junior Watch & Ward Assistants in the Meghalaya Legislative Assembly Secretariat with 2 (two) years experience in that grade. Departmental Competition: If vacancy(s) is not filled by promotion, it will be filled by Departmental Competition limited to staff of Meghalaya Legislative Assembly Secretariat possessing a Degree qualification from a recognised University and work experience.
28.	Assistant Librarian	30300 - 71600/- Level - 8	2	Promotion: From Library Assistant in the Meghalaya Legislative Assembly Secretariat with 2 (two) years experience in that grade. Departmental Competition: If vacancy(s) is not filled by promotion, it will be filled by Departmental Competition limited to staff of Meghalaya Legislative Assembly Secretariat with Degree or Diploma in Library Science.
29.	Steno Grade III	30300 - 71600/- Level - 8	5	Departmental Competition: 20% of the vacancies will be filled by Departmental Competition through written test, skill test and interview limited to employees possessing Bachelor's Degree qualification from a recognised University with 3 (three) year experience in any posts in the Meghalaya Legislative Assembly Secretariat with a Shorthand speed of 80 w.p.m. and typing speed of 30 w.p.m. in English typewriter/computer with sound computer background. Direct Recruitment: 80% of the remaining vacancies will be filled by Open

				Advertisement through written test and interview from amongst the candidates with Shorthand speed of 80 w.p.m. and typing speed of 30 w.p.m. in English typewriter/computer background and having Bachelor's Degree qualification from a recognised University.
30.	Lower Division Assistant	30300 - 71600/- Level - 8	23	Promotion : 60% by Promotion amongst Senior most Typist possessing Bachelor's Degree qualification in any discipline from a recognized University with knowledge in computer application and with 3 (three) years experience in that Grade. Direct Recruitment: 40% of the remaining vacancies will be filled by Open Advertisement through written test and interview from amongst the candidates possessing Bachelor's Degree qualification in any discipline from a recognized University with knowledge in computer application.
31.	Personal Assistant	30300 - 71600/- Level - 8	4	Departmental Competition: From amongst Grade III staff in the Meghalaya Legislative Assembly possessing Bachelor's Degree qualification with computer knowledge and atleast 3 (three) years experience in that grade. Direct Recruitment: If vacancy is not filled by Promotion or Departmental Competition, it will be filled by Open Advertisement through written test and interview from amongst the candidates possessing Bachelor's Degree qualification in any discipline with good communication skill in English and computer typing (English) speed of 40 w.p.m. with basic computer operations viz. MS - Word, MS - Excel, Power Point, etc.
32.	Account Assistant	30300 - 71600/- Level - 8	1	Promotion : From amongst the Junior Account Assistant possessing B.Com and above with experience of 2 years and above. He/She should be well versed with accounting techniques and be acquainted with accounting softwares. He/She should have an indepth knowledge in the field of accounting.
33.	Translator	30300 - 71600/- Level - 8	2 1(One) Khasi 1(One) Garo	Departmental Competition : Vacancy will be filled quota wise by Departmental Competition through skill test and interview limited to employees of any grade(s) possessing Bachelor's degree qualification with at least 3 (three) years total service in the Meghalaya Legislative Assembly and having experience in translation or interpretation work, having proficiency & fluency in English, Khasi, Garo & Hindi respectively. Direct Recruitment: If vacancy is not filled by Departmental Competition, it will be filled by Open Advertisement through skill test and interview from candidates possessing Bachelor's Degree having one year experience in translation or interpretation work in an organization of repute, having proficiency & fluency in English, Khasi, Garo & Hindi respectively.

34.	Senior Grade Typist	28400 - 67100/- Level - 7	1	Promotion: From amongst senior most Typists in the Meghalaya Legislative Assembly Secretariat with 2 (two) years experience in that grade.
35.	Electrical Supervisor	28400 - 67100/- Level - 7	1	Promotion: From amongst the combined seniority list of senior most Electrician and electrician <i>cum</i> sound operator in the Meghalaya Legislative Assembly Secretariat with 2 (two) years experience in that grade possessing HSLC with Trade License in Electrical. Departmental Competition: If vacancy is not filled by promotion, it will be filled by Departmental Competition limited to staff of Meghalaya Legislative Assembly Secretariat with Diploma/Bachelor's Degree in Electrical Engineering.
36.	Data Entry Operator	28400 - 67100/- Level - 7 (Graduate with 1 $\frac{1}{2}$ years Diploma in Computer Applications/ Science) 26500 - 62400/- Level - 6 (Graduate with no Diploma in Computer Applications/ Science) 24700 - 58400/- Level - 5 (For others)	9	Departmental Competition: 30% vacancies will be filled by Departmental Competition through written test, skill test and interview limited to employees with 3(three) year experience in any post in the Meghalaya Legislative Assembly Secretariat having Bachelor's Degree with a typing speed of 40 w.p.m. in English with minimum of 1 (one) year Computer Course. Direct Recruitment: 70% vacancies will be filled by Open Advertisement, through written test, skill test and interview from candidates possessing a Bachelor's Degree qualification from a recognised University with minimum 1 (one) year Computer Course.
37.	Receptionist	26500 - 62400/- Level - 6	26	Direct Recruitment: 100% Vacancies will be filled by through Open Advertisement through interview and skill test from persons possessing a Bachelor's Degree qualification in any stream from a recognised University with knowledge in computer application and work experience.
38.	Intercom Operator	26500 - 62400/- Level - 6	22	Promotion: 20% vacancy(s) will be filled from amongst the senior most Telephone Operators in the Meghalaya Legislative Assembly Secretariat possessing a Bachelor's Degree from a recognised University with knowledge in computer application. Departmental Competition : The remaining 80% vacancy(s) will be filled from amongst employees of the Meghalaya Legislative Assembly Secretariat with 3 (three) years service

				experience and possessing a Bachelor's Degree from a recognised University with knowledge in computer application.
39.	Caretaker	26500 - 62400/- Level - 6	1	Departmental Competition: Vacancy will be filled by Departmental Competition through skill test and interview limited to staff of Meghalaya Legislative Assembly Secretariat possessing a Bachelor's Degree from a recognised University and 5 (five) years work experience in any grade.
40.	Assistant House Keeper	26500 - 62400/- Level - 6	1	Departmental Competition: Vacancies will be filled by Departmental Competition through written test, skill test and interview limited to staff of Meghalaya Legislative Assembly Secretariat having a Bachelor's Degree qualification in Hotel Management from a recognised Institution with experience in housekeeping. Direct Recruitment: If vacancy is not filled by Departmental Competition, it will be filled by Open Advertisement through interview from persons possessing a Bachelor's Degree qualification in Hotel Management from a recognised Institution with experience in housekeeping.
41.	Library Assistant	24700 - 58400/- Level - 5	1	Promotion: From amongst senior most Library Attendants in the Meghalaya Legislative Assembly Secretariat with 2 (two) years experience in that grade possessing Bachelor's Degree in any subject and Diploma in Library Science from a recognised University. Departmental Competition: If vacancy is not filled by promotion, it will be filled by Departmental Competition limited to employees of the Meghalaya Legislative Assembly Secretariat with 3 (three) years experience in any post and having a Bachelor's Degree in any discipline with Diploma in Library Science from a recognised University. Direct Recruitment: If vacancy is not filled by Promotion and Departmental Competition, will be filled by Open Advertisement through written test and interview from persons with a Bachelor's Degree in any discipline and Diploma in Library Science from a recognised University.
42.	Motor Mechanic	24700 - 58400/- Level - 5	1	Departmental Competition: By Departmental Competition through skill test and interview limited to staff of Meghalaya Legislative Assembly Secretariat possessing a Diploma/Trade Certificate in Mechanical Engineering and work experience on automobiles. Direct Recruitment: By Open Advertisement through skill test and interview from persons with Diploma in Mechanical/Automobile Engineering.
43.	Typist	22200 - 52400/- Level - 4	32	Departmental Competition: 60% vacancies will be filled by Departmental Competition through written test, skill test and interview limited to employees with 1 (one) year

				<p>experience in any post in the Meghalaya Legislative Assembly Secretariat possessing a Bachelor's Degree from a recognised University and speed of 30 w.p.m. in English typing with knowledge in computer application.</p> <p>Direct Recruitment: 40% vacancies be filled by Open Advertisement through written test, skill test and interview from persons having Bachelor's Degree qualification in any discipline from a recognised University and a speed of 30 w.p.m. in English typing and knowledge in computer application.</p>
44.	Junior Watch & Ward Assistant	22200 - 52400/- Level - 4	54	<p>Departmental Competition: Vacancies will be filled by Departmental Competition through physical fitness tests and interview limited to employees with minimum qualifying service of 3 (three) years in any post in the Meghalaya Legislative Assembly Secretariat with HSSLC qualification and preference will be given to a person who served in Indian Army/Navy/Airforce/Paramilitary force etc.</p> <p>Placement: From amongst the suitable Junior Watch & Ward Assistant in the Meghalaya Legislative Assembly Secretariat by selection keeping in view the special job requirements and will be placed as CCTV Operators.</p>
45.	Electrician	22200-52400/- Level - 4	5	<p>Departmental Competition: Vacancies will be filled by Departmental Competition through skill test and interview limited to staff of having 3 (three) years service in any grade in the Meghalaya Legislative Assembly Secretariat possessing Trade Certificate or License in Electrical or Diploma in Electrical Engineering.</p> <p>Direct Recruitment: By Open Advertisement, through skill test and interview from persons with Diploma in Electrical Engineering.</p>
46.	Electrician cum Sound Operator	22200 - 52400/- Level - 4	1	<p>Designation: A Senior Electrician will be designated as Electrician cum Sound Operator, keeping in view the special job requirements, and will be posted after imparting necessary training in sound operating techniques.</p>
47.	Plumber	22200-52400/- Level - 4	1	<p>Direct Recruitment: By Open Advertisement through interview from persons with 10th standard qualification, with experience of having worked as plumber in an organisation of repute for 3 (three) years or possessing trade certificate in Plumber from a recognised institute.</p>
48.	Driver	20600-48700/- Level - 3	25	<p>Direct Recruitment: 100% vacancy will be filled by Open Advertisement through skill test and interview from persons with HSLC qualification and experience of 3 (three) years in driving appropriate vehicles and possessing valid driving licence.</p>
49.	Jamadar Orderly	19000 - 44800/- Level - 2	4	<p>Promotion: From amongst the senior most peons in the Meghalaya Legislative Assembly Secretariat holding the pay scale</p>

				of 17400 - 41000/- with 5 (five) years of service in that grade.
50.	Duftry	19000 - 44800/- Level - 2	2	Promotion: From amongst senior most Peons in the Meghalaya Legislative Assembly Secretariat holding the Pay Scale of 17400 - 41000/- with 5 (five) years total service in that grade.
51.	Lift Operator	19000 - 44800/- Level - 2	4	Direct Recruitment: 100% vacancies shall be filled up by Departmental Selection Committee of Assembly through open advertisement by skill test/physical test from persons with minimum HSLC or equivalent qualification having Certificate/Diploma from recognised ITI.
52.	Head Mali	19000 - 44800/- Level - 2	1	Promotion: From amongst senior most Mali in the Meghalaya Legislative Assembly Secretariat holding the pay scale of 17400 - 41000/- with 3 (three) years of service in that grade in the Meghalaya Legislative Assembly Secretariat.
53.	Generator Operator	19000 - 44800/- Level - 2	7	Direct Recruitment: 100% vacancies shall be filled up by Departmental Selection Committee of Assembly through open advertisement by skill test/physical test from amongst the candidates, possessing 10 th Standard qualification, with experience in an organization of repute for 3 (three) years or possessing trade certificate in Electrical from a recognised institute.
54.	Telephone Operator	17400 - 41000/- Level - 1	1	Direct Recruitment: 100% vacancies shall be filled up by Departmental Selection Committee of Assembly through open advertisement by skill test/physical test from amongst the candidates, possessing 10 th Standard qualification and experience in an organization of repute.
55.	Water Attendant	17400 - 41000/- Level - 1	9	Direct Recruitment: 100% vacancies shall be filled up by Departmental Selection Committee of Assembly through open advertisement by skill test/physical test from amongst the candidates, possessing 10 th Standard qualification and experience in an organization of repute.
56.	Library Attendant	17400 - 41000/- Level - 1	2	Direct Recruitment: By Open Advertisement through skill test and interview from persons having 10 th standard qualification, with 3 (three) years of experience in Library or documentation Assistant in an organisation of repute.
57.	Peon	17400 - 41000/- Level - 1	115	Direct Recruitment: 100% vacancies shall be filled up by Departmental Selection Committee of Assembly through open advertisement by skill test/physical test from amongst the candidates, possessing 10 th Standard qualification and experience in an organization of repute.
58.	Mali	17400 - 41000/- Level - 1	25	Direct Recruitment: 100% vacancies shall be filled up by Departmental Selection Committee of Assembly through open

				advertisement by skill test/physical test from amongst the candidates, possessing 10 th Standard qualification and experience in an organization of repute.
59.	Chowkidar	17400 - 41000/- Level - 1	16	Direct Recruitment: 100% vacancies shall be filled up by Departmental Selection Committee of Assembly through open advertisement by skill test/physical test from amongst the candidates, possessing 10 th Standard qualification and experience in security duties in an organization of repute.
60.	Member Attendant	17400 - 41000/- Level - 1	38	Direct Recruitment: By Open Advertisement through interview from persons with 10 th standard qualification and having 3 (three) years experience as peon or attendant in an organisation of repute.
61.	Hot Water Attendant	17400 - 41000/- Level - 1	5	Direct Recruitment: By Open Advertisement through interview from persons with 10 th standard qualification and having 3 (three) years experience as peon or attendant in an organisation of repute.
62.	Sweeper	17400-41000/- Level - 1	27	Direct Recruitment: 100% vacancies shall be filled up by Departmental Selection Committee of Assembly through open advertisement by skill test/physical test from amongst the candidates having minimum VI th Standard qualification with work experience as Sweeper in an organization of repute.
63.	Bus Helper	17400 - 41000/- Level - 1	1	Direct Recruitment: By Open Advertisement through interview from persons with 10 th standard qualification, with experience as Bus Helper in an organisation of repute for 3 (three) years.
64.	Stocker	17400 - 41000/- Level - 1	1	Direct Recruitment: By Open Advertisement through interview from persons with 10 th standard qualification with experience of having worked as stock assistant in an organisation of repute for 3 (three) years.
65.	Electrical Helper	17400 - 41000/- Level - 1	4	Direct Recruitment: By Open Advertisement through interview from persons with 10 th standard qualification, with experience of having worked as electrical helper in an organisation of repute for 3 (three) years.
66.	Cleaner	17400 - 41000/- Level - 1	118	Direct Recruitment: By Open Advertisement through interview from persons with 10 th standard qualification, with experience as cleaner in an organisation of repute for 3 (three) years.

67.	Gate Keeper	17400 - 41000/- Level - 1	13	Direct Recruitment: By Open Advertisement through interview from persons with 10 th standard qualification, with experience as gate keeper/security in an organisation of repute for 3 (three) years.
68.	Dhobi	17400 - 41000/- Level - 1	1	Direct Recruitment: By Open Advertisement through interview from persons with 10 th standard qualification, with experience as cleaner in an organisation of repute for 3 (three) years.

Amendment of Schedule I B - The existing Schedule I B.POSTS IN THE PRESS WING of the Principal Rules, shall be substituted by new Schedule I B as follows:

**MEGHALAYA LEGISLATIVE ASSEMBLY SECRETARIAT
(RECRUITMENT AND CONDITIONS OF SERVICE) (AMENDMENT), RULES, 2025**

**SCHEDULE- I B
(PRINTING AND PUBLICATION SERVICES)**

Sl. No.	Name of the post	No. of Posts	Classification	Pay Matrix Level (Rs.)	Proportion of posts to be filled by		Methods of recruitment and qualifications for appointment
					Promotion/ Upgradation	Direct Recruitment	
(1)	(2)	(3)	(4)	(5)	(6)		(7)
69.	Manager (Administration)	1	'A' Gazetted	Level-17	100%	-	Departmental Competition: 100% of the vacancy shall be filled by Departmental Selection Committee of Assembly through Personal Interview/skill test from amongst the Assistant Superintendent/Superintendent/ Group B staff of Assembly Secretariat having 3 (three) years experience in that grade with graduate qualification and having sound knowledge and experience in supervisory works.
70.	Foreman	1	'B' Non-Gazetted	Level-12	100%	-	Departmental Competition: 100% vacancy shall be filled by Departmental Selection Committee through interview limited to Group 'C' staff in the Press Wing of Meghalaya Legislative Assembly Secretariat having Diploma/Trade Certificate in Printing Technology from a recognised University/Institute with minimum 5 (five) years total service, of which at least 3(three) years experience in pre-press, press and post press services.
71.	Senior Reader	2	'B' Non-Gazetted	Level-12	100%	-	Promotion: 100% vacancies shall be filled up by Departmental Promotion Committee of Assembly from Junior Reader with minimum 3 (three) years experience in that grade. Note:- From amongst the senior most confirmed Senior Reader in the upgraded pay matrix level – 13 having not less than 15 years total service in the Meghalaya Legislative Assembly Secretariat, of which at least 5 years experience in that grade shall be upgraded in a scale pay of level - 15 as Proof Reading Officer.

72.	Junior Reader	1	'B' Non-Gazetted	Level-11	100%	-	Promotion: 100% vacancy shall be filled up by Departmental Promotion Committee of Assembly from amongst the members who have served as senior most Revisers with minimum 3 (three) years experience in that grade.
73.	Reviser	6	'C' Non-Gazetted	Level-9	100%	-	Promotion: 100% vacancies shall be filled up by Departmental Promotion Committee of Assembly from amongst the members who have served as senior most Copy Holders with minimum 3 (three) years experience in that grade.
74.	Copy Holder	11	'C' Non-Gazetted	Level-7	30%	70%	Departmental Competition: (a) 30% vacancies shall be filled up by Departmental Selection Committee of Assembly through skill test and personal interview limited to the members of the Press Wing, Meghalaya Legislative Assembly Secretariat with 3 (three) years experience in that grade possessing Bachelor Degree from a recognized University having knowledge of proof reading technical mark/symbols. Direct Recruitment: (b) 70% vacancies shall be filled up by Departmental Selection Committee of Assembly through open advertisement by skill test and personal interview from candidates possessing Bachelor Degree with proficiency in English and having knowledge of proof reading technical marks/symbols with work experience in a Press of repute.
75.	Section Holder (DTP & Digital)	1	'B' Non-Gazetted	Level-11	100%	-	Departmental Competition: 100% vacancy shall be filled up by Departmental Selection Committee of Assembly through skill test and interview from amongst the members of Group 'C' of the Press Wing having at least 5 (five) years total service in the Meghalaya Legislative Assembly Secretariat, of which minimum 3 (three) years experience in those grades possessing Diploma in Printing Technology or Trade Certificate in Printing from a recognized University/Institute with technical knowledge in Offset/Digital/DTP/CTP System/Color Management/

							Graphic Design and layouts.
76.	DTP Operator	5	'B' Non-Gazetted	Level-11	100%	-	<p>Promotion: 100% vacancies shall be filled up by Departmental Promotion Committee of Assembly from amongst the senior most Junior DTP Operators with minimum 3 (three) years experience in that grade.</p> <p>Note: From amongst the senior most confirmed DTP Operator in the upgraded pay Level – 14 having not less than 15(fifteen) years total service in the Meghalaya Legislative Assembly Secretariat, of which at least 10 years experience in that grade with knowledge of Supervision works shall be upgraded as Section Officer in a pay matrix level-15 keeping in view of the job requirements.</p>
77.	Junior DTP Operator	10	'C' Non-Gazetted	Level-9	30%	70%	<p>Departmental Competition: (a) 30% vacancies shall be filled up by Departmental Selection Committee of Assembly through skill test and interview limited to the members of the Press Wing in the Meghalaya Legislative Assembly Secretariat possessing a Bachelor Degree from a recognized University with Diploma/Certificate in DTP and typing speed of 60 w.p.m. in English.</p> <p>Direct Recruitment: (b) 70% vacancies shall be filled up by Departmental Selection Committee of Assembly by open advertisement through skill test and personal interview from candidates possessing Bachelor Degree with Diploma in DTP with typing speed of 60 w.p.m. in English and having experienced in Graphics Design, Colour Management and DTP works in a Press of repute.</p>
78.	Section Holder (Plate Making Section)	1	'B' Non-Gazetted	Level-11	100%	-	<p>Departmental Competition: 100% vacancy shall be filled up by Departmental Selection Committee of Assembly through skill test and interview from amongst the members of Group 'C' of the Press Wing having at least 5 (five) years total service in the Meghalaya Legislative Assembly Secretariat, of which</p>

							minimum 3 (three) years experience in those grades possessing Diploma in Printing Technology or Trade Certificate in Printing from a recognized University/Institute with technical knowledge in Offset/Digital/DTP/CTP System/Color Management/Graphic Design and layouts.
79.	Plate Developer cum Metal Plate Printer	3	'C' Non-Gazetted	Level-9	20%	80%	<p>Departmental Competition:</p> <p>(a) 20% vacancies shall be filled up by Departmental Selection Committee of Assembly through Skill test and interview by Departmental Competition limited to Group 'C' & 'D' members of the Press Wing in the Meghalaya Legislative Assembly Secretariat possessing 10th. Standard qualification from a recognised Board with 3 (three) years experience in Block Printing/Retouching/Binding & Finishing.</p> <p>Direct Recruitment:</p> <p>(b) 80% vacancies shall be filled up by Departmental Selection Committee of Assembly by open Advertisement through skill test and interview from candidates possessing Diploma or Trade Certificate in Printing from a Recognised Board/Institute having certificate in DTP with work experience in CTP/Plate Making in a Press of repute.</p>
80.	Re-toucher cum Finisher	1	'C' Non-Gazetted	Level-9	100%	-	<p>Departmental Competition:</p> <p>100% vacancy shall be filled up by Departmental Selection Committee of Assembly through skill test and interview from amongst the members of Group 'C' & 'D' of the Press Wing in the Meghalaya Legislative Assembly Secretariat possessing HSLC qualification with 3 (three) years work experience in Offset/Screen/Block / Digital Printing and Binding.</p>
81.	Section Holder (Offset):	1	'B' Non-Gazetted	Level-11	100%	-	<p>Promotion:</p> <p>100% vacancy shall be filled up by Departmental Promotion Committee of Assembly from amongst the senior most Offset Printers.</p>
82.	Assistant Section Holder (Offset)	1	'C' Non-Gazetted	Level-8	-	100%	<p>Direct Recruitment:</p> <p>100% vacancy shall be filled up by Departmental Selection Committee of Assembly through Open advertisement by skill test and interview from candidates</p>

							possessing Diploma in Printing Technology from recognized Institute with HSSLC qualification and having experience in printing.
83.	Offset Printer	4	'C' Non-Gazetted	Level-7	100%	-	Promotion: 100% vacancies shall be filled up by Departmental Promotion Committee of Assembly from amongst the Junior Offset Printers with minimum 3 (three) years experience in that grade adjudging the suitability of the candidates on the criteria of merit cum seniority basis.
84.	Junior Offset Printer	2	'C' Non-Gazetted	Level-6	100%	-	Promotion: 100% vacancies shall be filled up by Departmental Promotion Committee of Assembly from amongst the senior most Assistant Machineman with minimum 3 (three) years' experience in that grade.
85.	Assistant Machineman	4	'C' Non-Gazetted	Level-3	50%	50%	Departmental Competition: (a) 50% vacancies shall be filled up by Departmental Promotion Committee of Assembly through skill test and interview limited to members of Group 'D' of the Press Wing having at least 5 (five) years total service in the Meghalaya Legislative Assembly Secretariat, of which minimum 3 (three) years experience in that grade possessing 10 th Standard qualification and having knowledge of handling machines in Binding and Offset. Direct Recruitment: (b) 50% vacancies shall be filled up by Departmental Selection Committee of Assembly by Open Advertisement through skill test and interview, from candidates possessing Diploma or Trade Certificate in Printing from any Institute of repute having 1 (one) year work experience in Offset Printing with minimum, 10 th Standard qualification.
86.	Section Holder (Binding)	1	'B' Non-Gazetted	Level-11	100%		Departmental Competition: 100% vacancy shall be filled up by Departmental Selection Committee of Assembly through skill test and interview from amongst the members of Group

							‘C’ & ‘D’ of the Press Wing having at least 5 (five) years total service in the Meghalaya Legislative Assembly Secretariat, of which minimum 3 (three) years experience in those grades possessing Diploma in Printing Technology or Trade Certificate in Printing from a recognized University/Institute with technical knowledge in Binding/Finishing/value addition and allied Binding machinery operations.
87.	Binder Clerk	3	‘C’ Non-Gazetted	Level-6	100%	-	<p>Promotion: 100% vacancies shall be filled up by Departmental Promotion Committee of Assembly from amongst the senior most Binder Grade-I of the Press Wing in the Meghalaya Legislative Assembly Secretariat with minimum 3(three) years experience in that grade.</p> <p>Note: Adjudging the suitability of the persons by selection from amongst the Binder Clerks of the Press Wing in the Meghalaya Legislative Assembly Secretariat shall be re-designated as Section Assistant (Binding) keeping in view the special job requirements.</p>
88.	Binder Grade-I	4	‘C’ Non-Gazetted	Level-4	100%	-	<p>Promotion: 100% vacancies shall be filled up by Departmental Promotion Committee of Assembly from amongst the senior most Binder Grade-II having 3 (three) years experience in that grade.</p>
89.	Binder Grade-II	6	‘C’ Non-Gazetted	Level-3	100%	-	<p>Promotion: 100% vacancies shall be filled up by Departmental Promotion Committee of Assembly from amongst the senior most Counters having 3 (three) years experience in that grade.</p>
90.	Counter	6	‘C’ Non-Gazetted	Level-2	30%	70%	<p>Departmental Competition: (a) 30% vacancies shall be filled up by Departmental Selection Committee of Assembly through skill test and interview from amongst the members of Group ‘D’ of the Press Wing in the Meghalaya Legislative Assembly Secretariat having minimum qualification of 10th standard with 3 (three) years experience in that grade having technical knowledge of sheet counting, sheet jogging and Binding.</p> <p>Direct Recruitment: (b) 70% vacancies shall be filled up by Departmental Selection</p>

							Committee of Assembly through Open Advertisement by skill test and interview from amongst the candidates possessing Trade certificate in Binding with minimum 1 (one) year experience in binding works in a printing press of repute.
91.	Electrician Cum Mechanic	3	'B' Non-Gazetted	Level-11	20%	80%	<p>Promotion :</p> <p>(a) 20% vacancies shall be filled up by Departmental Promotion Committee of Assembly from Junior Mechanic with minimum 3 (three) years experience in that grade.</p> <p>Direct Recruitment:</p> <p>(b) 80% vacancies shall be filled up by Departmental Selection Committee of Assembly by Open Advertisement through skill test and interview from candidates possessing minimum qualification of 10th. Standard having Trade Certificate in Electrical from recognized institute with work experience in machine tools.</p> <p>Note: - From amongst the senior most confirmed Electrician cum Mechanic in the upgraded pay level - 12 having not less than 15(fifteen) years total service in the Meghalaya Legislative Assembly Secretariat, of which at least 10 years experience in that grade possessing Trade certificate in Electrical Engineering with Diploma in Mechanical Engineering shall be upgraded as Maintenance Officer in a pay Level-14 keeping in view of the special job requirements.</p>
92.	Junior Mechanic	1	'C' Non-Gazetted	Level-6	-	100%	<p>Direct Recruitment:</p> <p>100% vacancy shall be filled up by Departmental Selection Committee of Assembly by Open Advertisement through Skill test and interview from candidates possessing Diploma in Mechanical/Electrical Engineering or Trade Certificate in machinist and having work experience in printing machines.</p>
93.	Upper Division Assistant	1	'B' Non-Gazetted	Level-11	100%	-	<p>Promotion:</p> <p>From amongst senior most Lower Division Assistants of the Press Wing in the Meghalaya Legislative Assembly Secretariat with 3 (three) years experience in that grade.</p>
94.	Lower Division Assistant	3	'C' Non-Gazetted	Level-8	100%	-	<p>Promotion:</p> <p>100% vacancies shall be filled up</p>

							by Departmental Promotion Committee of Assembly by selection on the basis of combined merit cum seniority from amongst Accountant cum Cashier and Receptionists of the Press Wing in the Meghalaya Legislative Assembly Secretariat having Bachelor's Degree qualification with minimum 3 (three) years experience in that posts.
95.	Accountant cum Cashier	1	'C' Non-Gazetted	Level-7	100%	-	Promotion: 100% vacancy shall be filled up by Departmental Promotion Committee of Assembly from senior most Receptionists of the Press Wing in the Meghalaya Legislative Assembly Secretariat possessing Bachelor Degree qualification with basic computer certificates having minimum 1 (one) year experience in that grade.
96.	Receptionist	2	'C' Non-Gazetted	Level-6	50%	50%	Departmental Competition: (a) 50% vacancies shall be filled up by Departmental Selection Committee of Assembly through interview from the members of Group 'C' & 'D' in the Press Wing of the Meghalaya Legislative Assembly Secretariat possessing Bachelor Degree qualification with Computer background. Direct Recruitment: (b) 50% vacancy shall be filled up by Departmental Selection Committee of Assembly through open advertisement by skill test and interview from amongst the candidates possessing a bachelor's Degree qualification from a recognised University with Commerce background and having Diploma in Computer Application/ Science with knowledge in computing work.
97.	Stenographer Gr. III	1	'C' Non-Gazetted	Level-8	-	100%	Direct Recruitment: 100% vacancy shall be filled up by Departmental Selection Committee of Assembly through Open advertisement by skill test and interview from amongst the candidates having educational qualification of Bachelor's Degree from a recognised Board possessing Stenography Certificate and having a Shorthand speed of 80 w.p.m. with typing

							speed of 30 w.p.m. in English in Computer and sound computer background. On selection the person shall be posted as P.A. to Manager (Admin.)
98.	Data Entry Operator	1	'C' Non-Gazetted	Level-9	-	100%	Direct Recruitment: 100% vacancy shall be filled up by Departmental Selection Committee of Assembly through Open Advertisement by skill test and interview from candidates possessing Bachelor's Degree qualification from a recognized University with Diploma in Computer Application/DEO.
99.	Time Work Checker	3	'C' Non-Gazetted	Level-8	-	100%	Direct Recruitment: 100% vacancies shall be filled up by Departmental Selection Committee of Assembly through Open Advertisement by skill test and interview from candidates possessing Bachelor's Degree qualification from a recognized University with knowledge in Computer and Time management.
100.	Outturn Writer	1	'C' Non-Gazetted	Level-8	100%	-	Promotion: 100% vacancy shall be filled up by Departmental Promotion Committee of Assembly on the criteria of the combined merit cum seniority basis from amongst the Section Writers and Computer Clerks of the Press Wing in the Meghalaya Legislative Assembly Secretariat with 3 (three) years experience in that grade.
101.	Section Writer	3	'C' Non-Gazetted	Level-5	100%	-	Departmental Competition: 100% vacancies shall be filled up by Departmental Selection Committee of Assembly by skill test and interview from the members of Group 'C' & 'D' in the Press Wing of the Meghalaya Legislative Assembly possessing 10 th Standard qualification and having knowledge in computer.
102.	Computer Clerk	2	'C' Non-Gazetted	Level-5	50%	50%	Departmental Competition: (a) 50% vacancies shall be filled up by Departmental Selection Committee of Assembly through skill test and interview from the members of Group 'C' & 'D' in the Press Wing of the Meghalaya Legislative Assembly Secretariat having knowledge in computing. Direct Recruitment: (b) 50% vacancy shall be filled up by Departmental Selection Committee of Assembly through open

							advertisement by skill test and interview from amongst the candidates possessing Bachelor Degree qualification from a recognised University with Commerce background and having Diploma in Computer Application/ Science with knowledge in computing work.
103.	Retail Store Keeper	2	'C' Non-Gazetted	Level-5	-	100%	Direct Recruitment: 100% vacancies shall be filled up by Departmental Selection Committee of Assembly through open advertisement by skill test and interview from amongst the candidates possessing Degree qualification from a recognised University with experience of having worked as Store Keeper in an organisation of repute.
104.	Sorter	1	'C' Non-Gazetted	Level-3	100%	-	Departmental Competition: 100% vacancy shall be filled up by Departmental Selection Committee of Assembly by skill test and interview from amongst the members of Group 'D' of the Press Wing in the Meghalaya Legislative Assembly Secretariat possessing 10 th Standard qualification and having knowledge in Sorting/Supplying/Packing of store materials.
105.	Junior Driver	2	'C' Non-Gazetted	Level-3	-	100%	Direct Recruitment: 100% vacancies shall be filled up by Departmental Selection Committee of Assembly through open advertisement by skill test and interview from amongst the candidates possessing HSLC qualification with valid Driving License and having experience in driving Light Motor Vehicles.
106.	Forme Carrier	3	'C' Non-Gazetted	Level-2	30%	70%	Departmental Competition: (a) 30% vacancies shall be filled up by Departmental Selection Committee of Assembly by skill test and interview from amongst the members of Group 'D' of the Press Wing in the Meghalaya Legislative Assembly Secretariat with 3 (three) years experience in that grade possessing 10 th Standard qualification with knowledge in handling Forms. Direct Recruitment: (b) 70% vacancies shall be filled up by Departmental

							Selection Committee of Assembly through skill test and interview from amongst the candidates possessing HSLC qualification from a recognized Board and possessing Trade Certificate in Printing.
107.	Sweeper	3	'D' Non-Gazetted	Level-1	-	100%	Direct Recruitment: 100% vacancies shall be filled up by Departmental Selection Committee of Assembly through open advertisement by skill test/physical test from amongst the candidates having minimum VI th Standard qualification with work experience as Sweeper in an organization of repute.
108.	Chowkidar	4	'D' Non-Gazetted	Level-1	-	100%	Direct Recruitment: 100% vacancies shall be filled up by Departmental Selection Committee of Assembly through open advertisement by skill test/physical test from amongst the candidates, possessing 10 th Standard qualification and experience in security duties in an organization of repute.
109.	Peon	9	'D' Non-Gazetted	Level-1	-	100%	Direct Recruitment: 100% vacancies shall be filled up by Departmental Selection Committee of Assembly through open advertisement by skill test/physical test from amongst the candidates, possessing 10 th Standard qualification with work experience as Peon or Office Attendant.
110.	Cleaner	15	'D' Non-Gazetted	Level-1	-	100%	Direct Recruitment: 100% vacancies shall be filled up by Departmental Selection Committee of Assembly through open advertisement by skill test/physical test from amongst the candidates, possessing 10 th Standard qualification with experience as Cleaner.
111.	Supplier	1	'D' Non-Gazetted	Level-1	-	100%	Direct Recruitment: 100% vacancy shall be filled up by Departmental Selection Committee of Assembly through open advertisement by skill test/physical test from amongst the candidates, possessing 10 th Standard qualification and having experience in handling the materials.
112.	Packer	2	'D' Non-Gazetted	Level-1	-	100%	Direct Recruitment: 100% vacancies shall be filled up by Departmental Selection Committee of Assembly through open advertisement by skill test/physical test from amongst the

							candidates, possessing 10 th Standard qualification and experience in handling and Packing of materials.
113.	Dak Runner	1	'D' Non-Gazetted	Level-1	-	100%	Direct Recruitment: 100% vacancy shall be filled up by Departmental Selection Committee of Assembly through open advertisement by skill test/physical test from amongst the candidates, possessing 10 th Standard qualification and having working experience as Peon in an organization of repute.
114.	Mali	4	'D' Non-Gazetted	Level-1	-	100%	Direct Recruitment: 100% vacancies shall be filled up by Departmental Selection Committee of Assembly through open advertisement by skill test/physical test from amongst the candidates, possessing 10 th Standard qualification with work experience in gardening.
115.	Mazdoor	2	'D' Non-Gazetted	Level-1	-	100%	Direct Recruitment: 100% vacancies shall be filled up by Departmental Selection Committee of Assembly through open advertisement by skill test/physical test from amongst the candidates, possessing 10 th Standard qualification with work experience on daily wage basis in any organization of repute.

**SCHEDULE II (A) (Ministerial Posts)
OF
THE MEGHALAYA LEGISLATIVE ASSEMBLY SECRETARIAT
(RECRUITMENT AND CONDITIONS OF SERVICE)(AMENDMENT), RULES 2025**

Sl. No.	Name of the Post	Scale of pay/ Level in Pay Matrix	No. of Posts	Method of Recruitment
1.	Additional Secretary	83900- 142900/- Level-21	1	Promotion: From Joint Secretary in the Meghalaya Legislative Assembly Secretariat having Bachelor's Degree from any recognised University having 2(two) years' experience in the post of Joint Secretary and having sound knowledge and experience in Legislation, Committees, Administration, Accounts, Constitutional Law and Parliamentary Procedure and Practices.
2.	Joint Secretary	76900- 134800/- Level-20	2	Promotion: From amongst the senior most Deputy Secretaries in the Meghalaya Legislative Assembly Secretariat having Bachelor's Degree from any recognised University with 2 (two) years experience in the grade. Departmental Competition: If vacancy is not filled by Promotion, it will be filled by Departmental Competition limited to Gazetted Officers with at least 15 (fifteen) years total service in the Meghalaya Legislative Assembly Secretariat of which at least 5 (five) years in the Gazetted grades, possessing Bachelor's Degree from a recognised University and having sound knowledge and experience in Legislation, Committees, Administration, Accounts, Constitutional Law and Parliamentary Procedure and Practices.
3.	Deputy Secretary	71600-129200/- Level-19	1	Promotion: From Special Officer or senior most Under Secretary with minimum 2 (two) years service in that grade in the Meghalaya Legislative Assembly Secretariat, graduate from a recognised University.
4.	Under Secretary	62400-123100/- Level-18	4 1 (one)- Legislation	Promotion: From Private Secretary to Speaker or senior most Committee Officers in the Meghalaya Legislative Assembly Secretariat and with 2 (two) years' experience in any of the said grades,

				graduate from a recognised University. Departmental Competition: If vacancy is not filled by promotion, it will be filled by Departmental Competition limited to Gazetted /Group B Level officers with at least 10(ten) years total service in Meghalaya Legislative Assembly Secretariat possessing Bachelor's Degree qualification from any recognised University and having sound administrative experience and constitutional Law and parliamentary procedure and practices.
5.	Committee Officer	49000-109100/- Level - 16	7	Promotion: From amongst senior most Superintendents in the Meghalaya Legislative Assembly Secretariat, graduate from a recognised University. Departmental Competition: If vacancy is not filled by promotion, it will be filled by Departmental Competition limited to Gazetted/Group B Level officers with at least 10 (ten) years total service in Meghalaya Legislative Assembly Secretariat possessing Bachelor's Degree qualification from any recognised University and having sound administrative experience, parliamentary procedure, and practices.
6.	Superintendent	49000 - 109100/- Level - 16	3 1(one)- Establishment 1(one)-Accounts 1(one)- Legislation	Promotion: From Assistant Superintendent in the Meghalaya Legislative Assembly Secretariat and experience in that grade, graduate from a recognised University Departmental Competition: If vacancy is not filled by promotion, it will be filled by Departmental Competition limited to Group B staff with at least 10(ten) years total service in Meghalaya Legislative Assembly Secretariat possessing Bachelor's Degree qualification from any recognised University and having sound administrative experience.
7.	Superintendent (Press Wing)	49000 - 109100/- Level - 16	1	Promotion: From UDA with at least 7 (seven) years of total service, of which at least 5 (five) years experience in that grade in the Press Wing of the Meghalaya Legislative Assembly Secretariat having experience in press administration with good computer knowledge possessing Bachelor's Degree qualification in any discipline from a recognised University.

8.	Assistant Superintendent	42100 - 93900/- Level-13	4 1 (one)- Establishment 1 (one)- MLA Hostel 1 (one)- Legislation 1 (one)- Press Wing	Promotion: From amongst senior most UDAs in the Meghalaya Legislative Assembly Secretariat possessing Bachelor's Degree qualification in any discipline from a recognised University with 2 (two) years' experience in any of those grade.
9.	Assistant Nazir	37800- 86400/- Level-11	1	Placement: From amongst the suitable UDAs in the Meghalaya Legislative Assembly Secretariat by selection keeping in view the special job requirements.
10.	Upper Division Assistant	37800-86400/- Level-11	10	Promotion: From amongst the senior most Lower Division Assistants in Meghalaya Legislative Assembly Secretariat with 3 (three) years' experience in that grade.
11.	Lower Division Assistant	30300-71600/- Level-8	10	Direct Recruitment: 100% of the vacancies will be filled by Open Advertisement through written test and interview from amongst the candidates possessing Degree qualification in any discipline from a recognized University with knowledge in computer application.

Amendment of Schedule II - The existing Schedule II of The Meghalaya Legislative Assembly Secretariat (Recruitment and Conditions of Service) Rules, 2020 of the Principal Rules, shall be substituted by new Schedule II B as follows:

**THE MEGHALAYA LEGISLATIVE ASSEMBLY SECRETARIAT
(RECRUITMENT AND CONDITIONS OF SERVICE) (AMENDMENT), RULES 2025**

Sl. No.	Name of Post	Scale of Pay/Level in Pay Matrix	No. of Posts	Method of appointment
1	Chief Manager	76,900- 1,34,800/- Level-20	1	Promotion: 100% vacancy shall be filled up by Departmental Promotion Committee of Assembly from amongst the senior most Manager with minimum 3 (three) years experience in that grade, having requisite qualification in Printing & Technology will be preferred.
2.	Manager (Tech)	55,500/- 1,16,200/- Level - 17	1	Promotion: From the post of Foreman having at least 10(ten) years total service in the Meghalaya Legislative Assembly Secretariat, of which at least 3 (three) years experience in that grade possessing Diploma in Printing Technology or Trade Certificate in Printing from a recognized University/Institute with graduate qualification and having sound knowledge and experience in managerial/supervisory works.
3.	Production Manager (Press Wing)	39,400/--90,200/- Level - 12	1	Direct Recruitment: 100% vacancy shall be filled by Departmental Selection Committee of Assembly through Personal interview/skill test from amongst the candidates possessing Diploma in Printing Technology and graduate qualification from recognised Institute/University with 5 (five) years work experience in any organisation of repute.
4.	Production Assistant (Press Wing)	37,800 – 86,400/- Level - 11	1	Direct Recruitment: By selection through direct recruitment from persons possessing HSSLC or equivalent qualification with Diploma in Printing Technology from a recognised Board/Institute with certificates in Graphic Design, DTP and having 5 (five) years work experience in a Printing Press of repute.
5.	CTP System Administrator cum Digital Printer (Press Wing)	3,7800 – 86,400/- Level - 11	1	Departmental Competition: By departmental competition through skill test and interview limited to Group 'C' staff with at least 3 (three) years total service in that grade in the Meghalaya Legislative Assembly Secretariat possessing HSSLC or equivalent qualification from a recognised board with DTP certificates and having experience in hi-tech CTP system operations/ Graphics Design/Color Management for Offset/Screen or Digital printings.
6.	Block Printer cum Die Cutter (Press Wing)	32,200 – 76,300/- Level - 9	1 (Male)	Departmental Competition: By departmental competition through skill test and interview limited to grade III staff with at least 3(three) years total service in that grade in the Meghalaya Legislative Assembly Secretariat possessing 10 th Standard qualification and having 3 (three) years experience in Leaf/Block/Foil printing and embossing.

7.	LDA (Press Wing)	30,300 – 71,600/- Level - 8	1	Departmental Competition: By selection through departmental exam and interview limited to staff of any grade with at least 5 (Five) years total service in the Press Wing of the Meghalaya Legislative Assembly Secretariat possessing a degree qualification from a recognized University with sound knowledge of Administration, Accounts, Establishment, etc.
8.	Assistant Section Holder (Press Wing)	30,300 – 71,600/- Level - 8	2	Promotion : From amongst the senior most Offset Printers with at least 10(ten) years total service, of which 5 (five) years experience in that grade in the Meghalaya Legislative Assembly Secretariat.
9.	Assistant Block Printer cum Die Cutter (Press Wing)	26,500 – 62,400/- Level - 6	1 (Male)	Departmental Competition: By departmental competition through skill test and interview limited to Group 'C' & 'D' staff with at least 3 (three) years total service in the grade(s) in the Meghalaya Legislative Assembly Secretariat possessing 10 th Standard qualification and having 1 (one) year experience in assisting machine operators.
10.	Photographer (Press Wing)	26,500 – 62,400/- Level - 6	1	Direct Recruitment: If 100% vacancy shall be filled by Departmental Selection Committee of Assembly through skill test and interview from persons possessing Diploma in Photography from a recognised Institute with 1 (one) year experience as Photographer in an organisation of repute or self-employed.
11.	Binder Grade - II (Press Wing)	20,600 – 48,700/- Level - 3	3 (Male)	Direct Recruitment: By Open Advertisement through interview from persons with 10 th . Standard or HSLC or equivalent qualification from a recognised Board with Certificate/Diploma in Printing or Binding having some experience in the Binding job.
12.	Xerox Operator (Press Wing)	19,000 – 44,800/- Level - 2	1 (Male)	Departmental Competition: By departmental competition through skill test and interview limited to grade IV staff with at least 3 (three) years total service in that grade in the Meghalaya Legislative Assembly Secretariat possessing 10 th Standard qualification and having 1 (one) year experience in operating Xerox machine.
13.	Duftry (Press Wing)	19,000 – 44,800/- Level - 2	1 (Male)	Promotion: From amongst the male peons on merit cum seniority basis in the Press Wing of the Meghalaya Legislative Assembly Secretariat with 5 (five) years total service in that grade and having experience in Treasury and Bank duties.
14.	Security Guards (Press Wing)	17,400 – 41,000/- Level - 1	2	Direct Recruitment: By selection from open market through skill test/physical test from persons with basic home guards training/NCC or Security background and possessing HSLC or equivalent qualification from a recognised board having 1 (one) year experience in an organisation of repute.

**SCHEDULE II (C) Information Technology & Communication (ITC) Branch
OF
THE MEGHALAYA LEGISLATIVE ASSEMBLY SECRETARIAT
(RECRUITMENT AND CONDITIONS OF SERVICE) (AMENDMENT), RULES 2025**

Sl. No.	Name of Post	Pay Level in Pay Matrix	No. of Posts	Method of Appointment
1.	Senior System Engineer	L – 17	1	By Promotion/Upgradation: From amongst the Computer Programmer/System Manager having MCA/Equivalent with work experience of minimum 1 (one) year in that grade.
2.	System Manager	L – 15	1	By Promotion: From the post of Assistant System Manager with not less than 1 (one) year experience in that grade.
3.	Assistant System Manager	L – 11	2	By Promotion/Upgradation: From amongst the Data Entry Operators processing (B.Sc. IT/B.Sc. Electronics with Diploma in Software Management/B.Sc. Computer Science) with not less than 2 (Two) year experience in handling IT related works in that grade.
4.	Programming Assistant	L – 11	4	By Promotion: From among the Senior most Technical Assistant with BCA/Equivalent. By Direct Recruitment: If Vacancy is not filled by Promotion, it shall be filled by Direct Recruitment through interview with BCA/Equivalent
5.	Web Administrator (NeVA)	L – 10	1	By Promotion : From among the Senior most Computer Assistant (NeVA) with not less than 1 (one) year experience in that grade. By Direct Recruitment: If Vacancy is not filled by Promotion, it shall be filled by Direct Recruitment through interview with MCA/Equivalent.
6.	Senior Data Entry Operator	L – 9	4	By Promotion: From among the Senior most Data Entry Operators with not less than 1 (one) year experience in that grade.
7.	Technical Assistant	L – 7	3	By Direct Recruitment: Vacancies will be filled by Direct Recruitment through interview possessing BCA/Equivalent.
8.	Computer Assistant (NeVA)	L – 7	11	By Direct Recruitment: Vacancies will be filled by Direct Recruitment through written test who is a Graduate with 1½ years Diploma in Computer Applications/Science) L – 6 for Graduate with 6 (Six) months Diploma in Computer Applications/Science
9.	Producer (Media)	L – 12	1	By Direct Recruitment: By selection through interview limited to employees of Meghalaya Legislative Assembly Secretariat having M.A. in Mass Communication from a recognised University. Preference shall be given to candidate with minimum

				5 years work experience as Field Reporter Cum Social Media Manager in any accredited Media/News Channel.
10.	Technical Supervisor (Media)	L – 12	1	By Direct Recruitment: By selection through interview limited to employees of Meghalaya Legislative Assembly Secretariat having M.A. in Mass Communication from a recognised University. Preference shall be given to candidate with Minimum 1 year work experience as Video Editor in any accredited Media/News Channel.
11.	Media Extension Officer (Media)	L – 11	1	By Direct Recruitment: By selection through interview limited to employees of Meghalaya Legislative Assembly Secretariat possessing Bachelor Degree in Media Technologies from a recognised University. Preference shall be given to candidate with Minimum 1 year work experience as Graphic Designer in any accredited Media/News Channel.
12.	Journalist (Media)	L – 8	1	By Direct Recruitment: By selection through interview limited to employees of Meghalaya Legislative Assembly Secretariat possessing Bachelor Degree in Journalism from a recognised University. Preference shall be given to candidate with minimum 1½ years work experience as Visual Editor in any accredited Media/News Channel.
13.	Computer Assistant (Media)	L – 7	1	By Direct Recruitment: By selection through interview limited to employees of Meghalaya Legislative Assembly Secretariat possessing Bachelor Degree from a recognised University with 1½ years Diploma in Computer Applications. Preference shall be given to candidate with minimum 1 year work experience in any accredited Media/News Channel.
14.	Videographer cum Drone Operator	L – 7	1	By Direct Recruitment: By selection through interview limited to employees of Meghalaya Legislative Assembly Secretariat possessing HSSLC and having experience in covering the Assembly Session, Committee, etc. and in Drone Operation.
15.	Media Technical Assistant (Media)	L – 6	1	By Direct Recruitment: By selection through interview having HSSLC with Diploma in Computer Applications and Knowledge in Computer Hardware. Should also possess Certificate Course in Sound Engineer (at least 3 months) and Basic Videography and Photography (at least 6 months). Preference shall be given to candidate with Minimum 5 years work experience as Audio Visual Technician in any accredited Media/News Channel.
16.	Videographer (Media)	L – 6	2	By Direct Recruitment: By selection through interview possessing HSSLC and having completed Basic Videography Course (1 Month).

				Preference shall be given to candidate with minimum 1 year experience as a Video Journalist in any accredited Media/News Channel.
17.	Photographer (Media)	L – 6	2	By Direct Recruitment: By selection through interview possessing HSSLC and having completed Basic Videography Course (1 Month). Preference shall be given to candidate with minimum 1 (one) year experience as a Video Journalist in any accredited Media/News Channel.

**SCHEDULE II (D) Non-Ministerial Posts
OF
THE MEGHALAYA LEGISLATIVE ASSEMBLY SECRETARIAT
(RECRUITMENT AND CONDITIONS OF SERVICE)(AMENDMENT), RULES 2025**

Sl. No.	Name of the Post	Scale of pay/Level in Pay Matrix	No. of Posts	Method of Recruitment
1.	Joint Secretary (Debates)	76900- 134800/- Level-20	1	Promotion/Upgradation: Upgradation from OSD (Editing & Debates) in the Meghalaya Legislative Assembly Secretariat with 3 (three) years' experience in that grade and possessing a Bachelor's Degree qualification in any discipline from a recognised University.
2.	Financial Adviser (Finance)	62400- 123100/- Level-18	1	Deputation: By deputation through selection of suitable officer belonging to State/Central or Autonomous/Constitutional Bodies or Statutory Organisations possessing at least 5 years experience in financial and accounting matters holding analogous post/scale as Financial Adviser or its equivalent. The period of deputation shall not ordinarily exceed three years.
3.	Grade- I Reporter	49000 - 109100/- Level-16	5	Departmental Competition: By Departmental Competition limited to employees of the Meghalaya Legislative Assembly having a Degree from a recognised University with 5 (five) years experience as stenographer, proficiency in Stenography, 150 w.p.m. in short hand and 40 w.p.m. in typing with good command in English, sound knowledge in computer application besides knowledge and experience in office administrative works. Direct Recruitment: If vacancy is not filled by Departmental Competition, it will be filled by Open Advertisement through interview and skill test in stenography with 150 w.p.m. in short hand and 40 w.p.m. typing in English, from persons possessing a Degree from a recognised University with knowledge of computer application

				and stenography from any institute of repute
4.	Audit Officer (Finance)	45600- 101400/- Level-15	1	Deputation/Re-employment: By deputation through selection of a suitable officer belonging to another service in the Central/State Group 'A' or State Judicial Service with a minimum of 5 years experience in Group "A" post. Preference shall be given to officers belonging to Audit and Accounts Services of Central Government and having work experience in financial matters of Central Government Departments. The period of deputation/re-employment shall not ordinarily exceed three years.
5.	Accounts Officer	45600- 101400/- Level-15	1	By Promotion: From amongst the Assistant Accounts Officer. Candidate should be completed a Bachelor Degree in any subject. Desirable: Master's in Business Administration/Post graduate Diploma in Financial Management/Cost and Management Accountant. 2 (two) years of experience in Administration and Accounts.
6.	Assistant Accounts Officer	43700 - 97100/- Level-14	1	By Promotion: From amongst the Accountant with Graduate from a recognised university or institute. Should have 3 (three) years experience in accounts.
7.	Accountant cum cashier	39400- 90200/- Level -12	1	Promotion: From amongst the Account Assistant having B.Com and above with work experience as Account Assistant for two years and above.
8.	Stenographer Grade- II	37800 - 86400/- Level-11	4	Departmental Competition: 50% of the vacancies will be filled by Departmental Competition through written test, skill test and interview limited to employees having educational qualification of Higher Secondary from a recognised Board with 3 (three) years experiences stenographer Gr-III in the Meghalaya Legislative Assembly Secretariat, with a Shorthand speed of 100 w.p.m. and typing speed of 40 w.p.m. in English typewriter/computer with sound computer background. Direct Recruitment: Remaining 50% of the vacancies will be filled by selection through speed test and interview from persons with Shorthand speed of 100 w.p.m. and typing speed of 40 w.p.m. in English typewriter/computer background having Degree or equivalent qualification from a recognised University.
9.	Physiotherapist	37800 - 86400/- Level-11	1	Direct Recruitment: 100% vacancies will be filled by skill test and interview from persons possessing Bachelor's Degree of Physiotherapy with mandatory 6 month internship and real time exposure in hospital and physiotherapy units.

10.	Gym Instructor	37800 - 86400/- Level-11	2	Direct Recruitment: 100% vacancies will be filled by Open Advertisement through skill test and interview from persons possessing Bachelor's Degree from a recognised University with fitness trainers certificate/Diploma in Physical education.
11.	Electrical Tester	37800 - 86400/- Level-11	3	Promotion: From amongst the Electrical Supervisor/ Electrician having 3-year Diploma in Electrical Engineering from a government-recognized institution.
12.	Stenographer Grade-III	30300- 71600 Level-8	4	Departmental Competition: 50% of the vacancies will be filled by Departmental Competition through written test, skill test and interview limited to employees having educational qualification of Graduation from a recognised University with 5 (five) years experience shorthand in the Meghalaya Legislative Assembly Secretariat, with a Shorthand speed of 80 w.p.m. and typing speed of 30 w.p.m. in English typewriter/computer with sound computer background & good command of English. Direct Recruitment: Remaining 50% of the vacancies will be filled by selection through speed test and interview from persons with Shorthand speed of 80 w.p.m. and typing speed of 30 w.p.m. in English typewriter/computer background having Graduate or equivalent qualification from a recognised University.
13.	Account Assistant	30300- 71600/- Level-8	3	Direct Recruitment: From candidates possessing B.Com and above with experience of 2 years and above. He/She should be well versed with accounting techniques and be acquainted with accounting softwares. He/She should have an indepth knowledge in the field of accounting.
14.	Counsellor	30300- 71600/- Level-8	2	Direct Recruitment: 100% vacancies will be filled by Open Advertisement through skill test and interview from persons possessing Masters in Psychological Counselling with 3 (three) years of experience in counselling from organisation for repute.
15.	Translator (Hindi)	30300- 71600/- Level-8	1	Direct Recruitment: Vacancy will be filled by Open Advertisement through skill test and interview from candidates possessing Bachelor's Degree in Hindi from a recognised University, having one year experience in translation or interpretation work in an organization of repute, having proficiency & fluency in English & Hindi.
16.	Assistant Electrical Supervisor	26500 - 62400/- Level-6	1	Direct Recruitment: By selection from open market from candidate possessing Diploma/Degree in Electrical Engineering.
17.	Electrician	22200 - 52400/- Level-4	5	Departmental Competition: Vacancies will be filled by Departmental Competition through skill test and interview limited to staff of having 3 (three) years' service in any grade in the Meghalaya Legislative Assembly Secretariat

				possessing Trade Certificate or License in Electrical or Diploma in Electrical Engineering. Direct Recruitment: By Open Advertisement, through skill test and interview from persons with Diploma in Electrical Engineering.
18.	Generator Operator	19000-44800/- Level-2	3	Direct Recruitment: By Open Advertisement from persons with 10 th standard qualification, with experience of having worked as generator operator in an organisation of repute for 3 (three) years or possessing trade certificate in Electrical from a recognised institute
19.	Security Guards	17400-41000/- Level - 1	4	Direct Recruitment: By selection from open market through physical fitness test and interview from persons with basic home guards training/NCC or Security background and possessing HSLC or equivalent qualification from a recognised Board having 1 (one) year experience in an organisation of repute.
20.	Electrical Helper	17400-41000/- Level-1	4	Direct Recruitment: By Open Advertisement from persons with 10 th standard qualification, with experience of having worked as electrical helper in an organisation of repute for 3 (three) years.

**SCHEDULE II (E) LEGAL CELL
OF
THE MEGHALAYA LEGISLATIVE ASSEMBLY SECRETARIAT
(RECRUITMENT AND CONDITIONS OF SERVICE) (AMENDMENT), RULES 2025**

Sl. No.	Name of the Post	Scale of pay/ Level in Pay Matrix	No. of Posts	Method of Recruitment
1.	Joint Secretary (Law)	76900-134800/- Level-20	1	Promotion: From Deputy Secretary in the Meghalaya Legislative Assembly Secretariat having Law Degree from any recognised University with 2 (two) years' experience in the grade.
2.	Deputy Secretary (Law)	71600-129200/- Level-19	1	Promotion: From Under Secretary in the Meghalaya Legislative Assembly Secretariat having Law Degree from any recognised University with 3 (three) years' experience in the grade.
3.	Under Secretary (Law)	62400- 123100/- Level-18	1	Promotion: From Law Officer in the Meghalaya Legislative Assembly Secretariat having Law Degree from any recognised University with 5 (five) years' experience in the grade.
4.	Law Officer	45600-101400/- Level-15	3	Departmental Competition: Through written test and interview limited to employees of any grade with 3 (three) years experience in Meghalaya Legislative Assembly having Degree in Law from a recognised university. Direct Recruitment: If vacancy is not filled by Departmental Competition, it will be filled by Open Advertisement through written test and interview from candidates possessing a Degree in Law from a recognised University with 2 (two) years experience in practicing law.

**SCHEDULE II (F) PROTOCOL & SECURITY
OF
THE MEGHALAYA LEGISLATIVE ASSEMBLY SECRETARIAT
(RECRUITMENT AND CONDITIONS OF SERVICE) (AMENDMENT), RULES 2025**

Sl. No.	Name of the Post	Scale of pay/ Level in Pay Matrix	No. of Posts	Method of Recruitment
1.	Liaison Officers	45600-101400/- Level-15	2	By Promotion/Upgradation: From the post of Senior Protocol Officer possessing Bachelor's degree qualification with atleast 3 (three) years experience in that grade. Note: From amongst the senior most Protocol Officers in the upgraded pay Level-15 having not less than 10 (ten) years total service in the Meghalaya Legislative Assembly Secretariat, of which at least experience in protocol and VIP duties.
2.	Marshal (Female)	43700 - 97100/- Level -14	1	Departmental Competition: By Departmental Competition, an employee possessing Degree qualification from a recognised university with background in <u>Police/Navy/Army/Paramilitary force not below the rank of Sub-Inspector/JCO etc.</u> , and having knowledge of Constitution of India and Rules of Procedure and Conduct of Business in Meghalaya Legislative Assembly. Direct Recruitment: If vacancy is not filled by promotion and departmental competition, it will be filled by Open Advertisement through written test and interview from candidates possessing a Degree and having service background in Army/Navy/Air force or Police not below the rank of Sub-Inspector or equivalent.
3.	Deputy Marshal	43700 - 97100/- Level -14	1	Promotion/Upgradation: From the post of Senior Watch & Ward Officer in the Meghalaya Legislative Assembly Secretariat with 3 (three) years' experience in that grade and having background training from Police/Home guard.
4.	Deputy Marshal (Female)	43700 - 97100/- Level -14		Promotion: From the post of Senior Watch & Ward Officer in the Meghalaya Legislative Assembly Secretariat with 3 (three) years' experience in that grade and having background training from Police/Home guard.

				<p>Direct Recruitment: If vacancy is not filled by promotion, it will be filled by Open Advertisement through written test and interview from candidates possessing a Degree and having service background in Army/Navy/Air force or Police not below the rank of Sub-Inspector or equivalent.</p>
5.	Protocol Officer	37800 - 86400/- Level - 11	4	<p>Promotion: Vacancy(s) will be filled category wise for male and female post from amongst the senior junior most Watch & Ward Officers in the Meghalaya Legislative Assembly Secretariat with experience in protocol duties.</p> <p>Departmental Competition: <u>Vacancies will be filled category wise for Male and Female posts</u> by Departmental Competition through written test, skill test and interview limited to staff in the Meghalaya Legislative Assembly Secretariat with at least 5 (five) years total service of which at least 2 (two) years experience in any grade and having Diploma/Degree in travel and tourism management or hospitality management.</p>
6.	Watch & Ward Officer	35100-82900/- Level - 10	4	<p>Promotion: Vacancies will be filled category wise for male and female post from amongst the senior Watch & Ward Assistants in the Meghalaya Legislative Assembly Secretariat with 2 (two) years' experience in that grade.</p>
7.	Senior Watch & Ward Assistant	32200-76300/- Level - 9	10	<p>Promotion: From amongst the senior most Junior Watch & Ward Assistant in the Meghalaya Legislative Assembly Secretariat with 2 (two) years' experience in that grade.</p> <p>Departmental Competition: If vacancies is not filled by promotion, it will be filled up by Departmental Competition limited to staff of Meghalaya Legislative Assembly Secretariat with HSSLC qualification and work experience.</p>

**SCHEDULE II (G) ENGINEERING CELL
OF
THE MEGHALAYA LEGISLATIVE ASSEMBLY SECRETARIAT
(RECRUITMENT AND CONDITIONS OF SERVICE) (AMENDMENT), RULES 2025**

Sl. No.	Name of the Post	Scale of pay/ Level in Pay Matrix	No. of Posts	Method of Recruitment
1.	Assistant Executive Engineer	55500-116200/- Level-17	1	Direct Recruitment on Contract Basis/Temporary Transfer/Deputation from PWD: By deputation through selection of suitable officer belonging to PWD Department or Statutory Organisations possessing B.E/B.Tech or Equivalent qualification with at least 15 years experience in execution/construction of Civil works and completion of administrative training.
2.	Assistant Engineer (Civil)	45600-101400/- Level-15	1	Direct Recruitment on Contract Basis/Temporary Transfer/Deputation from PWD: By deputation through selection of suitable officer belonging to PWD Department or Statutory Organisations possessing B.E/B.Tech or Equivalent qualification with at least 10 years experience in execution/construction of Civil works and completion of administrative training.
4.	Junior Engineer (Electrical)	37800 - 86400/- Level -11	1	Direct Recruitment on Contract Basis/Temporary Transfer/Deputation from PWD: By deputation through selection of suitable officer belonging to PWD Department or Statutory Organisations possessing Diploma in Electrical Engineering or Equivalent qualification with at least 5 years experience in execution of works and completion of administrative training.
5.	Lower Division Assistant	30300-71600/- Level-8	1	Direct Recruitment: 100% of the vacancies will be filled by Open Advertisement through written test and interview from amongst the candidates possessing Degree qualification in any discipline from a recognized University with knowledge in computer application.

**SCHEDULE II (H) LIBRARY & RESEARCH
OF
THE MEGHALAYA LEGISLATIVE ASSEMBLY SECRETARIAT
(RECRUITMENT AND CONDITIONS OF SERVICE) (AMENDMENT), RULES 2025**

Sl. No.	Name of the Post	Scale of pay/ Level in Pay Matrix	No. of Posts	Method of Recruitment
1.	Chief Librarian	55500- 116200/- Level-17	1	Promotion: From amongst the Senior most Librarian possessing Master's Degree in Library Science.
2.	Research Officer	49000 - 109100/- Level -16	1	Promotion: From Assistant Research Officer with atleast 5 (five) years of total service in the Meghalaya Legislative Assembly Secretariat possessing Master's Degree from a recognized University.
3.	Senior Librarian	45600- 101400/- Level-15	2	Upgradation: From the post of Librarians in the Meghalaya Legislative Assembly Secretariat with 10 (ten) years experience in the grade and possessing Master's Degree in Library Science. The upgradation shall be personal to the present incumbent(s).
4.	Assistant Research Officer	43700 - 97100/- Level - 14	3	Promotion: From amongst senior most Research Assistants in the Meghalaya Legislative Assembly Secretariat possessing Bachelor's Degree with 2 (two) years experience in that grade. Departmental Competition: If vacancy is not filled by promotion, it will be filled by Departmental Competition, limited to employees of the Meghalaya Legislative Assembly Secretariat possessing Bachelor's Degree from a recognised University with Diploma in Computer and having sound knowledge of Parliamentary research service. Direct Recruitment: If vacancy is not filled by promotion and departmental competition, it will be filled by Open Advertisement through written test and interview from candidates possessing Bachelor's Degree from a recognised University with Parliamentary research skill and knowledge.